

SkillsUSA Arizona Board of Directors

September 11, 2024 Meeting Agenda

Virtual Meeting

4-5:30pm

1. Call to Order/Attendance

Travis Black, Craig Pearson, Julie Ellis, Yvette Jaimes, Bootsie Martinez

Michael Jackson, Rick Jackson, Trevor Tuttle, Cassie Mejia, Eric Frost, Rick Knisely, Mike Srsen

Excused: Ashleigh Potznik

Absent: Dora Speirs, Niki Reppy, Jonathan Yamasaki, Ross Rector

1. Moment of Silence in Honor of 9/11 Victims and Survivors
2. Approval of Minutes: 07/11/24
	1. Shared by Travis, no notes. Moved to accept by Cassie, seconded by Frost. Approved by vote.
3. Approval and Welcome of New Board Member: Board Chair Travis Black
	1. Elected Board Member: Bootsie Martinez
	2. Business and Industry Representative: Rick Knisely
		1. Travis poses to add the above noted: Moved by Travis, seconded by Cassie. Moved to vote and passed.
4. Approval of Financial Statement: Board Chair Travis Black
	1. Reviewed by Julie Ellis for the board of directors. Moved by Cassie, seconded by Mike Jackson. Voted on and passed as shared.
5. Approval of WLTI shirt order: Board Chair Travis Black
	1. Moved by Eric Frost, seconded by Craig Pearson. Voted on and passed as shared.
6. State Association Update: State Director Michelle Martinez
	1. Conferences Completed
		1. Advisor Leadership Conference
		2. Program of Work Conference
		3. WLTI

 Michelle explained how advisor leadership went, billing has been sent to participants. POW conference explained next, how it differed from previous version run by Dan. Next, she explained WLTI and how it went - lots from Yuma, good experience.

* 1. Conferences Upcoming
		1. Fall Leadership Conference

Michelle still working on final details. Needs presenters for event. Expects 2000+ attendees, but registration is still open.

* + 1. Camp Champion

3 days in Williams. In past this was staffed by students from Yuma culinary. This year, they requested bus funding for those members. This was declined by SkillsUSA, so now 35 attendees will be there as kitchen workers. Limit to register is 8 per chapter.

* 1. Regional Officer Elections and Training

82 applicants initially, 73 made it onto ballots after review of applications. Looking positive!

1. Old Business
	1. Policy Reviews
		1. 30/60/90 Day Financial Policy

Julie / Yvette / Craig Travis working

Invoicing: 30 days - Advisors 60 days CTE Directors/Advisors Block 12/1 for any spring events if they have outstanding invoices for Fall. 5/1 block for NLSC for any outstanding invoice either Fall or Spring. 8/1 Block from registering for the new school year with anything outstanding invoices from last school year.

Send invoices one week after registration closes

When we send invoices we want program not students. Giving TRI the National invoices to them.

* + 1. Grievance Policy

Rick K / Trevor / Mike / Jackson / Bootsie

Grievance Procedure; Adopt the Texas Grievance for with the following changes... Current document states "prior to completion of competition" This should be "completed by 10PM day of contest completion"

Step 2. Advisor completes report to be emailed to Grievance Member

3. Grievance member will present to committee

4. Every contest chair should be informed of how the grievance process works so they know how to handle the situations.

* + 1. Adding Contests Policy/Process

Cassie / Eric / Mike S / Niki / Rick Jackson

Possible new contests: Law needs anything new due to volume of competitors. Mike suggests Sublimation, Graphic Communications. Eric suggests mock trial, building search.

Questions to consider: Physical space (on site vs off-site), Technical vs Leadership category. How to introduce/roll-out.

Requirements from Nationals: should be tied to credential attainment. Industry support / workforce demand: they need ROI (potential interns / jobs) so there is buy-in.

Form / Application for new contests:

• industry support - businesses, individuals at companies. Lead/primary contact.

• National vs State-Only: if deemed worthy in AZ, can be offered even if not in existence at national level.

• physically possible in space: description of needs / dimensions

• schools who will participate (possible minimum requirement ex: 8)

1. New Business
2. Next Meeting: October 2, 2024 In Person, Phoenix Convention Center
3. Adjournment

Moved & seconded to adjourn. Approved. Good meeting. Ends at 5:32pm

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Prior Meeting Notes:

*11 July 2024*

**SkillsUSA Arizona Board of Directors**

*Summer 2024 Meeting*

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In Attendance:

Craig Pearson (Higlee), Michelle Martinez (ADE), Julie Ellis (ADE), Nikki Reppy (Liberty Utilities), Mike Srsen (Pima JTED), Eric Frost (KOFA), Rick Jackson (Buckeye), Ashley Potuznik (Industry GPR Production), Cassie Mejilla (AZ Masonry Council), Travis Black (VACTE), Trevor Tuttle (Dysart)

10am - 2:30pm: Work Study Session *(Introductions, Greeting from Chelle Travis)*

* Gallery Walk / Reflection, State Standards of Excellence, Discussion and Goal Setting
* Goals 3-9 Months:
	+ Michelle office hours 4-6pm for Q&A / Support
	+ Policy Review
	+ Constitution / Bylaw Review
	+ Future Event Schedule
	+ Past due monies
	+ B & I Training Meetings (virtual, by career cluster). Michelle will create a meeting schedule (3ea) and share out by 8/31
* Financial Discussions (review of financial position)

2:45pm: Business Meeting

* A) Call to order @ 2:45 by Travis
* B) Approval of prior minutes: moved to approve by Srsen, seconded by Frost. Passes by verbal vote.
* C) Approval of new board members (Travis): Frost Moves, Rick seconds. Approved by vote.
* D) Approval of financial statements (Travis): Craig moves, Cassie seconds. Approved by vote.
* E) Approval of 2024-25 Contracts (lines a-g): move to approve by Frost, Trevor seconds. Approved by vote.
* F) Approval of 24-25 budget: side discussion about removal of fees for regional and state officers. Moved to approve with this adjustment by Craig, seconded by Frost. Approved by vote.
* G) State Association Update (Michelle Martinez)
	+ SLSC - Review of details: facilities in contract until 2026. Keeping same space requirements. At capacity, no room for growth until next contract. Mentions possibly of eliminating online pre-testing (based on feedback, asking at state summer conference). Compliments of Carrie for all her contributions.
	+ NLSC - banner year for Arizona with record recognitions and awards.
	+ ADE Updates
* H) Old Business (none noted)
* I) New Business: dates of BoD meetings.
	+ Today/Summer (July 11)
	+ Fall1: Virtual Meeting, September 11, 2024, 4-5pm
	+ Fall2: Oct 2, 2024 1-5pm in-person at Phoenix Convention Center, day before FLC. Invite regional coordinators for first hour of meeting.
	+ Fall3: Virtual Dec 4, 2024, 4-6pm. Include time for Regional Coordinator Q&A. Choose dates for Spring semester meetings if not yet determined.
	+ Spring: TBD
* Adjournment: moved by Frost, seconded by Jackson. Approved by vote.