



SkillsUSA Kansas Foundation Board of Directors Meeting Minutes November 4, 2016

Meeting called to order at 10:00 am, by President, Beth Conrad.

Roll Call: Deb Hargrove presented roll call. A quorum was established with 16 voting members present: Peggy Torrens, Eric Tincher; PJ Reilly, Deb Hargrove, Tori Magnett, Kent Thomas, Denver Mishler, Rod Murphy, Diane Steadham, Beth Conrad, Ed Hensley, Alan Beck, David Praiswater, Steve Polley, Roy Shafer, and Chris Sterrett.

Non-voting members present: Becky Warren, Jillene Cunningham, Travis Riebel, Clifford Smith, and Kelli Byrne.

Passing of the Gavel: President Beth Conrad, passed the gavel to the appointed President Elect, David Praiswater.

Election of board positions: President, David Praiswater reviewed the annual election of board positions and elections were held:

- **President Elect:** Eric Tincher moved to nominate Roy Shafer as President Elect and cease nomination. Denver Mishler seconded the motion. Motion carried.
- **Secretary:** Roy Shafer moved to nominate Deb Hargrove as Secretary and to cease nomination. Peggy Torrens seconded the motion. Motion carried.
- **Treasurer:** Roy Shafer moved to nominate PJ Reilly as Treasurer and cease nomination. Denver Mishler seconded the motion. Motion carried.
- **Finance Committee:** As Treasurer, PJ Reilly will serve as Chair of the Finance Committee. Members assigned to the committee include: Rod Murphy, Diane Steadham, Ed Hensley, and Clifford Smith will serve on the Finance Committee.
- **Governance Committee:** As past President, Beth Conrad will serve as the Chair of the Governance Committee. Members assigned to the committee include: Chris Sterrett, Denver Mishler, Eric Tincher, and Tori Magnett.
- **Program Committee:** As the President Elect, Roy Shafer will serve a Chair of the Program Committee. Members assigned to the committee include: Alan Beck, Kent Thomas, Peggy Torrens, Deb Hargrove, Steve Polley, Travis Reible, and Jillene Cunningham.

Approval of Minutes: August 2, 2016 minutes were presented for approval. PJ Reilly moved to accept the minutes, Beth Conrad seconded the motion. Motion carried.

Introduction of new members: Director, Becky Warren presented five new members to the board:

1. Tori Magnett, Alumni of SkillsUSA will be heading up the Alumni Foundation and serving as an Alumni Representative;
2. Ed Hensley of Olathe Advanced Technical Center was elected to serve as a high school representative;
3. Alan Beck, of Hutchinson Career Technical Education Academy was elected to serve as a high school representative to finish out Deb Hargrove's position as she moved to be an Alumni Representative.



4. Chris Sterrett, of Fort Scott Community College was elected to serve as a postsecondary representative to finish out Steve Venne's position.
5. Jillene Cunningham, Hutchinson Community College was appointed to the board as a facilities host representative filling Janet Hambleton's vacant position.

State Directors Report: Director, Becky Warren reviewed the State Directors Report which consisted of:

- 2016-2017 fall membership review
- State Officer Team and the schools that represent the team
- Advisor Workshop review
- District Conference review
- Fall Leadership Conference review
- Mid-America Conference review
- SkillsUSA State Conference Updates
 - Need of Contest chairs
 - SkillsUSA Update App. (Clothing & Tools)
- Outreach Publications
 - Need Success Stories from SkillsUSA Members
 - Creating a new SkillsUSA Kansas Facebook Page
 - Setting up a SkillsUSA Kansas Twitter Account
 - Developing YouTube Videos for SkillsUSA Kansas

Becky Warren also requested support from the board in taking the State Officer Teams to the Washington Leadership Institute Training (WLTI) next September. The teams would raise funds, which would be approximately \$2,000 per person to attend the 5-day conference. Denver Mishler suggested selling Yoder Meats as a fundraiser. Yoder Meats is a Kansas company located near Augusta, Kansas. www.yodermeatsks.com Becky reported she had already ordered SkillsUSA Chocolates to sell along with the team collecting sponsorship for their trip. She will look into the Yoder meat sells as well.

Becky Warren announced she has connected with approximately 20 middle schools so far, but none have applied for a charter at this point. The goal is to have at least 5 middle school chartered by the end of 2016-2017.

At 11:28 am, President David Praiswater recessed the meeting for lunch. The board will be having lunch with the newly elected State Officer Team. The board meeting will reconvene at 1:00 pm.

President David Praiswater called the meeting back to order at 1:00 pm. The Finance, Governance, and Program Committees were dismissed into their groups to compile a committee report and to share their findings with the board. The following reports were submitted:



FINANCE REPORT: Committee Members: PJ Reilly (Chair), Rod Murphy, Edward Hensley, Diane Steadham, Cliff Smith, and guest Kelly Jenkins.

Chair, PJ Reilly reported all findings of the financial records are in good standing. The audit findings were reviewed and actions were noted:

Audit findings:

1. Persons authorized to make payment are inconsistent between the bylaws and board minutes; Therefore, the board should consider making these consistent. Section 18(c) of the By-Laws requires all checks or other payment to be signed by the president and countersigned by the Secretary or their appointed representatives. However, July 29, 2015 board minutes show the following as overseers and signers for business transaction:
 - a. Becky Warren, SkillsUSA Kansas State Director
 - b. Peggy Torrens, SkillsUSA KSDE Corporate Member
 - c. Un-named KSDE Consultant
 - d. Eric Tincher, SkillsUSA KBOR Corporate Member
 - e. Pam Lamb, KSDE FCCLA Director, as an emergency signor only until the KSDE Consultant is hired

NOTED:

Action: The Un-named KSDE consultant vacancy was reported filled, but duties were reassigned and only one KSDE Consultant will be appointed to SkillsUSA beginning Fall 2016. Peggy Torrens, represents SkillsUSA KSDE Corporate member and will remain signor for business transactions. No other action required.

Action: Following the recommendations made by the auditor, the Finance Committee recommends that the un-named KSDE Consultant be taken off the signor listing. Roy Shafer moved to remove the un-named KSDE Consultant position as a signor. Denver Mishler seconded the motion. Motion carried. The following are appointed representatives who are authorized to make business transaction for SkillsUSA Kansas:

- a. Becky Warren, SkillsUSA Kansas State Director
- b. Peggy Torrens, KSDE Corporate Member
- c. Eric Tincher, KBOR Corporate Member
- d. Pam Lamb, KSDE FCCLA Director, emergency signor only.

Audit finding:

2. The emergency signor has really become a primary signor for checks; Therefore, the board should consider updating policies (bylaws, board guidance through minutes) to reflect actual operations. The emergency signor (Pam Lamb), in the past year has really by default become a primary signor and not an “emergency signor.”

NOTED:

Action: Pam Lamb was emergency signor for a good portion of the year due to Eric Tincher deployment of military duties. Eric Tincher is back from deployment and will resume as a primary signor. Pam Lamb will only be used as an emergency signor. No actions recommended.



Audit finding:

3. Currently there are no criteria that define allowable expenses, although there is a budget; Therefore, the board should consider adopting meaningful criteria which defines what types of expenses are allowable as well as spending limits.

NOTED:

Action: The finance committee discussed instituting a definition of what is an allowable expense and it was determined that there is not a need to do this at the present time. The committee does not recommend setting allowable limits either. No action was taken.



GOVERNANCE REPORT: Committee Members: Beth Conrad (Chair), Tori Magnett, Denver Mishler, Chris Sterrett, Eric Tincher

Chair, Beth Conrad reported findings in the governance report.

Governance Finding: Purposed Amendment to the SkillsUSA Kansas Constitution: Membership is now open to Middle School divisions. In order to follow the lead of the SkillsUSA National Constitution, Kansas needs to adopt the middle school language throughout the State and District Constitutions.

Actions Taken: Proposals of adding middle school language to the district constitution were introduced during the district meeting in September 2016. Each district voted in favor of adding middle school language to the district constitutions during the Fall Leadership Conference in October 2016.

NOTED:

Action: The committee recommends adding middle school language to the District and State Constitutions. Roy Shafer moved to include middle school language in the governance documents. Rod Murphy seconded the motion. Motion carried.

Action: The State Director will submit proposal before the Kansas Delegation at the Kansas Delegation meeting in April 2016, for the final vote.



PROGRAM REPORT: Committee Members: Roy Shafer (Chair), Peggy Torrens, Alan Beck, Steve Polley, Jillene Cunningham, Travis Riebel, Kent Thomas

Chair, Roy Shafer reported finding in the program report.

The committee reviewed the SkillsUSA programs of 2016-2017. In some cases, proposals/suggestions/ideas were offered by which these programs could be improved or made more effective. Clarification of a particular program was requested in a couple of cases. The salient features of the committee's discussion follow:

Program 1. Advisor Workshop

- Can we institute a “new advisor” workshop (i.e., geared to those advisors who are “first-timers”)?
- Can some of the advisor training be done on-line, and, if so, would on-line training be as effective as that done in person?

Program 2. District Conference

- The district conference is not well-attended. What can be done to increase attendance?
- Why elect district officers if they don't have any specific duties or mandates? Indeed, what is the actual function of the districts?
- Can something be done to give the district officers some leadership experience?
- Action: Request information from Becky regarding other states' districts and their functions.

Note: This section was discussed extensively by the entire board, Becky, and Kelli when the committee presented these ideas. Becky was able to provide answers for the questions regarding the functions of the districts and the responsibilities of the district officers.

Program 3. Fall Leadership Conference

- The committee studied and evaluated the survey responses from the participants in the FLC. The responses were overwhelmingly positive. No suggestions were offered by the committee.

Program 4. Mid-America Conference

- Kansas sent twenty students to the MAC, a significantly higher number than in prior years. The committee evaluated the packet of information from the conference; no suggestions were offered.

Program 5. WLTI Conference

- The committee studied the background information, schedule, advisor training, tours, etc. of the WLTI. It was recognized that we (as an individual state) have limited input into the organization, programs, agenda, etc. of the WLTI.



- The committee noted that, because the WLTI is a very intense program, we must be sure to send only the most serious and dedicated students. Discussion ensued as to how this selection process can be optimized, and the mechanisms by which adequate funding can be obtained for the students.

Program 6. Citizenship Day (activity in January 2017)

- Discussion primarily focused on the timing of this event. It is held in January, a time when the legislature is not in session and the legislators are likely not in their offices. In the ensuing discussion (full board, Becky, Kelli), it was determined that January was essentially the only time of year it could be held. No further suggestions or ideas were offered by the committee.

Program 7. Legislature Day (activity in January 2017)

- This program, in which, among other things, the participants meet the governor of Kansas, was only briefly discussed. Again, there was some concern as to the timing of the event (as noted under Citizenship Day above), but no specific suggestions were offered by the committee.

Program 8. Kansas State Conference (activity in April 2017)

- It was noted that this is the biggest event of the year for SkillsUSA Kansas—the “conclusion activity” for the schools. The committee was of a mind that because this event will require much extended planning, input, and coordinated effort from many people and organizations, no suggestions or “fresh” ideas need to be presented at this time.

Program 9. National Championships Conference (activity in June 2017)

- This event will be held in Louisville, KY, on June 17-23, 2017. The committee studied the listing of the sessions, the organization of the event, the agenda, etc.
- Much discussion ensued as to whether or not our students should be required to participate in the community service projects offered during the conference. The thought of the board was that, from a logistics perspective, it would be difficult to mandate participation, but that it should be strongly encouraged (through the advisors to the students).

Program 10. Chapter Excellence Program (CEP) (2017)

- This is set by the national SkillsUSA organization. The committee studied the framework of this (in the *Programs* notebook), and offered neither requests for clarification nor suggestions for improvement.



Rod Murphy moved to adjourn the meeting. PJ Reilly seconded the motion. Motion carried. Meeting adjourned at 3:14 pm.

Minutes recorded by: Deb Hargrove

ACTIONS:

Becky Warren will:

- submit amendment of the constitution proposal to be presented for a vote at the Kansas Delegation meeting April 17, 2016 for the final vote.
- Make sure bank records and minutes record the correct appointed representatives who are authorized to make business transaction for SkillsUSA Kansas:
 - Becky Warren, SkillsUSA Kansas State Director
 - Peggy Torrens, KSDE Corporate Member
 - Eric Tincher, KBOR Corporate Member
 - Pam Lamb, KSDE FCCLA Director, emergency signor only.