SkillsUSA Arizona Board of Directors

Virtual Meeting Agenda

December 4, 2024: 4pm

1. Call to Order/Attendance (ensure quorum)

IN ATTENDANCE: Michelle Martinez, Niki Reppy, Kayla Stack, Mike Jackson, Bootsie, Asleigh K Potuznik, Julie Ellis, Trevor Tuttle, Cassie Mejia, Joe Grieco, Jonathan Yamasaki, Travis Black (joined @5pm)

1. Introduction of Kayla Staggs

Michelle gives introduction to Kayla and her role. Attendees do introductions.

1. Approval of Minutes

Notes Here

1. State Officer Report: Joshua Lopez

Notes Here

1. Finances:
   1. Review and Approval of Financial Statements
      1. Statement of Financial Position: Julie Ellis

Julie reviews stats from shared documents. Michelle notes she is following up about line item regarding credit / payroll.

* + 1. Accounts Receivable Snapshot: Michelle Martinez

Michelle reviews how fees have been collected, and improvements have been made since past meetings.

* + 1. Event Revenue and Expense Snapshot: Michelle Martinez

Michelle reviews stats, addresses questions. Julie contributes additional notes/explanations. Discussion of how to handle unpaid and past due billing, and role of different fiscal year start/end dates for different organizations.

* 1. Ratification of Email Vote: SLSC 2026 Phoenix Convention Center Contract

Michelle gives overview of contract, which was voted on via email.

* 1. Ratification of Email Vote: FLC 2025 Phoenix Convention Center

Michelle gives overview of contract, which was voted on via email. Notes that event has grown and she is planning for expansion of PCC space to accommodate larger numbers in future years.

1. State Director Report:
   1. Membership
   2. FLC
   3. Camp
      1. Discussion of Two Camps Next Year
   4. Regional Conferences/Regional Coordinators

Already close to registration numbers from last year (187 shy), expected to exceed that number as year progresses.

Virtual Office hours have sparse attendance, but meaningful moments with those who do attend.

FLC was successful, well attended with adjustment to agenda and meal that both went well.

Camp Champion well attended, successful activities & statesmen awards. Could use more numbers on kitchen staff team.

All regions now have coordinators. Trying to prep as much as possible before semester’s end.

States are 4/22-23/2025. Michelle encourages board members to all attend, requests prizes & judges.

1. Committee Reports: Policies
   1. 30/60/90 Day Financial Policy

Nikki asks about rest of agenda, but meeting has exceeded time limit and group is not at Quorum. Michelle suggests tabling remaining items for future meeting.

Julie requests a smaller committee meeting about 30/60/90 policy, Michelle agrees. Michelle also mentions need to elect officer positions on board at next meeting. Michelle requests committee to review state officer candidates and ensure they meet requirements. Julie recommends Niki step in as treasurer until elections.

* 1. *~~Action Item: Grievance Policy~~*

*~~Notes Here~~*

* 1. *~~Action Item: New Competition Proposal Process~~*

*~~Notes Here~~*

* 1. *~~Dress Code Policy~~*

*~~Notes Here~~*

1. *~~Election of Officers~~* 
   1. *~~Suggestion to Retain Current Officers and Add Chair-Elect~~*

*~~Notes Here~~*

1. *~~Next Meeting:~~* 
   1. *~~January 22, 2025: Virtual~~*
   2. *~~March 15, 2025: State Officer Candidate Interviews: B/I personnel needed: is it possible to have an in person meeting the same day?~~*

*~~Notes Here~~*

1. Adjournment

Next meetings: 1/22 and 3/15 (per Michelle), will follow up via email.

Michelle dismisses all and ends the meeting at 5:15pm