

NEVADA FBLA-PBL, INC.
BOARD OF TRUSTEES MEETING
September 11, 2009

LOCATION: College of Southern Nevada with Video Conference Feeds in Elko and Reno

Board of Trustees Members Present:

Jeanne Joyce
Dave Kern
Jim Gronowski
Jill Lambert
Tim Schneider, Board of Trustees Chair
Melissa Scott, State Chair
David Farahi
Carmen Puentes
Jennifer Abdinoor

Staff Members Present:

Mike Oechsner

Board Members not in attendance:

Elly Hanks, Immediate Past Chair
Phyllis Dryden, Director of Career, Technical, and Adult Education
Ryan Underwood, Executive Director

Call to Order:

The meeting was called to order by Board Chair, Tim Schneider, at 2:31 p.m.

Approval of Minutes:

Decision:

Jill Lambert moved, Jim Gronowski seconded, and it passed to approve the minutes of the previous meeting as presented.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Melissa Scott, Nevada Department of Education, 9890 South Maryland Parkway, Las Vegas, NV 89183 at least three working days prior to the meeting. TDD # 702-486-6625.

OLD BUSINESS:

Finalization of Strategic Direction:

Discussion:

The Board Members reviewed their commitments as discussed on the July Webcast Meeting. Primary objectives are communication with chapters and sponsorship/financial development. Board Members are committing to:

- A. Contact two chapters each month to keep in contact and to welcome them for business visits or informational outreach.
- B. Find at least one sponsorship during the year and solicit additional sponsorships as opportunities are available.

Decision:

Jennifer Abdinoor moved, Jill Lambert seconded, and it passed that the board commitment and strategic direction be adopted.

Direction:

Mike will work with the vice president of membership and the region vice presidents to schedule a target list for board members that will start in October.

Board Members that are in need of sponsorship packets should contact Melissa. She will mail additional packets as needed.

NEW BUSINESS

Appointment of Committees:

Discussion:

As we move forward and focus more on policy based governance, board meetings will focus around committee recommendations and decision making.

Decision:

Board Chair Tim Schneider appointed the following standing committees of the Board of Trustees:

- A. Executive Committee (by virtue of position): Tim Schneider, Board Chair; Elly Hanks, Immediate Past Chair; Melissa Scott, State Chair; Ryan Underwood, Executive Director; Jim Gronowski, Chair Elect; and Stacie Peterson, Secretary/Treasurer
- B. Nominating Committee: David Farahi (Chair), Dave Kern, Elly Hanks
- C. Education & Program Committee: Jim Gronowski (Chair), David Farahi, Jennifer Abdinoor, Jill Lambert, and Jeanne Joyce
- D. Business & Financial Development Committee: Elly Hanks (Chair), Dave Kern, and Tim Schneider
- E. Public Relations & Advocacy: Jennifer Abdinoor (Chair), Melissa Scott, Dave Kern, Stacie Peterson, Jeanne Joyce, and Tim Schneider

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Direction:

By the January Board of Trustees Meeting, the Committee Chairs need to review goals, action items, and send committee reports to Tim by 12/1/09

Nominating Committee Action Items:

Approval of New Board Member:

Decision:

Dave Kern moved, Jill Lambert seconded, and it passed to accept Jennifer Abdinoor of Las Vegas Meetings by Harrah's Entertainment to the Board of Trustees.

Approval of State Officer Board Member:

Decision:

Jill Lambert moved, Jennifer Abdinoor seconded, and it passed to accept Carmen Puentes as the State Officer Representative on the Board of Trustees.

Election of Board of Trustees Officers:

Decision:

Jeanne Joyce nominated **Jim Gronowski** to the position of **Chair Elect**, Jill seconded, and it passed.

Jill Lambert nominated **Stacie Peterson** to continue in the position of **Secretary/Treasurer**, Melissa Scott seconded, and it passed.

Board Terms:

Discussion:

The board reviewed the current board roster and terms/eligibility for renewal. State Adviser Mike Oechsner shared the association's great thanks to our very strong Board. This fiscal year marks the first time for Nevada FBLA as an incorporated body where we must be prepared for succession planning as Board Members reach the time that they must step down for at least a year.

Direction:

Board Chair Tim Schneider challenged the Nominating Committee to begin working now on plans for our next slate of incoming Board Members. Tim also re-iterated the value and need to continue engaging the expertise and history of our Board Members who will retire this year. We hope that they will remain actively involved as stewards for the association and that they will want to come back!

A 5 minute recess was called at 3:20 p.m. Meeting was reconvened at 3:26 p.m.

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Executive Committee Action Items:

Financial Update:

Discussion:

The 2008-09 Budget to Actual report was reviewed. Jennifer requested that in future years we present the future year operating budget within the same document for simplicity of comparing.

Decision:

Jim Gronowski moved, Jill Lambert seconded, and it passed to approve the 2008-09 Financial Statements including the Balance Sheet, Profit and Loss, Budget to Actual, Accounts Payable, and Accounts Receivable Statements.

FY 2009-10 Budget Approval:

Decision:

Jim Gronowski moved, Jill Lambert seconded, and it passed to approve the 2009-10 operating budget as presented.

FY 2009-10 Supplemental Management Agreement Approval:

Discussion:

Jill Lambert asked for clarity on the new items in the agreement. They included a website face lift, the costs associated with the State Adviser attending the Western Business Education Association conference that will be hosted in our state, and the costs associated with securing NLC Study Sessions in both northern and southern Nevada.

David Farahi requested that the Great Basin Agreement be distributed to Board Members for any potential input prior to execution in the future.

Jennifer Abdinoor suggested that the option of a multi-year agreement be explored in the future. This could secure pricing for the association, and be a secure piece of business for the contractor.

David also asked if there have been situations where TRI has been asked to do something not covered in the agreements and how that has been handled. Melissa shared two examples: the first was the recent Washoe County School District CTE Conference and that Nevada FBLA directly covered those travel expenses since they were not in the all inclusive contract. The second example was Melissa's request for a face lift to the website, and that it has been added as a new element to the current year agreement.

Decision:

Stacie Peterson moved and Jennifer Abdinoor seconded, to approve the proposed supplemental management agreement as presented. Board Chair Tim Schneider took a voice vote and noted that Ryan Underwood was not present and not included in the vote on this issue. The motion passed unanimously by the voting members present.

Direction:

Melissa is to look into the Department of Education's stance on a multi-year agreement with the Board of Trustees.

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Financial Standards and Cash Flow Management:

Discussion:

State Adviser Mike Oechsner shared a recommended policy for cash flow management. Also presented was the financial standards as recommended by the Department of Education with modifications to further protect the association.

Decision:

Jennifer Abdinoor moved, Dave Kern seconded, and it passed to adopt the cash flow management strategy and financial standards as policy as presented.

Annual 990 Filing:

Discussion:

State Chair Melissa Scott shared the annual 990 report was filed with the parent national association in August.

Education & Programs Committee Discussion Items:

2009-10 Calendar of Events:

Discussion:

State Adviser Mike Oechsner shared the Calendar of Events. It was requested that in the future additional detail be added to the calendar as it is available including start/end times and specific location.

Direction:

Mike will update the calendar with additional details.

2014 SBLC Location:

Discussion:

Rotation takes this event to Reno. We have two viable options to review – The Peppermill and the Grand Sierra.

Decision:

Board Chair Tim Schneider deferred the detailed discussion and decision to the Education & Programs Committee.

Direction:

Mike will send the committee the pertinent details and will work with Jim as the committee chair to finalize this decision.

College Credit for State Officer Programs:

Discussion:

State Adviser Mike Oechsner and Board Member Stacie Peterson are currently working with UNR to investigate the possibility of a college credit for the State Officer Experience. If UNR turns out not to be a viable solution, we will look other directions as the concept is solid and supported.

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Decision:

Board Chair Tim Schneider empowered the Education & Programs Committee to continue making progress on this item.

Direction:

Stacie, Mike, and Jim as committee chair will continue movement on this with an update at the January Meeting.

Business & Financial Development Committee Agenda Items:

Sponsorship Development:

Discussion:

Board Chair Tim Schneider re-iterated the Board Commitments as discussed in the strategic direction conversation.

Professional Membership for Board of Trustees Members:

Discussion:

Board Members should all be professional members.

Direction:

Mike will send professional division forms to all Board Members.

Public Relations & Advocacy Committee Agenda Items:

Goal Development:

Decision:

Board Chair Tim Schneider deferred the goal development and strategy to the committee.

Direction:

Committee will share their suggested goals and direction in their 12/1 committee update.

REPORTS

State Officer Team Update:

Discussion:

Board Chair Tim Schneider commended Carmen for a well presented update. The entire Board shared their congratulations with the officer team on the incredible promotion video.

State Chair Update:

Discussion:

State Chair Melissa Scott shared that the Department of Education is working to link exit exams to courses that have a series (i.e. a part 1 and a part 2).

State Chair Melissa Scott also shared that the Great Basin Annual Management Agreement with TRI Leadership Resources was signed and executed in July.

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Management Team Update:

Discussion:

State Adviser Mike Oechsner shared the association dashboard which will become the monthly management team update to the Board of Trustees. Jennifer Abdinoor asked that budgeted attendance be added to the right side where event attendance numbers are recorded.

State Adviser Mike Oechsner shared that at the January Meeting we can review the intranet system and how it can be useful for Board Members for information exchange and document exchange.

State Adviser Mike Oechsner shared a synopsis of the changes made to Nevada FBLA's insurance policies. The need was to make sure that we are fully insured in all areas including Director & Officer, Owned and Non Owned Vehicles, and General Liability.

Direction:

Budgeted attendance will be added to the Management Dashboard Update.

Next Meeting:

Discussion:

The next regular meeting of the Board of Trustees is scheduled for January 14, 2010, at 11:30 a.m. at the Southern Office of the Nevada Department of Education. We will again have those from Reno and Elko to join via Video Conference.

The January State Officer Summit starts the evening of January 14. Board Members are invited to join for dinner that evening to meet the state officers.

Committee Reports are due to Board Chair Tim Schneider and State Adviser Mike Oechsner by December 1, 2009.

Agenda Item requests are due to State Adviser Mike Oechsner by December 31, 2009.

Adjournment:

Decision:

Jill Lambert moved, David Farahi seconded, and it passed to adjourn the meeting at 4:41 p.m.

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