



SkillsUSA Kansas Foundation Board of Directors Meeting Minutes July 30, 2018

Meeting called to order at 6:00 pm, by President, Roy Shafer

Roll Call: Deb Hargrove presented roll call. A quorum was established with 14 voting members present: Peggy Torrens, PJ Reilly, Heather Meyer, Denver Mishler, Diane Steadham, Alan Beck, Kevin Bronson, Ed Hensley, David Praiswater, James Carmack, Roy Schafer, Kent Thomas, Deb Hargrove and Cassandra Puletapuai

Non-voting members present: Becky Warren, Travis Riebel, and Clifford Smith

Guest: Kelli Byrne

Approval of Minutes: Deb Hargrove presented the March 9, 2018 minutes for approval. Alan Beck moved to accept the minutes. Kent Thomas seconded the motion. Motion carried.

Budget Review: PJ Reilly gave the treasurer's report. The SkillsUSA Kansas checking account has a total of \$60,949.34 with funds designated as follows: Reserve Fund \$19,165.01; Scholarship Fund \$8,913.04; Endowment Fund \$1,890.00; giving a balance of \$30,981.29 in the General Account. As of July 30, the 2017-2018 expenses total \$343,236.02 and deposits total \$328,001.50. Peggy Torrens moved to approve the treasurer's report. Diane Steadham seconded the motion. Motion carried.

State Directors Report: Becky Warren sent out her report in the Board Packet for everyone to review prior to the meeting, which included:

- Membership review
- State Officer Team Report
- Professional Development Activities
- 2018 National Championship Conference
- National Medalist Report
- Upcoming conferences in August and September
- ACA Catering apology letter:
 - Discussion was made with the concerns in the letter, and the board agreed that ACA Catering would only serve the Fairground lunches during the State Championship conference. Travis Riebel will seek out local vendors to serve Hutchinson Community College & Hutchinson Career Technical Education Academy Locations. Becky will send Mr. Riebel the meal plan outline for a reference. Becky will also contact ACA Catering letting them know the board's decision.
- Bid Proposal for Accounting
 - The board reviewed Personal Shopping Plus, LLC bid proposal. Becky Warren submitted a counter offer to reflect out of 12 months only 4 months of the job is busy duty and 1 month is shut down with no activity due to the audit processing. Alan Beck moved to table the discussion and felt that the job should be posted publically to attract more bids by September 1. Denver Mishler seconded the motion. Motion carried. Becky Warren was assigned to develop a job description



of the position by August 3, post it to the public and collect new applications with a deadline of September 1.

- Fall Leadership Conference
 - Becky Warren proposed to move the Fall Leadership Conference to a one-day conference breaking out in divisions. This year we would be at Wheat State Camp utilizing 3 days, one day for each division. Beginning in the fall of 2019 all divisions would come in one-day to the Atrium Conference Center in Hutchinson and we would run three separate conferences all at once utilizing the Atrium Conference Center and their multiple rooms. PJ Reilly moved to accept the proposal. Alan Beck seconded the motion. Motion carried with 13 in favor and 1 opposed. The following dates were assigned for 2018:
 - October 9, High School Fall Leadership Conference
 - October 10, Postsecondary Fall Leadership Conference
 - October 11, Middle School Fall Leadership Conference

FY2018-2020 Strategic Plan: The Board reviewed the updates to the Strategic Plan. No discussion was made.

FY19 Operational Plan: The Board reviewed the updates to the FY19 Operation Plan. It was noted the membership goal is set for 4,000 or more members by August 2019.

FY2019 Budget Approval: Projected income for FY2019 is \$348,400 with expenses at \$346,750. Kent Thomas moved to approve the FY2019 projected budget. Peggy Torrens seconded the motion. Discussion was made about added purchases for the Kansas State Championships will be done to complete the needs for the competitions. Example: roller bases for each Culinary Arts (40) stoves and lifts to load and unload the Commercial Baking ovens. Also, Travis Riebel of HCTEA said they have a forklift that they can provide to help with loading and unloading. Motion carried.

FY SkillsUSA Calendar of Events: Calendar for FY2019 was reviewed by the board. Becky Warren will edit the Fall Conference dates and repost the schedule to the website and send out the revised calendar to schools.

Miscellaneous: Peggy Torrens announced that Becky Warren was elected in June at the National Leadership and Skills Championships to serve on the National Board of Directors.

Becky Warren presented a plaque to Peggy Torrens for her many years of service to SkillsUSA Kansas. Peggy will be retiring in January.

Becky Warren presented a plaque to Roy Shafer for being an advisor of the year candidate. Roy has served many years in SkillsUSA and has retired from his work at Coffeyville Community College but will continue to serve SkillsUSA as an Alumni member.

Passing of the Gavel: President Roy Shafer passed the gavel to the President Elect Kent Thomas.



No further business was conducted.

Roy Shafer moved to adjourn. PJ Reilly seconded the motion. Motion carried. Meeting adjourned at 8:00 pm

Next meeting will held November 2, 2018 in Emporia.

Minutes recorded by: Deb Hargrove
Approved November 2, 2018