

FCCLA Board of Directors Meeting-
January 29, 2017
OPI Helena, MT
8:30am

- I. Meeting called to order by President-Bethany Ringer at 8:31 am
- II. Roll-Call: Members present include: Bethany, Edie, Margie, Dustin, Megan, Stacy, Siri, Sheridan, Jamie and Karen
Guest: Kim Knoche, Nicole Wanago
Absent: none
 1. Committee Work
 - a. 8:45-9:00 – Nominating and Programming committee members met
 - b. 9:00-9:45 – Finance and Programming
 - i. Amazon Smile profits will go into the operating budget for the time being, as it is a very small amount, we will re-think this as the amount grows
 - ii. Committee was set up to review contracts/go forward with positions/structure and determine contract amounts to be offered.
 - iii. Budget Priorities
- III. Meeting Minutes: Edie, *A motion was made to approve the June 6th minutes located in the Dropbox as presented. Motion seconded. Motion passed*
 - a) Correspondence- we received official correspondence from District 10 with concerns about the review of SEC election process
 - i) It has been reviewed by board members and will be considered.
 - b) Ensure online votes are officially in meeting minutes
 - i) Accept the 2016-17 operating budget and contracts (online vote; motion made by Megan 8/1/16)
 - ii) Accept the recommendation to begin accepting credit cards and open second checking account for these funds (online vote; motion made by Megan 8/17/16)
- IV. Reports
 - a) Financial Report: Nicole
 - i) Membership Update 56 chapters affiliated, 862 members, 57 advisors, two chapters have affiliated and the potential of on more, one program closure, two no long have FCS programs but are continuing FCCLA this year
 - ii) Expense Forms were distributed to be completed for this meeting
 - iii) Financial Review (990 & website text)- 990 form completed, website text added for forms to be available online
 - iv) Financial review is required by law
 - v) Contract renewals: Board of Directors/Liability Insurance & Website-Website \$720 annual fee, Insurance renewal \$2743
 - vi) Motion was made to continue the two contracts for insurance and website renewal, it was seconded, motion carried

- b) Appoint a second check signer- There was a motion to remove Jared as the second check signer and add Jaimie Diehl as the second signer, the motion was seconded, motion carried.
 - c) Credit Cards are accepted and set up into a separate pay pal account collected online (funds deposited into separate checking account) and funds reported to Connie 2.2% +30 cents per transaction
 - i) Rally 18 chapters paid w/ cc, we were charged \$158.57 in fees, sped up the collection of funds
 - ii) Created a donate now link for website
 - iii) SLC is accepting credit card payments as well making record and invoice keeping much more efficient
 - d) Membership budget was presented
 - i) Do we want to discuss how to encourage chapters to affiliate earlier in the year
 - e) HB 86 budget is right on track for amounts budgeted
- V. OPI-Megan Vincent
- i) New superintendent of public instruction has been elected, seeing changes due to that
 - ii) She is very supportive of CTE thus far, biggest concerns are state level budget cuts
 - iii) Bills currently exist for funding to middle school CTE programs, request for state CTE funding again, requests for teacher retention dollars, HB 86 may be changing and funding may change, we won't know until the session is over how that will go
- b) State Director Report-Nicole Wanago
- i) HB 86 proposal was for 2 years, we are meeting all of our goals currently
 - ii) Mentor program is active many new advisors signing up, meet at the rally, feedback has been positive as far as its effectiveness
 - iii) SAMM Report: (state advisors management meeting) FCCLA is doing a nice job in keeping the boards business transparent, they are bringing in a lot of new partnerships
 - iv) FCCLA is operating in the black finally and have turned the financials around at a national level
 - v) Red Blazer is still progressing, the new board chair has some concerns, it is still undecided on the timeline and cost, or if the policy will change
 - vi) They are looking at possible regional realignment to help with national officer candidates
 - vii) NO changes currently for competitive events, discussing updating the handbook to ultimate leadership , upcoming meeting dates/locations announced
- c) State Executive Council Report-Kim Knoche
- i) Getting SLC organized, scripts etc. , conference calls, on-line work
- d) MSU-Nicole Wanago
- i) scholarships continuing, big changes to staff hospitality program, FCS is growing at MSU

VI. Unfinished Business

- a) District Meetings (attendance; joint meeting; officers)
 - i) Were well attended, 796 individuals attended
 - ii) Joint 2/11 district meeting was held to cover a state officer vacancy in district 2

- b) Fundraising (Bequet data & future plans)
 - i) For the first year we saw a big success and chapter involvement
 - ii) Concern over having to buy up for a whole case and what to do with the extra
 - iii) There were a lot of requests for different flavor options
 - iv) Motion made to continue with Bequet to continue caramel sales, seconded, motion carried

- c) Cinema Drive (report on impact and future plans)
 - i) Reached 16 Montana high schools about 3000 students total
 - ii) Good evaluations/feedback received, they are seeking additional funding to return

- d) Noble Hour (update & next steps)
 - i) App features that were promised are not functioning as we want them to be for tracking volunteer service hours
 - ii) Considering our current budget constraints we are debating whether or not we want to be a part of the testing and use of the app
 - (1) It was decided that the student benefits would be substantial if we could lead this tracking so we will continue to pursue it.

- e) 2016 Leadership Rally: Nicole
 - i) Review 2016 feedback 225 attendees from 47 chapters, we were over capacity, advisers reported it being moderately to very impactful
 - ii) Discuss 2017 model: location, funding, goals/agenda
 - (1) Keep keynote speaker, stay on campus, look at shortening time, possibly add a competition element
 - iii) Explore option of a service learning track could continue to enhance the model of this leadership training
 - iv) Accepting credit cards

- f) Alternative Funding Sources:
 - i) Partner Program: Overview and 'asks' & suggestions for ongoing reach-college and career readiness fair, exhibitors have the option to present at slc or give workshops as well
 - ii) Amazon Smile: funding received and where it should go; it was moved and seconded to add amazon smile profits to the operating budget, motion passed
 - iii) Online gifting was tabled to finance committee to present at the June meeting

- g) Policy manual
 - i) Review changes recommended by committee for final vote – It was moved and seconded to accept policy changes recommended by the committee, motion carried

- ii) Form a National Officer Candidate Committee per the BOD policy manual; Coordinated by Megan Vincent, State Adviser, Karen Durbin volunteered, Bethany Ringer, and a former state officer will comprise the committee; NOC elections to be ran at SLC.
- h) 70th Birthday- looked at creating a 75th birthday committee to organize this event outside of the board (Megan, Siri, Sheridan will spearhead this effort and get alumni and associates going)

VII. New Business – 11:30-2:00

1. SEC Election Process
 - a. Review the constitution and bylaw changes
 - b. If we proceed, how to communicate with chapters
 - c. It was moved and seconded to request feedback from the current state officer team with a recommendation back to the board of directors on how to proceed or not proceed with constitution and bylaw change
2. 2017-18 Planning-Bookkeeper Connie Dempster brought in a spreadsheet to show the costs associated with employers vs contract positions/services
 - a. Contracts
 - i. Employee vs. contractor
 - ii. State officer coordinator discussion: recommended by committee to put out an RFP for the position of the coordinator
 - iii. Coordinator position is a year to year contract
 - iv. It is recommended to appoint a committee to review the duties/structure of our contracts, priorities of organization and HB 86 and figure out what our structure needs to be to move forward
 - v. President Bethany Ringer appointed the executive committee to take on the task of evaluating contracts and their structure for what will be offered, Dustin was nominated to be added to the executive committee to bring his business experience to the conversation. Committee will also look at contract structure and make recommendations
 - vi. It was moved and seconded to send out an RFP for a state officer coordinator, same as previous contract proposal, and see if anyone applies, then modify as needed. Motion carried.
 - b. Budget priorities (plan A and B)
 - i. Finance committee will continue to work on budget priorities to reduce expenses
 - c. CTSO Leadership Camp-staying as is currently; officers feel it's an important piece of their state officer year and that it's worth the expense
3. State Leadership Conference
 - a. Review a proposal for on-site apparel sales including option to have money from each sale go to a scholarship fund

- b. It was moved and seconded to move forward with the onsite t-shirt/apparel sales at SLC, with a portion of the proceeds being donated to the FCCLA scholarship fund, motion carried.
 - c. Review proposals for special event options on Monday evening
 - i. It was moved and seconded to go forward with a dinner/magic show option for Monday evening at SLC; motion carries.
 - d. Seeking donations for evaluator thank you items
 - e. Future consideration: Use standard deviation rather than call backs to determine placement
 - i. Look at this system for next year and how it is working for other states using our data/results from this year
4. 2017 Awards
- a. Select review committee
 - i. Adult: Karen, Dustin
 - ii. Student: Bethany, Jamie
 - b. Nominations for Spirit of Advising
 - i. Will be done by the committee
5. BOD Nominations
- a. Finalize the online nomination process
 - i. Plan in place for school administrator selection process
 - ii. We would like to have this done by SLC so they can be introduced, and announced and board members
 - b. Process to fill current and upcoming vacancies
 - i. Chapter advisor nominations will also be moved online
 - ii. Moved and seconded to approve the bod nominations committee recommendations motion carries
 - 1. Karen in HQ chair and in charge of nominations/forms

Announcements

- 1. When is the best time to have the summer meeting? Conjunction with camp or August meeting?
 - a. We will plan the meeting once we know what is happening with leadership camp to determine a location and date

Adjournment

VIII. *Motion was made to adjourn the meeting at 2:28pm. Motion seconded and passed.*