



**Board of Directors**  
**September Board Meeting**  
**Minutes**

*Monday, August 5, 2019*

*9:30 am to 12:30 pm*

*In Person or Teleconference*

Call in: [712-770-4010](tel:712-770-4010)

Meeting ID: 103-511#

Pin: 1388

<b>Members In Attendance</b>	<b>Members Absent</b>
Clay Wilkie, Chair CSI Welding Instructor (Region IV Professional Member)	
Kristy Watson, Vice Chair Education Training Coordinator-AGC (Industry Representative)	
Chelsie Wilson, Secretary Assistant Principal, Dennis Technical Center (Region III Professional Member)	
Harold Nevill, Treasurer CEO-COSSA (Industry Representative- Nevill Enterprises, Inc.)	
	POSITION OPEN - State Director T & I PQM Manager-ICTE (ex-officio)
Sean Courtright, CTSO Manager CTSO Manager ICTE (ex-officio)	
Daniel Martin, Postsecondary President ISU Student (ex-officio)	
	Maura Catherine Dresner-Phau, Secondary President Timberline High School Student (ex-officio)
	Alex Beal, ITTA President CWI Diesel Chair/Instructor (ex-officio)
Ben Hamlett-CSI Instructor Automated Manufacturing (Region IV-Professional Member)	

Lee Britt-West Ada Instructor Firefighting (Region III-Professional Member)	
	K. Kirkendall-Dennis Technical Center Information Technology Instructor (Region III-Professional Member)
	Glen Riley-Schweitzer Engineering Laboratories (Industry Representative)
	Rob Silva-Norco (Industry Representative)
Jim Mckenzie DTEC Welding Instructor (Region III-Professional Member)	
	Andrew DiPietro Petersen Brothers Construction (Industry Representative)
<b>OPEN (Industry Representative)</b>	

1. Call to Order Clay Wilkie, Chair
  - a. Meeting was called to order at 9:49am by Chair
2. Roll Call Clay Wilkie, Chair
  - a. Completed by Vice Chair
3. Approval of Agenda Clay Wilkie, Chair
  - a. Lee Britt moved for approval
  - b. Motion carried
4. Approval of Prior Month's Minutes Clay Wilkie, Chair
  - a. Lee Britt moved for approval
  - b. Motion carried
5. Review Board Applications Clay Wilkie, Chair
  - a. Discussion
    - i. Participation
    - ii. Balance of representation of program areas
    - iii. Ability to move Harold Nevill from industry to professional member to replace K Kirkendall upon K's resignation
    - iv. Both industry partners are dedicated to SkillsUSA and moving Board forward
  - b. K Kirkendall resigned position effective August 5, 2019
  - c. Harold Nevill moved to bring both Ashton Heptig and Mark Enger on to the SkillsUSA Board
    - i. Ben Hamlett seconded
    - ii. Motion carried
6. Special Guest - Kathy, Board Trainer from Blue Heron Coaching and Consulting
  - a. Request for input on topics to make board healthy
    - i. Communication
      1. Technology challenges Dropbox vs. One Drive
      2. Meeting schedules

- 3. Planning side of communication
    - ii. Participation in Board / **Active** Participation
    - iii. Ideas weren't implemented from last training / need better follow-through
      - 1. How do we take plans and change them into action?
      - 2. 1-3 ideas identified that we can fund/have human resources for
      - 3. Time periods established
        - a. Identify steps within timeline to completion
        - b. Accountability
      - 4. Plan it, who's doing it, do it
    - iv. Clarification of Board Member roles / definition of duties
    - v. Training on By-Laws
  - b. Add Action Item Committee?
    - i. Determined to add to Bylaws and Policy Committee
  - c. September 11, 2019 - CTSO Board Training at ICTE
    - i. Training is free; Board needs to decide if lodging/transportation is paid for by Board
7. Financial Report Sean Courtright/Harold Nevill
- a. Budget update
    - i. Sean Courtright disseminated the Operating Budget for 18-19 and proposed Operating Budget for 19-20
    - ii. Current Balance \$92,929.02
      - 1. \$54,000 anticipated for Hotel at Nationals to be paid
      - 2. Adjusted Balance will be approximately \$38,929.20
      - 3. Donations were up by approximately \$1000 from prior year
      - 4. T-shirt logo purchases were higher this year
      - 5. Trailer brought in \$600, but Board paid \$3400
      - 6. Scholarships were \$1000 for leadership competitors
    - iii. BASIC will no longer be hosted by SkillsUSA
      - 1. ICTE has a line item for BASIC now
    - iv. Sean Courtright's travel to WLTI will be paid for by ICTE and will not be included on SkillsUSA Budget
    - v. Lee Britt moved to add line item for \$1500 for Industry Liaison travel
      - 1. Harold Nevill seconded
      - 2. Motion carried
    - vi. Harold Nevill moved to approve budget as discussed and presented
      - 1. Ben Hamlett seconded
      - 2. Motion carried
  - b. Harold Nevill mentioned possible funds remaining in the CTE Foundation Treasurer Funds
    - i. Contest Monies may currently be available as well
      - 1. Important for Sean Courtright to be able to share with Contest Chairs
  - c. Outstanding money owed from 2019 SLSC
    - i. Schools have been invoiced

- d. 2020 is last year for NSLC in Louisville, KY
    - i. Moving to Atlanta, GA
    - ii. Sean Courtright at State Director Meeting in August 2019 - seeking to learn about financial impact of transition to Atlanta
  - e. Industry Liaison Position Discussion
    - i. Position collaborates with Sean Courtright
    - ii. Sean Courtright nominated Kristy Watson for position; requested Board Consideration
      - 1. Do we need a formal process?
      - 2. Harold Nevill provided insight on how prior hiring was handled of positions; however, financial accounting has changed since then
      - 3. Sean Courtright met with ICTE to determine limitations of role
        - a. Role cannot take position of ICTE Contest Manager
        - b. Industry Liaison solicits money and can fundraise; ICTE Contest Manager cannot
    - iii. Contract needs to be developed
      - 1. ICTE has contract template that we can utilize
      - 2. Position is a 3 year commitment; 1 year contract
        - a. 1st year - develop
        - b. 2nd year - grow
        - c. 3rd year - continued growth
    - iv. Financial Discussion
      - 1. Travel separate
      - 2. \$7,500 - \$10,000 compensation range approved on prior meeting
      - 3. Position will be funded at \$8500 stipend
    - v. What are the performance goals of the position?
      - 1. Clay Wilkie moved to add performance measures to job description
      - 2. Motion carried
    - vi. Motion by Lee Britt to appoint Kristy Watson to SkillsUSA Industry Liaison
      - 1. Motion seconded by Jim McKenzie
        - a. Discussion: 3 year commitment, but contract must be renewed each year
        - b. Travel at Board discretion, up to \$1500 in travel
        - c. \$8500 stipend set
        - d. Participation in SkillsUSA Nationals is important
      - 2. Motion carried
8. Banquette for Supporters Update Stephany Garcia
  - a. 175 invitations sent out
  - b. 70 RSVPs to event
    - i. Majority are educators
  - c. \$3500 budget was approved in prior meeting
    - i. Food, beverages, and venue expenses are currently at \$2000
9. Trades & Industry PQM Report

- a. Position currently unfilled at ICTE; no report provided
10. CTSO Updates Sean Courtright
- a. Sean updated the board on our numbers of students and contests for state and nationals (attached handout)
  - b. Kristy asked if we are able to post the students names and competitions they placed at nationals.
  - c. Sean needs to have advisors registered by the specified deadline in order to get them the information they will need for upcoming contests. September 13, 2019 will be deadline for advisor registration. January 31, 2020 will be deadline for chapter affiliation deadline for registration.
  - d. SkillsUSA National Signing Day
    - i. SkillsUSA Idaho can support - how can we get more involved?
      - 1. Industry Liaison and Transition Coordinators would be primary people for getting this statewide
    - ii. Justin Tate from Minico organized the event
11. Committees Needed/Reports/Chairs Clay Wilkie, Chair
- a. ByLaws/Policies (Chelsie Wilson, Harold Nevill)
    - i. Take issues from last year's Board Training and narrow it down for September meeting
    - ii. Narrow down to 1 - 3 primary goals
  - b. Contest Committee (Sean Courtright, Alex Beal)
  - c. Fundraising (Kristy Watson)
  - d. Financial (Sean Courtright, Chelsie Wilson)
12. Executive Board Member Elections
- a. Election of new Executive Board Members
    - i. Chair
      - 1. Lee Britt moved to have Clay Wilkie continue as Chair
      - 2. Kristy Watson seconded
      - 3. Motioned carried
    - ii. Vice Chair
      - 1. Lee Britt moved to have Kristy Watson continues as Vice Chair
      - 2. Jim McKenzie seconded
      - 3. Motion carried
    - iii. Secretary
      - 1. Meetings will be moved to every-other-month and for longer duration
      - 2. Lee Britt moved to have Chelsie Wilson continue as Secretary
      - 3. Jim McKenzie seconded
      - 4. Motion carried
    - iv. Treasurer
      - 1. Lee Britt moved to have Harold Nevill continue as Treasurer
      - 2. Kristy Watson seconded
      - 3. Motion carried
13. Board Training by Harold Nevill

- a. Postponed to future meeting
- 14. Other Business
  - a. Strategic Planning
    - i. Need to hold another meeting to think about future of CTSO
  - b. Clay Wilkie reached out to Idaho Potato Commission for potato hats for the SkillsUSA Nationals Opening Ceremonies
    - i. They will get back to him after their Board meeting
  - c. Daniel Martin asked if someone can step into his place if he's unable to attend meetings
    - i. Yes, Post Secondary Vice President could step in
- 15. Adjourn
  - a. Meeting adjourned at 12:30pm

Minutes submitted by Chelsie Wilson, Secretary