

Nevada FBLA-PBL, Inc. Board of Trustees Meeting

DATES: September 12, 2008 **PLACE:** Nevada Department of Education
8:20 a.m. – 10:38 a.m. Southern Office Board Room

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

- Elly Hanks, Board Chair
- Melissa Scott, Nevada FBLA-PBL State Chair, Business and Marketing Consultant, Nevada Department of Education
- Ryan Underwood, FBLA-PBL Executive Director – joined via phone conference 8:45 a.m.
- Stacie Peterson, CTE Specialist, Washoe County Schools
- Izack Tenorio, Nevada FBLA State President, State Officer Representative
- James Gronowski, System Administrator, Las Vegas Monorail -- 9:50 a.m.
- Tim Schneider, President, Soaring Eagle Enterprises, Inc.
- Jeanne Joyce, Elko County School District
- Jill Lambert, Adviser Representative, Board Secretary/Treasurer

Guest(s) and Staff Members in Attendance

- Mike Oechsner, State Adviser

Board Members Not In Attendance

- Karen Hertberg, Past Chair

Ex-Officio Member Not in Attendance

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

Staff Members Not in Attendance

- Sean Robinson, State Officer Coach

CALL TO ORDER

The Nevada FBLA-PBL, Inc. Board of Trustees was called to order by Nevada FBLA-PBL Board Chair Elly Hanks at 8:20 p.m. Elly welcomed all board members and guests.

APPROVAL OF MINUTES

The minutes of the April 20, 2008 Board of Trustees were approved. It was moved by Tim Schneider and seconded to approve the minutes as presented. Motion passed unanimously.

BOARD OF DIRECTORS OFFICER ELECTIONS

Discussion

Melissa Scott informed the Board that there are two open officer positions this year: Vice Chair and Secretary/Treasurer. Responsibilities of these positions were discussed.

Decision

Tim Schneider was nominated for Vice Chair and Stacie Peterson was nominated for Secretary/Treasurer. It was moved by Jeanne Joyce and seconded to accept the nominations. Motion passed unanimously.

Direction

The newly elected Board Officers will serve for the 2008-09 Fiscal Year.

STATE OFFICER BOARD MEMBERS

Discussion

The Board needs to vote to accept the Executive Director's appointment of a student officer to serve on the Board of Trustees.

Decision

It was moved by Tim Schneider and seconded to accept Izack Tenorio as the new student state officer representative on the Board. Motion passed unanimously.

STATE CHAIR REPORT

State Chair Melissa Scott reported that the state funding has been reduced this year due to legislative budget cuts, however, this has a minimal effect on CTSO funding.

Board members were asked to complete a Memorandum of Understanding – Volunteer in State Service form required for Workman’s Compensation liability purposes.

Melissa Scott informed the Board that the Great Basin Agreement for Annual Management Contract has been signed. This annual contract runs July 1 through June 30.

Melissa Scott informed the board that four schools are interested in starting a new chapter this year: Desert Pines, Mojave, White Pines and Carson. There is a new adviser at NWECTA that will need some assistance in building a chapter this year.

Melissa shared information about the Stock Market Game event to be held this year.

State officer training in Lake Tahoe this past summer was very successful. An additional leadership-in-training position was added to the state officer program to provide development training for potential officers in order to strengthen the candidate base for future state officer teams. These members of the officer team are called Leadership Partners and they will play a limited role on the officer team as we prepare them to be successful in running a campaign for next year.

It was moved by Tim Schneider and seconded to accept the state chair report. Motion passed unanimously.

STATE ADVISER REPORT

Membership Report

Final Membership was 891 for the 2007-08 year, nearly a 15% increase over the prior year. State Conference attendance was 391, nearly a 20% increase over the prior year. NLC participation was 103 students and 21 advisers, a 20% increase over the prior year.

Adviser Conference

Following the success of last fall’s inaugural adviser conference, an adviser conference is being conducted again this year on September 13 in Las Vegas and on September 20 in Winnemucca. 26 Advisers are registered for the Las Vegas event, and 15 are registered for the Winnemucca event.

Fall Leadership Extravaganza

This year's Fall Leadership Extravaganzas will be held on October 29 in Reno, October 30 in Las Vegas, and November 11 in Elko. Amy Gallimore is the keynote speaker for all three events. These events are being presented at the same cost to students as last year. All information on these events has been distributed to the advisers. Elly recommended that PBL members and advisers should be invited to these events. All agreed that PBL chapters should be invited to these leadership events.

Action

Invitations will be extended through the deans of the various college business departments. Melissa Scott will contact the deans in the southern part of the state and Stacie Peterson will contact deans in the northern part of the state.

National Leadership Conference 2009

The NLC is located in Anaheim, California this year. Increased participation from Nevada qualifiers is anticipated due to the close proximity and lower costs. It was quite expensive to attend the 2008 NLC in Atlanta, but due to available AB151 funds making it more affordable to attend. The number Nevada qualifiers and advisers participating was higher than originally anticipated. We hope to keep this momentum going with increased participation in the NLC again this year.

Silver Notes

Silver Notes newsletters will include highlights about business partners and judges. Printed copies of the newsletters will be mailed this year to chapter presidents, advisers, principals, administrators, business partners, and competitive event judges.

It was moved by Stacie Peterson and seconded to accept the State Adviser Report. Motion passed unanimously.

STATE OFFICER TEAM REPORT

Izack Tenorio presented the State Officer Report. The report, dated September 12, 2008, will be attached to these minutes. Highlights of the report included:

- ◆ The development of the new state officer team starting with the first meeting after the State Business Leadership Conference (SBLC) in Reno.
- ◆ Nevada FBLA had the largest delegation at NLC to date with 103 qualifying members and 21 advisers attending.
- ◆ All state officers attended the Institute for Leaders at the National Leadership Conference (NLC) in Atlanta.
- ◆ Cesar Luna of Spring Creek High School and Christopher Williams of Galena High School received Who's Who in FBLA recognition at the NLC.

- ◆ Five Nevada members placed in the top ten at the NLC:
 - ✧ A team of two members from Advanced Technologies Academy placed 2nd in Emerging Business Issues
 - ✧ A team of two members from Palo Verde High School placed 3rd in Global Business; and
 - ✧ A student from Elko High School placed 8th in Business Communications.
- ◆ GO BIG goals were set at the CTSO State Officer Leadership Summit in Lake Tahoe.
- ◆ Alumni relations being developed at the SBLC with an alumni pool part for former state officers.
- ◆ Re-introduction of Leadership Partners.
- ◆ Membership outreach goals for the coming year.

The board discussed the development of alumni activities and recommended that more lead time be provided for invitations to events to increase alumni attendance. ***It was also recommended that we offer an alumni reception at the state conference and seek out a sponsor for the alumni gathering at the conference.***

Melissa Scott asked Izack Tenorio to send the state officer goals and the tenth of the month reports to the Board. The Board would also like to know when chapter visits are scheduled so board members can attend with state officers whenever available. Melissa Scott requested a two month calendar of visits be sent to Board members.

Stacie Peterson requested information regarding competitive events for the middle-school level. Mike Oechsner informed the board that middle-school members in Nevada are treated the same as high school members, in that they may compete against high school members in all events. There are a number of "Intro" events open only to members in grades 6-10. Middle-school level competitive events are not currently offered at the national level except for open events. A national Middle Level Academy was piloted at the 2008 NLC.

It was moved by Stacie Peterson and seconded to approve the State Officer Team Report. Motion passed unanimously.

PROFESSIONAL MEMBERSHIP FOR BOARD OF TRUSTEE MEMBERS

Discussion

All board members are asked to become professional members. Annual dues are \$23 and lifetime dues are \$350. Lifetime membership gives you the ability to attend any national conference for free. More information can be found at the national web site.

Decision

It was agreed that board members should become professional members. The Board also requested a recommendation to become professional members be added to the by-laws.

Direction

Mike Oechsner will send Board members the professional membership link to the national site.

Board members were requested to join as professional members prior to the January Board meeting.

SPONSORSHIP DEVELOPMENT UPDATE

Discussion

Discussion on whether state officers should focus on chapter membership and/or sponsorship. Since Board members have more industry contacts, the Board felt it should assist with sponsorship development and have state officers focus more on membership recruitment and leadership development.

It was recommended that the names of potential contacts that officers may have be forwarded to Melissa Scott who will assist with calls on these contacts.

Collateral packets are available for potential sponsors.

Mike Oechsner informed the board that credit card payment is available through Google check out at an approximate cost of \$2.95 per transaction plus a 1-1/2% processing fee.

The Board discussed commitment levels in bringing in in-kind donations and sponsors to Nevada FBLA. It is recommended that all board members strive to make contacts and gain sponsors for our programs and additional members for the Board. Industry Board members felt strongly that they should have more aggressive goals due to their industry contacts.

Decision

It was recommended that the following collateral pieces also be included in the packets: sponsorship level contribution/donation form to sign and send in, reply envelopes, credit card remittance form, and key contacts list by region. These items should also be available on the web site.

Direction

Mike Oechsner will follow-through with the credit card acceptance procedures. It will take about three weeks to set up credit payment options available through Google check out. The Board requested this option to be available by October 13, 2008.

Collateral pieces will be updated and available by the October 13, 2008. Melissa, Mike, and Ryan will work together to update the packet.

Industry Board members felt strongly that they should have more aggressive goals due to their industry contacts. To keep up enthusiasm and contacts it was recommended that it become policy for each industry board member to bring aboard one additional board member in 2008-2009 and to obtain 5 sponsors each. A subcommittee consisting of the industry Board members will meet to discuss options on these issues.

It was moved by Tim Schneider and seconded to adopt the recommendation as board policy for 2008-2009 and to add as a report item to the agenda. Motion passed unanimously.

FINANCIAL REPORT

Discussion

The 2007-2008 Budget vs. Actuals and 2008-2009 Budget report was reviewed. Details were requested in relation to several line item increases. Mike Oechsner informed the Board that many items that had been collectively merged together in broader categories in the previous year and have now been specifically identified and added as line items. Many of these line items were requests by the Board. In addition, some items are part of the all-inclusive portion of the annual contract, and will be allocated accordingly to the budgeted expenses.

The Board appreciated the completeness of the financial reports. The line items make it easier to read and understand the organization's financial status.

Mike Oechsner further explained that Sponsorship and Contributions were included in directly in revenues for the appropriate Conferences/events.

The additional expense under State officer Meetings for 2008-09 is because FBLA is adding a pre-CTSO Summit Training event to align with other CTSOs.

CTSO training will show a much higher cost in the 2008-09 fiscal year due to payment of all five all 5 CTSO expenses through FBLA. Reimbursement from the other CTSOs to come and will be listed as revenue on the financials. The Board requested that the

FLBA component be listed with the revenue notation. Mike Oechsner will take care of this notation.

The Profit and Loss Statement for the period dated July 2007 –June 2008 was reviewed. Total Income for the period was \$238,586.48. Total Expenses for the period was \$222,347.13. The Net result for the period was \$16,238.93. Balance sheet items reported as of June 30, 2008 with Total Assets of \$145,395.27 composed of \$31,169.57 in CDs, \$109,672.27 cash in bank, and \$4,553.34 in Accounts Receivable with Total Liabilities of \$65,576.36. It was noted that the balance sheet as of the end of the fiscal year overstates our true cash position because the NLC expenses had not yet been paid as of this date.

Accounts Receivable and Payable Schedule was reviewed. The only payable is for marketing banners and signage for FBLA events. The Board questioned the status of the HOSA loan. Mike Oechsner informed the board that the \$5000 had been repaid. There were several negative balance items on the accounts receivable schedule. Mike Oechsner informed the board that there were several schools that remitted payments for the NLC before knowing how much was going to be paid through AB151 grant funds. These schools will be receiving a refund check in the next couple of weeks.

Melissa Scott informed the Board that the annual IRS 990 Filing with National FBLA-PBL has been completed.

Decision

It was moved by Stacie Peterson and seconded to approve the FY 2007-2008 Financials and the 2008-2009 Budget, excluding the Accounts Receivable Schedule. The motion passed unanimously. Ryan Underwood abstained from voting.

Direction

All sponsorships, advertisements, and contributions should be allocated accordingly on the budget, rather than to specific conferences/events.

The Board requested documentation on the accounts receivable items that state *See Mike's* notes. Mike Oechsner will provide these notes to the Board.

The Board questioned the \$1,561.38 unidentified item at the bottom of the accounts receivable schedule. Mike Oechsner will check the source of that item and report back to the Board.

2008-2009 CALENDAR REVIEW/APPROVAL

Discussion

Melissa Scott presented the 2008-09 Calendar of Events to the Board.

Decision

James Gronowski moved, it was seconded, and passed unanimously, to accept the calendar as presented.

FY 2008-09 ALL INCLUSIVE MANAGEMENT AGREEMENT

Discussion

Board members requested clarity on new items in the agreement. New items included State Adviser Travel, Communication Expenses, and CTSO Leadership Summit. Mike Oechsner shared that there are several events – including the State Leadership Summit and CTSO Legislative Day – that only happen every other year, so these items will only appear to the association every other year. Also, because of growing attendance by Nevada Chapters at the National Fall Leadership Conference, a member of the staff needs to attend this event. There are also expenses associated with adding a pre-CTSO Summit training for FBLA Officers.

Also discussed was the reality that average airfare has increased \$100 per ticket, and there are now baggage fees associated with nearly all travel. TRI made the commitment in 2007-08 to provide services on an all-inclusive cost basis, and actual expenses in several categories exceeded the amount in the 2007-08 contract. 2008-09 pricing has been adjusted to cover 2008-09 fees, not to re-coup any differential on the previous year.

Decision

Stacie Peterson moved to approve the All Inclusive Management Agreement for 2008-09 as presented. It was seconded and passed unanimously. Ryan Underwood abstained from this vote.

Direction

Elly Hanks and Melissa Scott executed the approved agreement.

NEXT MEETING

The next regular meeting of the Board of Trustees was scheduled for Friday, January 16, 2009, at 2:30 p.m.

ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

Respectfully Submitted,

NEVADA FBLA-PBL, Inc.

Jill M. Lambert, Secretary/Treasurer

09/12/2008

Date