

Nevada FBLA-PBL, Inc. Board of Trustees Meeting

DATES: May 25, 2007
9:24 a.m. – 12:08 p.m. **PLACE:** Nevada Department of Education
Las Vegas Office

The following Trustees, constituting all of the initial Trustees named by the Incorporator and a majority of authorized number of Trustees (thereby establishing a quorum) of the Board, participated in the meeting:

Board of Trustees Members

- Jeanne Joyce, Spring Creek High School, Board Chair
- Elly Hanks, Controller, Terra Contracting, Inc., Board Secretary/Treasurer
- Melissa Scott, Nevada FBLA-PBL State Chair, Business and Marketing Consultant, Nevada Department of Education
- Ryan Underwood, FBLA-PBL Executive Director

Board Members Not In Attendance

- Karen Hertberg, Vice Chair
- Derwin Lawson, FBLA Adviser, Chaparral High School

Ex-Officio Member in Attendance

- Phyllis Dryden, Director of Career, Technical, and Adult Education, Nevada Department of Education

Note

- The two student officer positions for the Board of Trustees have not been selected due to officer elections

CALL TO ORDER

The Nevada FBLA-PBL, Inc. Board of Trustees was called to order by Nevada FBLA-PBL Board Chair Jeanne Joyce at 9:24 a.m.

APPROVAL OF MINUTES

The minutes of the August 22, 2006 Board of Trustees were approved with corrections as noted: The minutes of the January 13, 2006 Board of Trustees were approved with the following corrections: Ryan Underwood did abstain from the Vote of Confidence cast for TRI Leadership Resources to continue managing the day to day operations of Nevada FBLA-PBL and that it was the second winningest NLC year in Nevada history.

BUDGET & FINANCIAL REPORT

Financial Report

Discussion

The FY 2006-07 financial report as of May 25, 2007 was presented. Total income to date is \$159,499.34 compared to expenses of \$120,450.98 showing a to date profit of \$39,048.36. Cash on hand of is \$40,756.05 with \$65,015.03 in accounts receivable.

Melissa Scott and Ryan Underwood reported that there was still approximately \$14,000 in Nevada Department of Education VSO reimbursable funds that will be submitted and received prior to year's end.

The overall projection for the end of year result ranges from a \$2,000 profit to a \$5,000 loss. These numbers will be finalized once expenses from the National Leadership Conference have been paid.

The primary reason for the potential loss is membership and State Business Leadership Conference numbers being below the breakeven point budgeted for the year. The Management Team cut funds and added staff resources to help trim losses from an expected \$15,000 to about \$8,000 on SBLC.

Decision

It was moved by Elly Hanks and accepted to approve the May 25, 2007 Nevada FBLA-PBL Financial Report as presented. The motion passed unanimously.

Audit

The draft audit has been completed by the Nevada Department of Education. Two initial findings were requested for additional documentation, clarification, and support. Responses have been submitted to NDE auditors for their factoring in the final audit report.

Initial Finding #1 had to do with contracts and sole source vendors. The auditors requested that a sole source provider waiver be completed. The waiver was submitted and the state purchasing department turned down the waiver application because it was not necessary. We anticipate that this finding will not be included in the final audit.

Initial Finding #2 had to do with missing original receipts and documentation for the payment of invoices. This occurred during the transition period during the vacancy in the State Chair position between March – July 2006. This documentation has been secured and provided to the auditors and we anticipate that this finding will also not be included in the final report.

The final audit will be presented to Nevada FBLA-PBL at the next meeting.

Money Management

Discussion

Currently the Nevada FBLA-PBL bank account carries an average balance of more than \$30,000. It has been recommended that FBLA-PBL conservatively, but more assertively hold these funds in safe interest bearing accounts.

The Board would also like to see the Management Team and State Officers continue to pursue corporate sponsorship as well as the Investment project that the state officers would have the opportunity to help guide long-term investments.

Decision

It was moved by Ryan Underwood and seconded to approve the Management Team to pursue proposals for a long term investment vehicle for \$5,000 of funds and to maintain other excess operating funds in a money market account that would be easily accessible for operating purposes. The motion passed unanimously.

Direction

The Management Team will report back by the next Board of Trustees meeting on the results of this decision. The Board would like to review fees, interest rates, and process for moving funds between accounts.

The State Adviser and Executive Director will work to update the corporate sponsorship packet and present to State Officers the investment challenge concept.

Budget Recommendations

The Management Team asked the Board for suggestions and ideas for resource allocation for 2007-08. The Board asked for attention in the budget to the following areas:

- Enact the Board insurance to backup the non-owned vehicle, general liability, and event coverage for the association.

- The state would like to explore allocating some funding to be available for Middle Level development efforts and outreach. The role of State Officers in developing high schools to support their feeder middle schools will be explored at State Officer Training.

REVIEW OF STUDENT AND CORPORATE BYLAWS

Discussion

Melissa Scott suggested the concept of amending Article III, Section 3.2, Paragraph three to change the word “selected” to “elected.” The Board agreed with the concept that the Board of Advisers should be electing one of their own peers to formally sit as a representative on the Board of Trustees. It was felt that with Nevada FBLA-PBL still in their formative stages of development that the language be left as it is for now and to reconsider this amendment proposal in 2008.

Melissa Scott called out the importance of the omission in Article III, Section 3.4, Paragraph of the “chair” from the list of Board Officers.

The Nevada Department of Education has asked the Trustees to more clearly state in the Bylaws language regarding conflicts of interests.

The Board felt strongly that the State Officers for FBLA and PBL and the advisors representatives be called out in the corporate bylaws as a perpetual committee of the Board of Trustees.

Decision

It was moved by Elly Hanks and seconded to amend Article III, Section 3.4 Paragraph one to add the word “chair” to the list of Board Officers. The motion passed unanimously.

It was moved by Ryan Underwood and seconded to amend Article IV, Section 4.2 to add a second paragraph that states, “Any Board of Trustees member who may benefit personally or whose business may profit from any contracts presented to the Board of Trustees must abstain from the vote and it be noted in the minutes.” The motion passed unanimously.

It was moved by Melissa Scott and seconded to amend Article IV, Section 4.4 to add a second paragraph that states, “The Nevada FBLA-PBL State Officers shall be selected consistent with the Nevada FBLA and Nevada PBL Division Bylaws. The Nevada FBLA-PBL State Officers and Nevada FBLA-PBL Board of Advisers shall serve as a perpetual

committee of the Nevada FBLA-PBL, Inc. Board of Trustees.” The motion passed unanimously.

It was moved by Melissa Scott and seconded to amend Article IV, Section 4.4 to add a third paragraph that states, “The Nevada FBLA-PBL Board of Advisers shall serve as a perpetual committee of Nevada FBLA-PBL, Inc. Board of Trustees. The Nevada FBLA-PBL Board of Advisers shall consist of all chapter advisers as determined by each school with an active chapter in good standing. For the purposes of voting, each local chapter shall have one vote.” The motion passed unanimously.

Direction

Update corporate bylaws with approved amendments and publish to the website.

Reconsider Article III, Section 3.2. “elected” at the May 2008 meeting and that the Management Team design and promote an election process for the Board of Advisers to select.

It is recommended that the Management Team submit the Nevada FBLA Division Bylaws be reviewed by State Officers during their training retreat and to make any recommendations to the Board of Trustees for the next scheduled meeting.

PROGRAM PARTICIPATION 2006-07

Program Report

STATE FALL LEADERSHIP CONFERENCE – ELKO

FBLA Participation

Members = 54, Advisers = 8, Schools = 7

LEADERSHIP EXTRAVAGANZA – LAS VEGAS

FBLA Participation

Members = 100, Advisers = 12, Schools = 14

BUSINESS KNOWLEDGE MASTERY PROGRAM (Online Testing)

Total FBLA students participating: 174

Total tests attempted: 414

Average tests per student: 2.4

STATE BUSINESS LEADERSHIP CONFERENCE

Members = 276 FBLA, 0 PBL (389 FBLA, 21 PBL in 2006)

Advisers = 42 FBLA, 0 PBL (44 FBLA, 2 PBL in 2006)

Schools = 30 FBLA, 0 PBL (35 FBLA, 3 PBL in 2006)

Total Online Tests Administered = 703

Total Members Registered for at Least 1 Online Test = 237

Average Online Tests Administered per member = 3

NLC 2007

It was reported that NLC participation is 10% higher for 2007 than previous years. The reason for this is the location (Chicago) as well as the increase in number of competitive events and competitor allocations. Nevada FBLA is still not sending a full slate of competitors to nationals, but, based on state size we have a robust participation and are looking forward to a super event.

Nevada FBLA's delegation includes 16 chapters, 101 students, 15 advisers and guests for a total of 116 participants. This compares with 101 participants for NLC 2006. Our room utilization is 41 sleeping rooms.

RENO SBLC 2008

Discussion

The importance of identifying facilities for the State Business Leadership Conference as far in advance as possible was discussed. The Management Team reported on their charge to secure facilities for the next few years. A site visit was completed in January 2007 in Reno with visits to the Grand Sierra Resort, Circus Circus, and Nugget.

From a negotiation standpoint the concept of negotiating multi-year hotel/facility contracts was discussed. While the state has a tradition of rotating the SBLC around the state, it was also identified that building relationships (judges, donors, etc.) with the business community is also vital and that our SBLC is the prime event we have for cultivating these relationships. It was also discussed that organizations like SkillsUSA have set a good example of precedence in terms locating their state event in a conference city for back to back years and then moving to another for back to back years.

The Grand Sierra Resort presented the best overall package for facility, rooms, meals, lodging, and service for Nevada FBLA-PBL. We asked for a contract for 2008 and 2009 SBLCs and had the agreements reviewed for counsel for with two certified meeting professionals. We also secured options on 2011 and 2012 with the ability to get out of those agreements with no penalty with proper notice. This facility is new renovated and undergoing major updates and by negotiating so far out we are securing exceptional rates that would be unavailable in the future. It also is a facility that is scalable for Nevada's needs (we can expand greatly or shrink back depending on the course of each year).

Decision

It was moved by Elly Hanks and seconded to approve contract with the Grand Sierra Resort SBLC location for 2008 and 2009 and 2011 and 2012 as discussed on the April 3, 2007 Board of Trustees Conference Call. The motion passed unanimously.

Direction

The Management Team will post the dates to the website and begin promoting through all communications. The SBLC packet will also be updated over the summer to be ready for back to school.

DETERMINATION OF ACTIVE CHAPTER DEFINITION

Discussion

The Board previously determined a definition of "in good standing" and took action to more clearly define what constitutes an active chapter.

Direction

It was moved by Elly Hanks and seconded to define chapter standards as:

- Current Chapter Bylaws
- Elect Chapter Officers and Submit List to the State Office by October 1
- Registered and Paid 10 Members by October 20
- Attend at least one conference sponsored by Nevada FBLA-PBL during the year
- At least 5 members achieve the Future Award level of the Business Achievement Awards
- Plan and implement a minimum of eight chapter events/meetings/activities (average of one per month) and report chapter activity once per month

An active report status will be sent to school administration recognizing active chapter status in November, February, and April.

The motion passed unanimously.

Direction

The Board asked that on the website we post sample chapter bylaws in Word format so chapters can download them for their chapter updating. The management team also given permission to use a special circumstance waiver in order to provide for new chapters and special situations. This new active chapter language is to be included in all communication with chapters (newsletter, mailings, web, trainings, etc.) and regular reports distributed to schools.

CALENDAR

Discussion

The 2007-08 Calendar was presented for review. Deadlines, events, and key themes for each month were identified.

Decision

It was moved by Jeanne Joyce moved seconded to approve the 2007-08. The motion passed unanimously.

Direction

Distribute the calendar to the chapters.

NEW BOARD MEMBERS

Discussion

Melissa Scott presented two outstanding candidates for nomination to the Board of Trustees. The profiles on James Gronowski and Tim Schneider were presented and warmly received.

Decision

It was moved by Melissa Scott and seconded to appoint the following slate of nominees to the Board of Trustees:

- James Gronowski
- Elly Hanks
- Karen Hertberg
- Jeanne Joyce
- Derwin Lawson
- Tim Schneider

The motion passed unanimously.

Direction

Melissa Scott will notify all Board members of their confirmation and distribute minutes and other information related to service on the Trustees. The information would also be updated online and in communication to chapters.

The Management Team will announce the State Officer representative to the Board at the next meeting. The Board also agreed on the need to recruit another active local chapter advisor leader to serve on the Board.

OTHER BUSINESS

New Staff Announcement

Ryan Underwood reported highlights to the Management Team structure with Glenn Morris moving to Associate State Director, Mike Oechsner moving from Competitive Event Management to State Adviser, and Sean Robinson's promotion to State Officer Coach. They will join Ryan Underwood as executive director, Rhonda Bohall as finance director, and Becky Trimble as public relations manager and judge coordinator. Brycen Woodley and Bryan Timonere are also part of the Nevada FBLA support team.

New Phone System

Ryan Underwood announced the new phone system for Nevada FBLA and DECA. The joint phone system shares costs while promoting a user-friendly and one-stop number for accessing key Nevada FBLA staff. The system will go live in June and is a toll free number.

Girl Scouts Partnership

Ryan Underwood announced the continuation of efforts to partner with the Girl Scouts and their Camp CEO overnight business leadership program. Currently dates are being identified for the Fall for Southern Nevada based members.

Fall Conference Facilities

It was announced that site visits had been completed for Fall Conference locations in all three areas of the state. The Red Lion in Elko, Sierra Nevada College in Lake Tahoe, and Sunset Station in Summerlin/Las Vegas.

State Officers

The date and location for the fourth annual CTSO Summit have been confirmed and all state officer arrangements have been completed. The Board asked that local advisors to officers continue to be copied and included in correspondence to the officers. The Board was very pleased to see the amount of communication coming to both the officers and the advisers. It was also suggested that the State Officer Orientation that officer advisers be included in the meeting and/or information distributed so they can now as soon as possible dates, deadlines, and expectations of officers.

ADJOURNMENT

The meeting was adjourned at 12:08 p.m.

Respectfully Submitted,

NEVADA FBLA-PBL, Inc.

Elly Hanks, Board Secretary/Treasurer

May 25, 2007
Date