



## **SkillsUSA Kansas Foundation Board of Directors Meeting Minutes July 26, 2019**

Zooming Meeting called to order at 1:00 pm, by President, Kent Thomas

**Roll Call:** Deb Hargrove presented roll call. A quorum was established with 15 voting members present: Eric Tincher, PJ Reilly, Deb Hargrove, Tori Magnett, Kent Thomas, Cassandra Puletapuai, Denver Mishler, Rod Murphy, Bob Skinner, James Wilson, David Praiswater, Alan Beck, Kevin Bronson, Ed Hensley, and Roy Shafer.

Non-voting members present: Becky Warren, Bruce Fritz, Travis Riebel, and Jillene Cunningham

Guest: Kelli Byrne

**Approval of Minutes:** Deb Hargrove presented the March 5, 2019 minutes for approval. Roy Shafer moved to accept the minutes. PJ Reilly seconded the motion. Motion carried.

**Budget Review:** PJ Reilly gave the treasurers report. The SkillsUSA Kansas checking account has a total of \$82,230.72 with funds designated as follows: Reserve Fund \$19,721.78; Scholarship Fund \$7,851.26; giving a balance of \$54,657.68 in the General Account. As of July 1, the 2018-2019 expenses total \$302,750.96 and deposits total \$318,373.40. Tori Magnett reported by the end of July 2019 SkillsUSA should be receiving the remaining outstanding invoices and a donation from Textron Aviation of \$20,000. We do have an outstanding bill yet to pay from the National Leadership Conference hotel. Once everything is document, the books will be sent to the auditor for review in August.

Becky Warren presented the FY2020 Projected Budget. Roy Shafer moved to approve the 2019-2020 budget. Cassandra Puletapuai seconded the motion. Motion carried.

### **Old Business:**

**Road Show Contest Area Support:** Heather Meyer was not present, and Kent Thomas, President asked Tori to give an update. Tori reported that she did some research and developed a map showcasing SkillsUSA Chapters across the State compared to how many schools there are in Kansas. Tori will send those maps out to the board for review.

**Fall Leadership Conference Restructure:** Becky Warren gave the update report on progress of the 1 day Fall Leadership Conference. The dates of the conference have been revised due to facility availability. The conference will be held in Hutchinson at the Atrium Conference Center Monday, October 7. The State Officer Candidates will come in on Sunday evening, October 6 for interviews, review of campaign materials, and written test components of the election process. On Monday, the fall leadership conference event will take place with district meetings, elections of State officers, and delegation sessions that review the constitution of our organization. We are bringing in 3 chapters to showcase their best practices and an Alumni Speaker. On Tuesday the newly elected State Officers will attend a morning session of orientation for their role as State Officers. This process has taken a year to revise the conference from a 2-day event to a 1-day event. Advisors have been notified of the process throughout the year and the 2019 Fall Leadership Conference Flyer is posted to the website for all members to pull down to review.



Becky Warren will be sharing the changes about the Fall Leadership Conference with the advisors at the September Advisor Workshop.

**Social Media & Website Report** Tori Magnett reported she had received two proposals for website redesign. The AR Design proposal estimated \$4,900 with a discount of \$100 if they can advertise their work on our site. AR Design would provide support for 90 days after the new website goes live. 30 days after that they would provide 2 hours of free editing then it would cost \$30 an hour for serving our website. The redesign would include mobile friendly access, and include additions of LinkedIn, Twitter, SnapChat, Facebook and other social media links that we want available to our audience. The redesign would take up to one month to complete.

The Dunn Allen proposal estimated \$3,350 for providing services to redesign our website. They are offering a \$150 discount because they like our mission of supporting Career Technical Education. There is no tech support offered after the new design goes live. The redesign in this proposal would also take up to one month to complete.

Both companies are located in Wichita, KS.

After board discussion, the Website Redesign project was tabled and these items are to be completed and reported on at the November meeting:

- Send proposal out to all board members for review
- Survey the needs for the website (Survey advisors, students, business & industry, alumni)
- Ask for a demonstration of what the SkillsUSA Redesign would look like

**Kansas Statesman Award Online App:** Cassandra Puletapuai shared other marketing expansions needed and circled back to the Social Media & Website Redesign project. After a lengthy discussion, the board asked that a committee be formed to include experts from our business partners to help lead this project. Tori Magnett will chair the committee, and those assigned to the committee include Roy Shafer, Cassandra Puletapuai, Ed Hensley, James Wilson, SkillsUSA Web Design Chair, Support from Textron and Spirit. The committee will report in November. Becky Warren asked Cassandra Puletapuai to develop an outline of the specific needs (naming them) that our organization is lacking.

**State Directors Report:** Becky Warren sent out her report in the Board Packet for everyone to review prior to the meeting. There was no discussion.

**Proposal I:** By-law, Rules and Regulations Amendment, Section 2. Becky Warren presented a proposal to revise the school representatives on the Board to district representatives giving each district a voice in serving on the Board of Directors. She explained the National Board has a representative from each region serving on their board so each region has representation. According to the Kansas By-laws, in Kansas applications are submitted then it goes before the advisors for elections, so one district may have 4 out of 7 members serving on the board leaving no representation for some districts. After Board discussion, the Board asked to table this proposal until the November meeting.



**Proposal II:** Constitution ARTICLE III – Organization, Section 5,6,8,10,11 & 12. Becky Warren presented a proposal to review Section 5 & 6 and to implement this practice beginning immediately. Board agreed implementing a District Advisor and a District Assistant Advisor. Ed Hensley asked for a job description for a District Advisor and Assistant District Advisor. Becky Warren will provide job descriptions for the board to review at the November meeting.

Roy Shafer moved to revise Section 8 to reflect the district amendments. With each district now supporting 7 high school state officers and 7 college/postsecondary officers the executive council consist of 105 voting members, 15 from each district (14 District Officers plus the District Advisor). PJ Reilly seconded the motion. Motion carried.

David Praiswater moved to revise Section 11 to change the verbiage of middle school officers to middle school representatives. Roy Shafer seconded the motion. Motion carried.

Articles V – State Officers, Section 1 and 2 were not addressed.

Article VI – Qualifications for State Office, Section 2 were not addressed

Article VII – House of Delegates, Section 3 and 5 were not addressed

**Proposal III:** Becky Warren presented a proposal to revise the Financial Assistant Position to Partnership & Finance Coordinator. The purpose of this proposal is to expand the SkillsUSA opportunities in recruitment of business partners and new school charters by supporting the State Director in the overall operations of the organization. This proposal is to add responsibilities to the Financial Assistance’s position and not seek applications for this position at this time. Establishment of this position will take up to one year. In July 2020, the board will review the job performance of this position and decide to continue funding this position or dissolve the position back to Financial Assistant only. Roy Shafer moved to accept this proposal, with ongoing annual performance review if position continues after the first year. James Wilson seconded the motion. Motion carried.

**Passing of the Gavel:** President Kent Thomas, presented the SkillsUSA Kansas Board of Directors Presidents Gavel to President Elect, James Wilson. President Elect, James Wilson accepted the duties as President and will serve the President on the Board of Directors for the 2019-2020 Term.

No further business was conducted.

Roy Shafer moved to adjourn the meeting. Cassandra Puletapuai seconded the motion. Motion carried.

Next meeting will be held November 6, 2019 location WSU Tech | 4004 N Webb | Wichita, KS.

Minutes recorded by: Deb Hargrove

Approved: November 6, 2019