

- I. Call the Meeting to Order
- II. Roll Call: Quorum was present.
- III. Election of new officers – A motion was made to approve following offices; it was seconded and motion carried
  - a. Jamie Diehl – Secretary
  - b. Margie Chinadle – HQ Member
- IV. Meeting Minutes: *A motion was made to approve the minutes it was seconded and motion carried*
- V. Correspondence - none
- VI. Financial Report: *A motion was made to approve the financial report as submitted by Nicole it was seconded and motion carried.*
  - a. Membership Update – Membership Challenge (Feb 21) resulted in 15 new members from 8 chapters including 2 new chapters. We have met our chapter goal with 68 chapters. We are slightly exceeding membership goal of 1,108 with current numbers at 1,131. In terms of occupational Coursework, membership increased to 4 chapters, and 23 members. (HB 86 2% required increase is over two years)
  - b. 2<sup>nd</sup> Signer on Wells Fargo Acct. – Jared is 2<sup>nd</sup> signer for checks over \$500
- VII. Reports –
  - a. State Director Report – Nicole
    - i. Lead2Feed will be the 2015-16 national FCCLA outreach project. It is a service learning program focused on hunger issues lesson plans, leadership resulting lessons
    - ii. Student Body national program has been updated to more of a wellbeing model with the components: Healthy Me – Nutrition; Fit Me – Physical Activity; Real Me – Mental Health; Resilient Me – Emotional Health
  - b. State Executive Council Report – Kim
    - i. Goals: Students have made goals to increase communication (4 times/ year chapter communication), making 3-4 new contacts at each meeting; pen-pal chapter program
    - ii. During CTSO Camp high offices were initially chosen based on test scores, the others were asked to run a second time at camp. With this structure VP of Parliamentary Law has been left vacant (No district IV spot). A small installation will be carried out at NLC, and will present personal goals for their offices
    - iii. Themes: Empower, Me Power, R(Realistic)O(Optimistic)A(Active)R(Resilient) – SLC Theme; Wild Unknown: Wanted Empowered Leaderships – Leadership Rally Theme
  - c. National FCCLA – Nicole
    - i. Carissa is on nominating committee
    - ii. Garrett will be running for a national office
- VIII. **Unfinished Business**
  - a. Statewide Fundraiser
    - i. Elliotts’s Spring Fundraising saw 12 chapters participating, sales ranged from \$70-\$1700. They provided awards to the top chapter (\$200 bonus) and tablets to the top sellers. They would like to continue the partnership next spring and continue with a 45% profit for chapters.
      1. *A motion was made to pursue Elliott’s and Bequet Caramel Fundraising, it was seconded and motion carried.*

- b. Annual Adviser Survey- Nicole
  - i. 38 advisers responded to the survey with representation from many different chapter sizes and experience. The advisers primarily loved the website and the improvement suggestions included: add resources (forms tab) in one spot, site map, feature more members, options for student interaction, links to district/chapter sites. The cost of the site is \$720 annually; \$5 monthly for images; time costs: 2 hours/week for Nicole.
  - ii. 100% of advisers wanted the Resource Guide to be provided again, with the following changes/edits to the process: New teachers/chapters will receive mailed/handed out ‘Welcome Packet’ (packet to be assembled by State Officers). The website housed information for advisers to print off or reference online but it would be nice to be separated into the tabs that are in the binder, also it was brought up that an online interactive booklet would be visually helpful.
    - 1. *A motion was made to provide a binder to all new teachers/chapters at no cost, it was seconded and motion carried.*
    - 2. *A motion was made to print a hard copy for all advisers in attendance at the Leadership Rally (others will have access to the printable information on the website), it was seconded and motion carried.*
    - 3. *A motion was made to offer a hard copy for those not in attendance for the cost of \$20 (to cover printing, shipping, and Nicole’s time), it was seconded and motion carried.*
- c. National Leadership Conference
  - i. Attendance - 115-125 from 30 chapters will be in attendance early July in Washington DC for the 70<sup>th</sup> Anniversary.
- d. Service Hours Tracking
  - i. Master database to track trends of service was created. In comparison to last year’s results (5,734 hours, from 32 chapters), we had 11,078 from 23 chapters. Amy asked if there was a way to track hours instantly, online, by chapters; perhaps an app of some sort? Amy offered to do a training at the leadership rally for advisers AND students to get them starting the year with tracking.
- e. Montana FCCLA Awards
  - i. \$8,569.71 donated to State Outreach – Share Our Strength
  - ii. Review recipients – STAR Chapter Awards (2<sup>nd</sup> year) 11 total schools represented in awards. It was brought up that the deadline extension was appreciated. Ultimate Leaders & Adviser of the Year also awarded. The question was posed that how can students know about the awards, avoiding the communication breakdown between advisers and students.
    - 1. *A motion was made to have a nominated new adviser award (1-5 years), based on chapter involvement and participation in FCCLA events, it was seconded and the motion carried.*
    - 2. Note: Intention is to move to an online submission process, Nicole stated that the website has this functionality, and would streamline the process.

## **IX. New Business**

- a. Strategic Plan
  - i. Identify goals per HB 86 was on the agenda, however OPI has not prepared or supplied us with the specifics of what they would like to see in the application yet, but when this is released, the Executive Committee will be charged with identifying our specifics via email. Regardless of OPI input, goals will be to keep consistent programming/ engagement.
- b. 2015-16 Operating Budgets

- i. Hire contracted professionals
  - 1. The bookkeeper has requested an increase in contract payment to \$3,780 from \$3,600.
    - a. *It has been moved to extend a bookkeeper contract for Connie Dempster for 11 months in total of \$315 per month beginning October 1<sup>st</sup> to August 31<sup>st</sup>, it has been seconded and motion carried.*
  - 2. The Executive Committee has suggested that the organization raise Nicole's contract from \$42,000 to \$44,000. Her contract will also reflect the following changes:
    - a. *No longer event judges coordinator – sub contracting*
    - b. *Add Leadership Rally Conference*
    - c. *Managing Adviser Mentorship Program*
    - d. *Marketing and Publications – Add Website Maintenance*
    - e. *It has been moved to extend a state director contract to Nicole Wanago for 12 months at the rate of \$44,000 reflective of the changes to contractual duties, it has been seconded and motion carried.*
  - 3. The Finance Committee has requested to allocate surplus membership funds for a bonus for Nicole Wanago in the amount of \$2500, as the budget allows.
    - a. *It has been moved to accept this recommendation, it was seconded and motion carried.*
  - 4. The Executive Committee recommended two separate event specific coordinator contracts: Leadership Rally (\$750) and State Leadership Conference (\$2,250). Duties would include registration, judges, room environment, printing. The contracts would be contained in each event budget.
    - a. *It has been moved to offer the Leadership Rally event coordinator contract to Lindy Hockenberry for the cost of \$750, it has been seconded and motion carried.*
    - b. *It has been moved to offer the State Leadership Conference Event Coordinator contract to Lindy Hockenberry for the cost of \$2,250, it has been seconded and motion carried.*
- c. Policy Manual: BoD
  - i. Suggestions from Finance Committee:
    - 1. Approved minutes of all Board of Directors meetings will be posted online, an email reminder notice will be sent to all chapters upon posting.
    - 2. The State Adviser will maintain a permanent copy of all meeting documents at the state office.
      - a. *It has been moved to approve the recommendations to the BoD policy edits, it was seconded and changes have been approved.*
      - b. *It has been moved for the nominating committee to develop a process for appointing Business and Industry Representative, Administrator Representative, and FCS Teacher Educator position, it has been seconded and approved.*
- d. Policy Manual: Contracted Services
  - i. Suggestions from the Finance Committee:
    - 1. If the term of the contract is greater than \$3,000 then the Finance committee will:
      - a. The Finance Committee will conduct a Request for Proposal to gather a candidate pool and make a recommendation to the Board of Directors.

- b. Below \$3,000, the Board of Directors may appoint and approve someone to fulfill contract.
    - c. The Board of Directors has the ability to appoint an interim position in the case of a vacancy.
    - d. Contracts may be extended upon a board approval without RFP process, and a vote of confidence from board.
  - 2. *It has been moved to accept the suggestions, it was seconded and motion passes.*
- e. Policy Manual: Finances
  - i. Suggestions from Finance Committee:
    - 1. Montana FCCLA shall make provision for the reimbursement of expenses incurred by the State Executive Council or Board of Directors incurred in the fulfillment of the duties of his/her office as an officer at designated meetings, or designated member representing Montana FCCLA, or upon receipt of a statement of such expenses as approved by the Board of Directors. All reimbursements must be made in accordance with reimbursement policy and budget.
      - a. *It has been moved and seconded to accept the language proposed. Motion passed.*
    - 2. Travel
      - a. Mileage – Reimbursement at half of state rate per mile to the driver.
      - b. Travelling to official SEC meetings, arrangements will be made by State Director with an emphasis on carpooling. If personal plans are made after the fact, or deviate from the set travel, no reimbursement will be made.
      - c. Airfare - Airfare on behalf of Montana FCCLA must be purchased by the organization.
      - d. Registration – Registration on behalf of Montana FCCLA must be purchased by the organization.
      - e. Meals - When traveling in-state, the State of Montana reimbursement rates will be used to reimburse for meals which occurred when traveling to the meeting and during the meeting. On the way home from the meetings, meals will not be reimbursed.
      - f. Out of State Travel – When pre-approved travel is carried out in the name of FCCLA, individuals will complete a Travel Expense Form for reimbursement of any expenses incurred while travelling (assuming that all receipts are presented).
      - g. When an individual travels out of state on behalf of the organization, individual will give an oral report at the next meeting of the benefits gleaned from the travel.
        - i. *It has been moved to accept the changes as presented by the committee, it has been seconded, motion carried.*
- f. Approval of membership and HB 86 budget
  - i. HB 86 (Nicole prepared a breakdown of funding schedule for a proposed \$80,000 or \$85,000 budget.
  - ii. Increase in bookkeeper costs, banking fees
  - iii. Director change to \$44,000
  - iv. Decrease in Leadership Rally subsidy
  - v. Nicole travel is very low due to her role at MSU

- vi. If more money was freed up, put towards adviser development
- vii. Would like to see less SLC subsidy (\$3500) and more self sufficiency in budgeting.
- viii. Nicole will rework numbers with the changes to contracts, travel, etc. and send out for approval
  - 1. *It has been moved that the final budgets will be approved with the proposed numbers once the HB 86 funding information has become available and the expenses have been adjusted, it was seconded and motion was carried.*
- g. Leadership Rally – October 4-6 at MSU
  - i. Attendance Policies
    - 1. New SUB allows for 300 max capacity, so the chapter limits will be as follows: each chapter may bring 3 chapter leaders, 3 chapter officers, district officers and advisers. The attendance will be awarded on a first come, first served basis. Due to timing during the year, there will not be a membership policy for attendance.
  - ii. Tentative Agenda and Keynote
    - 1. Nicole reviewed tentative agenda. Keynote has been secured through Focus Training; Ariana Lake guest speaker has also been secured. Programming will be based on student and adviser feedback from previous year.
  - iii. Budget Approval
    - 1. Registration Fee increase to \$45
      - a. Will be approved with initial budget motion
- h. Policy Manual: SLC
  - i. State Leadership Conference (2015 saw a 91% membership attendance)
  - ii. Lodging - Any chapters not staying at a conference hotel through the entire conference will be charged a \$50 conference fee per registrant.
  - iii. Dress Code - Members attending will follow the Montana FCCLA dress code policy.
  - iv. Chaperone - Individually, chapters must provide adult chaperones based on the number of chapter members attending the SLC.
  - v. The Programming Committee will submit recommendations annually for approval to the Board of Directors regarding revisions to Montana's Competitive Events and their corresponding manuals.
  - vi. Cancellation - Once conference registration closes there will be no refunds.
    - 1. *It was moved to accept all advised changes, it was seconded and passed.*
- i. Determine 2016 SLC programming offered and tentative agenda
  - i. Multiple skill event options for students
  - ii. Career Tracks – Discussion on whether it is worth the cost to continue these. Perhaps transforming them into an awareness session tract or college fair.
    - 1. *It has been moved to offer only one career track in the morning, it has been seconded and motion passed.*
- j. SLC Budget Approval
  - i. Options about taking out the dance due to student and adviser feedback. Talked about other choices of evening programming.
  - ii. Leadership Training Increase to \$20 per person
  - iii. 2017 hotel approval
    - 1. Rally discussion with advisers about options and advocacy
    - 2. *It has been moved to table until next Board Meeting, seconded and passed.*
- k. SLC Competitive Events
  - i. Determine offerings for 2015-16
    - 1. STAR

- a. Annual
      - i. Career Investigation; Focus on Children; Food Innovations; Illustrated Talk; Job Interview; Life Event Planning; National Programs in Action – Leadership Service in Action; Recycle and Redesign; Sports Nutrition
    - b. Bi-Annual
      - i. Chapter in Review; Fashion Design; Nutrition and Wellness; Leadership; Advocacy; Applied Math; Hospitality; NPA Families First; NPA Student Body; International Experience
    - c. *It has been moved to accept the STAR events as proposed, seconded and passed.*
  - 2. SKILLS Demos
    - a. Tech in Teaching; FCCLA Knowledge Challenge – Test; Nutrition Challenge – Test; Consumer Math; Early Childhood; Science in FCS; Toys that Teach; Creed Speaking; Speak out for FCCLA; Fashion Sketch
    - b. *It was moved and seconded to accept the SKILLS demos, passed.*
- l. Policy Manual: Competitive
  - i. If a member is competing in only SKILL demonstration events, individual may compete in up to two events.
    - 1. *Moved, seconded, passed*
  - ii. Strike #6 because it contradicts #7
    - 1. *Moved, seconded, passed*
  - iii. Keep #14 and extend no sub rule to NLC competitors
    - 1. *Moved, seconded, passed*
  - iv. #23 – brought callback eligibility down to 85.0
    - 1. *Moved, seconded, passed*
  - v. NEW Skill Demonstration Trophy point requirements
    - 1. Award the highest skill demonstration competitor with a trophy (regardless of gold or silver placement).
    - 2. *Moved, seconded, passed*
  - vi. One-time budget considerations
    - 1. Will be taken care of at a later date
- m. Policy Manual: SEC
  - i. Skipped until next meeting
  - ii. Election Process
    - 1. Pilot programs are being run this year to identify opportunities for a future election process. From Leadership Camp, the SEC suggests: In each district the top officers (sec/treas, vp, and pres) would have the opportunity to petition a run for office (and passing test at state). Similarly to nationals, the process would start with a larger pool that will engage with delegation; the larger group would be dropped to 10; then with a weighted rubric officers would interview, speech to voting delegates, and vote. Resulting in 6 State Officers to be announced on Sunday night
- n. Mentor Program
  - i. From feedback, Nicole reported that young teachers felt that incentives were a good thing. Proposed modifications to the program: Program based on 7 pairs – emphasis on 1-3 year advisers, 4 and 5 year if funds allow.

- ii. It has been moved to approve the continuation of the mentorship program with an emphasis of year 1-3, seconded and passed.
- o. \$500 Montana Financial Education Coalition Grant
  - i. This is an unspent grant that was initially requested to focus on hunger.
  - ii. *It has been moved to spend grant money on Student Body resources for advisers who attend the Leadership Rally, it has been seconded and motion **fails**.*
  - iii. *It has been moved to assign the spending of the mini grant by the programming committee with the power to spend the money upon the completion of the NLC, it has been seconded and motion passed.*
- p. Policy Manual - District, chapters and members
  - i. See policy notes
  - ii. *It has been moved and seconded to accept the changes, passed.*
- q. National officers
  - i. Committee make up; must score 80% or over on evaluation; letter given summarizing the evaluation in lieu of score sheet
  - ii. *Moved, seconded, passed*
- r. Policy Manual - NLC
  - i. Must check with attorney for liability
- s. Awards & Scholarships
  - i. None
- t. Alumni & Associates
  - i. *Postponed*
- u. Postsecondary program
  - i. *Postponed*
- v. Future Programming
  - i. 2017 is Montana's 70<sup>th</sup> SLC
  - ii. Postpone to later meeting.

**X. Meeting Adjourned.**