

SkillsUSA Board Meeting Minutes

Meeting purpose: May SkillsUSA Board Meeting

Date/Time: 24 May, 2017 1730

Facilitator/Note taker: Mark Houseman

Conference call number:

Attendees: *Insert an "X" next to name if person is attended the meeting.*

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|-----------------------|----------------|----------------------|--------------|
| x Christopher Creason | Stephen Briton | x Mark Houseman | Ryan Steffen |
| x Ed Birkey | Curt Conrelius | x Scott Schiefelbein | |
| x Andy Wermes | X David Landon | Kyle Baxter | |
| Monte Ballard | George Lawman | x Scott Ocken | |

Review/Approve last meeting minutes	NA – handed out rough draft of previous meeting minutes
Review/Approve Financial Expenditures	<ul style="list-style-type: none"> • Chris handed out the financial report for September 16 to April 2017. We will review April and take time to review the previous months and approve next month. • (Andy W.) SkillsUSA request claims (reimbursements) quarterly (for Perkins Funds). For each charge there should be a backup (receipt) to attach to the claim. We need itemization for each claim to include services. Services and claims need to be index to plan. Once submitted, Andy approves, goes to another person to approve, then goes to processing to be submitted. • Dave recommends we stay with the quarterly filing. • Filing process. Chris needs to make a copy of the receipt to keep for records and give a copy to DMACC for her process. • Need to get Steve Briton’s contract to be submitted. • The end of year report needs to be filed by July 30th. Fiscal year ends June 30th. • Claims need to be submitted by the end of June. • Need to ask Robin for a set of receipts. Chris will request receipts form Robin. Chris will match up claims that have detail and mark them off. Claims without details will to have an invoice created with details of expenditures. Need to validate the credits on Robin’s reports. • Chris will go to Andy to help put claims into the system. • Mark asked Dave to provide procedures for the finance process to share with the group. • Ed will assist Chris with submitting the claims during the national

	<p>conference.</p> <ul style="list-style-type: none"> • During our July meeting the board will approve the financial. July meeting will be on 12 July, 2017 at 1730.
Agenda items:	
State Contest review	<ul style="list-style-type: none"> • Chris said it was a big learning curve. Talking to advisors, and some contest not being here, make sure they are lined up for state conference. Next year is 26-27 April. We need to make sure the offsite contests are set up. Industries want to be involved. • Feedback from the state contest: <ul style="list-style-type: none"> Good <ul style="list-style-type: none"> • It was noted that SkillsUSA policy states what is awarded at contest stands and that each state set their own rules; Iowa SkillsUSA will make it right • Andy stated he was approached by an advisor and said something was wrong with the scoring; the board made the correction • Had great cooperation from everyone • It was a very supportive atmosphere • Competitors were positive • Bring in the project for everyone to view • Showing digital production films and playing them for people to view • Having story boards to view Not so good <ul style="list-style-type: none"> • scoring snafu in welding • last minute registrations caused issues they were registered for conference, but not competition; Newton registered for conference, but not the competitions • Replacements for competitions • Booths not numbered – we owe the contestants the respect we will do them tight • We need to have some procedures • Need to do in the future – we need to have details in place to ensure the contest runs smooth • Competitions are not close together from a logistic point of view • Dave will draft up a policy on scoring to help reduce errors such as mathematical errors • Having score details to help validate the winner
National planning	<ul style="list-style-type: none"> • Rooms have been assigned • Bus has been reserved and is almost full • Pins have been ordered • T-shirts are ready to be ordered

	<ul style="list-style-type: none"> • Chris will be leaving the Friday of Nationals • Need to get a list of emergency contacts for the trip and conference • Need to get from schools for national • Chris sent out the Mike Roe Scholarship • Need to follow up with Hwy Equipment Co in setting up scholarships for Nationals • Need to address getting more vendor tables at the state conference to help pay for Nationals
New fiscal budget proposal	<ul style="list-style-type: none"> • Will discuss in July meeting
New contracts for State Director and State Officers Advisor	<ul style="list-style-type: none"> • Need to have contracts issued before next fiscal year – 30 June 2017 • Chris Creason is willing to continue to serve as the state director
Discuss the opening on the Board and elect Board President	<ul style="list-style-type: none"> • Current board members will be asked to sit for another year – Chris Creason will contact the current board members to see if they will serve a consecutive 1 year term • Need to elect a Board President – this position is required to be an advisor • We need to develop some roles and responsibilities • Ed Birkey said he would serve as Board President <ul style="list-style-type: none"> ○ Dave Landon motioned to elect Ed Birkey ○ Mark Houseman seconded the motion ○ All present board members vote in favor – Ed Birkey is the new Board President • Chris Creason will reach out to three new industry representatives that show some interest to be on the board (will will discuss during the July meeting)
Additional Comment Box	Please send Mark Houseman (mhousemanlssbb@gmail.com) additional items that need to be discussed at the July meeting

Schedule of upcoming meetings

Month	Topics
<i>Jan 31st 2018</i>	<i>State Contest Legislation Day Approval of expenditures</i>
March 28 th 2018	State contest National pre-planning Approval of expenditures
May 30 th 2018	State Contest review Nationals planning New fiscal budget proposal New contracts for State Director and State Officers Advisor Approval of expenditures New Board appointments Elect Board President
July 12 th 2017, 1730	Fall Leadership training pre-planning Fall recruitment Previous fiscal year financial report approval Approval of expenditures
Sept 27 th 2017	Fall Leadership training planning Approval of expenditures
Nov 29 th 2017	Strategic planning Approval of expenditures