



SkillsUSA Kansas Foundation Board of Directors Meeting Minutes November 2, 2018

Meeting called to order at 10:00 am, by President, Kent Thomas

Roll Call: Deb Hargrove presented roll call. A quorum was established with 14 voting members present: PJ Reilly, Deb Hargrove, Tori Magnett, Kent Thomas, Cassandra Puletapuai, Heather Meyer, Rod Murphy, Samantha Meeds, James Wilson, David Praiswater, Kevin Bronson, Alan Beck, Steve Polley, and James Carmack.

Non-voting members: Bruce Fritz and Travis Riebel and Becky Warren

Guest: Kelli Byrne

The meeting was called to order at 10:00 am by President Kent Thomas.

Approval of Minutes: Deb Hargrove presented the July 30, 2018 minutes for approval. Heather Meyer moved to accept the minutes. Kevin Bronson seconded the motion. Motion carried.

Introduction of New Members: President Kent Thomas introduced our newly appointed Business and Industry to the board, Bob Skinner, Director of Fabrication & Strategies from Spirit Aerosystems. Samantha Meeds will be the proxy fill in for Mr. Skinner at this meeting.

Board Resignations: Cliff Smith of Kansas City Kansas Community College, Facilities host and Diane Steadham of Elco Enterprises/Wire Wizard both resigned from the board due to their adjusted positions with their school and/or companies.

State Directors Report: Becky Warren sent out her report in the Board Packet for everyone to review prior to the meeting. There were no questions, corrections or additions to the report.

Old Business: Financial Assistant: State Director, Becky Warren announced the outcome of the electronic vote for the Financial Assistant position. Tori Magnett received the majority vote and will serve as the SkillsUSA Financial Assistant. The search for a new bank in the Wichita area will be finalized by the Finance Committee and the books will be handed over to Tori Magnett in the month of November, with Kelli Byrne and Becky Warren helping make the transition smooth.

Checks and Balances will remain in place:

STEP 1. The State Director is responsible in processing check requests to the financial assistant for any payments or outstanding bills.

STEP 2. The SkillsUSA financial assistant will then prepare checks for the appointed check signers (2)

STEP 3. The check signers (two signatures) will sign the check(s).

STEP 4: The financial assistant will process payment and record expenditures.

NOTE: There will be 4 names on the bank account, the State Director, Becky Warren and 3 board members. The three board members approved to sign checks: James Wilson, Heather Meyer, and PJ Reilly. All checks will require two signatures at all times. The State Director will not be a signer of the checks unless in an emergency situation. The State Director will be the



administrator over the account to help oversee deposits and expenditures, maintaining a healthy balance for the organization.

The financial assistant will continue to use the same accounting practices that are in place and prepare treasurer reports for the board meetings and year-end audits.

Election of board positions: James Wilson and Steve Polley were nominated for the position of President Elect. Alan Beck moved to cease the nominations. PJ Reilly seconded the motion. Motion carried. James Wilson was elected President Elect.

Deb Hargrove volunteered to serve as secretary another year. All were in favor and elected her to serve as Secretary.

PJ Reilly volunteered to serve as treasurer another year. All were in favor and elected him to serve as Treasurer.

The Finance, Governance and Program Committees were appointed as:

Finance Committee: Chair PJ Reilly, members Rod Murphy, Ed Henson, James Wilson, Cassandra Puletapuai, Heather Meyer, and Tori Magnett

The Governance Committee: Jake Carmack, Bob Skinner, Denver Mishler, and Eric Tincher.

Program Committee: David Praiswater, Alan Beck, Kent Thomas, Peggy Torrens, Deb Hargrove, Bruce Fritz, Jilllene Cunningham, and Kevin Bronson.

President Kent Thomas called for a recess at 10:30 am for committee breakouts.

The meeting reconvened at 11:20 am. President Kent Thomas asked for the committees to report:

Finance Committee report: PJ Reilly gave the treasurer's report. The SkillsUSA Kansas checking account has a total of \$75,654.15 with funds designated as follows: Reserve Fund \$9,664.35; Scholarship Fund \$7,228.26; Endowment Fund \$0.00; giving a balance of \$58,761.54 in the General Account. As of October 30, 2018 expenses total \$30,998.24 and deposits total \$40,044.11. The annual audit has been completed and the KSDE Auditor's letter dated 10/24/2018 was read to the Board.

The committee recommends that we develop a financial strategic plan and establish some financial goals. Example: as funds are donated they be distributed to chosen pathway/contest areas or special interest areas.

Heather Meyer, with Textron Aviation recommended heading up a road show that would create a round table discussion with industry, educators, and alumni working together to get the SkillsUSA Kansas brand known. The idea is to get each area of contest supported by industry partners, so when funds come in that each industry will be supporting the areas of their expertise. All were in favor. Heather Meyer will work on this project and report back to the committee in March.



Rod Murphy requested a list of our active Kansas contests, to see if they could be organized under a common manufacturer's spreadsheet. An example would be Automotive, MFG, Construction, Electronics, etc., this way we could look for sponsors under each category vs saying a company's donation is going to purchase new ovens for culinary contests which has no relevance to their industry of MFG. Becky Warren request using the current list of contest found on the SkillsUSA Kansas Website under the resource tab.

Governance Committee Report: James Carmack gave the Governance report. The committee reviewed the policies and operating plan and found no issues of concern.

Program Committee Report: David Praiswater gave the Program Committee report. The committee reviewed all program activities. The committee's recommendation was to combine the advisor workshop and the local officer workshop together. State Director Becky Warren announced that Textron Aviation will be hosting the Advisor Workshop this coming year, and the local officer workshop will be scheduled earlier before school starts to help officer prepare for recruitment on the first day of school.

David Praiswater recommended that NE District #3 begin their district meeting in September at 8:00 am, allowing time for the district officer elections process to be completed before 12noon. All members were in favor.

It was recommended that the Fall Leadership Conference be reviewed. State Director, Becky Warren proposed a Sub-committee be established to help restructure the Fall Leadership Conference to where all three divisions come in for a one-day conference beginning at 9:00 am. and move to a Friday event. Those who volunteered to serve on the FLC Committee were David Praiswater, Chair; James Carmack; Deb Hargrove; Cassandra Puletapuai; Alan Beck; and Becky Warren. The committee will report during the March meeting.

David Praiswater highly recommended that we encourage more participation for the Washington Leadership Training Institute (WLTI) and the National Leadership Skills Championships (NLSC) pre-conference events, community service project, and courtesy corps activities.

It was also recommended:

- Inviting local television stations to our Championships and highlight the activities of SkillsUSA Week to the media.
- Contacting the Kansas Chamber of Commerce
- Utilize social media and YouTube using students to head up promoting SkillsUSA

MISCELLANEOUS:

State Director, Becky Warren reported the scheduled Board of Directors meeting on March 15 was during spring break for many schools, and recommended we change the board meeting date to Tuesday, March 5, 2019. All were in favor.

No further business was conducted.



Heather Meyer moved to adjourn. Rod Murphy seconded the motion. Motion carried. Meeting adjourned at 12:43 pm

Next meeting will held March 5, 2019

Minutes recorded by: Deb Hargrove

Minutes approved: March 5, 2019