**Board of Trustees Business Meeting 03-16-2014 -- Nugget Casino Resort**

1. Call to Order Charles Mann (start time)

The meeting was called to order by Chairman Charles Mann

1. Roll Call Charlie Mann

Brandie Green

Frank Sakelarios

Randi Hunewill

Mike Oechsner

Patricia Castro

Charlie Mann

Joan Joyce Balingit

Dennis Ryan-- 5:30 late bus arrival.

Jennifer Hoovler -- excused

Heather W…. absent

Conference Staff:

Tazia Statucki

Diane Bartosh

Luetta Mann

Guests-- Miranda Terrell -- Prospective Board Member

Brenda Alapa -- Prospective Board Member

Andrea Holman-- Prospective Board Member

1. Approval of Minutes of October 19, 2013 Meeting Dennis Ryan

Previous minutes were to be updated to note Mike Oechsner on page 3 (and to correct spelling). Patti moved to approve, the motion was seconded, and adopted.

1. Updates:

a. State Officer Update Joyce Balingit

* See Nevada HOSA State Officer Team Update

October 2013-March 2014 -- Prepared by Joyce Balingit

* Randi asked for clarity on how the newsletter worked – it was clarified that it has all moved to an online blog. It was suggested that we continue to improve efforts to promote it.

b. Nevada Department of Education Update Randi Hunewill

* Dr. Patricia Castro and Randi Hunewill are Members of the Nevada Health Sector Committee
* Randi is part of the Medical Surge Plan -- State Emergency Planning Team.
* The HOSA partnership with the National EMT organization has given $50,000 in scholarships to be awarded to Nevada Students
* New HOSA Chapters are at Reno High School, Douglas High School and Spanish Springs High School.

c. Management Update Mike Oechsner

* Nevada HOSA membership has grown again this year with 51% more members than last year. This years’ membership is 1309.
* Thanks to the State Officers, the Board, Charlie and Luetta Mann’s generosity and work, the Nevada HOSA Scholarship has been funded for another year.
* Bylaws were completed as necessary for the tax-exempt status.
* IRS revoked the Nevada HOSA application for non-profit status. Additionally, a request for reinstatement was denied. Nevada HOSA will have to file a form 1023 as part of their pursuing non-profit status. This form will have be be filed by the CPA, approximate cost is $2000.00.
  + Discussion: Need to move forward with tax-exempt status
  + Motion: To move forward with pursuit of tax-exempt status with approximate cost of $2000.00. Moved by Dr. Patricia Castro, seconded by Dennis Ryan
  + Action: Motion Approved
* Mike indicated this was one of the best officer teams that he has worked with. Unfortunately a State Officer (Jessica Wolf) was recently removed from the Team for a Code of Conduct violation.
* Weekly communication from Tri-leadership to the Board and advisors were part of the 2013-2014 updates.
* Attendance at the 2014 HOSA SLC has set a new record.
* The 2015 HOSA SLC will be held in Las Vegas at the College of Southern Nevada; a thank-you goes to Dr. Patricia Castro for hosting this conference. Dates for the CSN 2015 spring break is March 16-22,2015. Tentative plans are to hold the conference on March 15-18, 2015.
* Partnership with the Cystic Fibrosis Foundation has produced good results and will be continued.
* MRC will be involved in the Las Vegas Fall Extravaganza.
* University of Nevada-Reno, Post-secondary HOSA has a new advisor and is not participating in this year’s HOSA SLC. Concerns exist that previous HOSA secondary students are not participating in the Post-secondary programs at UNR.
  + Discussion:
    - Randi -- HOSA should make postsecondary a priority and continue incentives to have post-secondary programs become more involved.
    - Charlie -- Questioned the desire of post secondary students to attend HOSA SLC during their spring break.
    - Randi-- will get in touch with states with strong post-secondary programs and will bring information back to the Board.

d. Tabulations Update

* Nevada HOSA posted an open position for a Tabulations Manager. Diane Bartosh took the position of managing tabulations of the results from competitions. The goal of being conscious of costs and productivity was met. As growth continues in Nevada HOSA, Tri-leadership will continue the current contracting process to meet needs as determined by the Board.

V. Financial Update: Mike Oechsner

a. Budget to Actual

* FLEX was under budget for both revenues and expenses.
* Using the Generally Accepted Accounting Principles -- the Deferred income category in the Nevada HOSA Budget to Actual will have to be eliminated. This category may be reinstated if a Foundation is developed.
* Income for SLC from National HOSA will show on the March bank statement, indicating a profit for Nevada HOSA.

b. Accounts Payable Schedule

* All accounts are paid as of 02-28-2014

c. Accounts Receivable Schedule

* Accounts receivable are minimal, maximum owed by any one chapter is $50.00
* Due to changes in the Go To College Scholarship Program, Nevada HOSA will be unable to collect the amount receivable and will write off this collectable.
  + Discussion: none
  + Motion: Randi Hunewill moves that the financial update be accepted, seconded by Brandi Green
  + Vote: Motion passed.

d. Balance Sheet

* Current balance is $10,949.

VI. Proposed Bylaws Amendment

1. Review of Bylaws Randi Hunewill

Randi Hunewill proposed changes for Section 3.2 of the Nevada HOSA Bylaws. The proposed change is to the term of office for Board Members. The proposal is that a term of office shall consist of two years, beginning and ending with the *Board Meeting held in conjunction with the State Leadership Conference* in place of dates of the Association’s fiscal year.

Discussion

Mike Oechsner indicated that 2-3 people need to be added to the

Board to keep consistency within the board.

Randi Hunewill also recommended that an addition be made to Section 4.3 of the Nevada HOSA Bylaws. The addition would be that *Minutes from the Board Meetings, should be distributed within 30 days of each meeting.*

Discussion:

Mike Oechsner indicated that this was a policy change and did not

require a vote by the Board.

Mike Oechsner also indicated that Nevada HOSA does not have a

formal policy and procedures manual.

Motion: Mike Oechsner moved and Dr. Patricia Castro seconded that changes to Section 3.2 of the Nevada HOSA Bylaws be changed as recommended by Randi Hunewill.

Vote: Motion passed --

VII. Requested Agenda Items:

1. Independent Survey for Nevada HOSA, State Advisor, and Board Randi Hunewill
   * Randi Hunewill discussed the need for a survey conducted by non bias committee that includes national HOSA, Sue Poland and one industry to assess advisors knowledge of the Board and the State Advisor duties and Nevada HOSA. The purpose of the survey would be to help advisors understand the roles and duties of the State Advisor and HOSA Board.
2. National HOSA Vision as Curriculum Randi Hunewill
   * Randi discussed the need to have HOSA as part of the school curriculum.
     + CTSO are required as part of Nevada law.
   * State Advisors Management conference is looking at this as a workshop for fall conference and would like Nevada to participate as a presenter
     + Demonstrating the necessity of a health occupations and business relationship in the successful creation of each state’s HOSA program.
     + Use of Nevada HOSA as a model
3. Post-Secondary Officer Out of State Policy Randi Hunewill
   * Currently no policy regarding attendance and voting of an officer that has moved out of state. This item must be changed in the state by laws so it will be added for next year conference.
4. SLC and TeamTRI Survey Frank Sakelarios -- Discussed above.
5. Fall Leadership Extravaganza Breakouts Frank Sakelarios -- a. This item was not tabled so I do not know what to put.

VIII. Election of new Board Members

The following individuals were presented to be discussed as potential new members of the Nevada HOSA Board of Directors.

Hilary Kohntopp

Brenda Alapa

Miranda Terrell

Andrea Holman

* Discussion:
  + Charlie Mann discussed the need for new Board Members to continue the operation of the Board.
  + Mike Oechsner discussed the need for additional Board Members to handle the tasks associated with the Board and committees that may be formed.
* Motion by Dr. Patricia Castro to accept the four candidates as new Board Members to be elected to two year terms beginning with the current Board meeting. Seconded by Joyce Balingit.
* Action: Motion carries

m. Policy and Procedure Committee

* Need for a policy and procedure committee to establish operational guidelines.
* Randi Hunewill moves for the formation of a Policy/Procedure Committee. Seconded by Dr. Patricia Castro
* Discussion: Mike Oechsner detailed the need to develop policies and procedures that could be enacted without a Board vote.
* Action: Vote passed -- approved
* Charlie Mann appoints the following members to the Policy/Procedure Committee
  + Dennis Ryan
  + Andrea Holman
  + Frank Sakelarios
  + Dr. Patricia Castro
  + Ex-officio member -- Mike Oechsner
* The committee will meet and report back at the next Board meeting.

IX. Election of Board Vice Chairman -- conducted after installation of new Board Members.

* Charlie Mann indicated the need for a Board Vice Chairman.
  + Need for continuity on the Board.
  + Need for someone to conduct meeting in the Chairman’s absence
  + Need to clarification of Parliamentary procedures
* Charlie Mann call for nominations
* Miranda Terrell nominates Andrea Holman, Second by Randi Hunewill.
* Discussion: none
* Action: Vote -- Motion passed

X. Next Meeting Charles Mann

Next meeting date is un-planned at this time.

XI. Adjournment Charles Mann 7:30 PM.