

DATE: March 21, 2012

LOCATION: Palace Station, Las Vegas, NV

TIME: 5:30 p.m.

HOSA: Future Health Professionals Mission

The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skills, and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community.

The following Directors, constituting all of the Directors named by the incorporator and a majority of the authorized number of Directors (thereby establishing a quorum) of the board, were present at the meeting:

Board of Trustees Attendance

- Charlie Mann IV, Board Chair
- Tazia Statuki, State President, Presiding Board Co-Chairperson (ex-officio)
- Marianne Garvey, RN, BSN Secretary/Treasurer
- Randi Hunewill, State Advisor (ex-officio)
- Hillary Bell
- Reva Forsythe, RN, MSN
- Dr Patricia Castro, CSN
- Dominique Barnett, 1st Vice President (ex-officio)

Staff and State Officers in Attendance

- Miranda Terrell, Post Secondary Vice President
- Hanna Eason, 2nd Vice President
- Jenny Tenorio, State Secretary
- Ryan Underwood, Executive Director
- Nicole Scott, State Officer Coach

Guests

- Luetta Mann, Competitive Events Manager
- Vicki Smith, Chapter Advisor
- Diane Bartosch, Tabulations/Registration Manager
- Kelly Roe, Tabulations/Registration Coordinator

Board Chair Charlie Mann welcomed everyone and called the Board of Trustees meeting to order at 6:01 p.m.

Approval of Minutes

It was moved by Reva and seconded to accept the minutes of the October 18, 2011. The motion was adopted.

State Officer Team Report

State President Tazia Statucki presented the State Officer Team Report summarizing the activities, goals and results of the state officer team. A full report was submitted for the Board's review. Key highlights of the year include 17 chapter visits, 16 candidates for state office, post secondary membership increase of 150%, secondary membership increase of over 10%, advocacy efforts in Washington, DC, promotional videos distributed via YouTube and Facebook, creation of the first ever President's Council with chapter presidents, and two articles from Nevada HOSA featured in the HOSA e-Magazine.

Nevada Department of Education Report

State Advisor Randi Hunewill shared Health Sciences is the only division that has not lost teachers or programs, with tripled enrollment and even hiring teachers in the middle of the year. Clark and Churchill County have added new Sports Medicine and Biomed programs. There has been incentives for new HOSA chapters and sponsored Health Science teacher to the State Leadership Conference to gain a first-hand glimpse of HOSA in action.

NDE is working on standards for all programs EMT, Fire, and Law Enforcement. NDE has a great working relationship with local high school programs and HOSA. Adding new competitive events helps build continuity and connections between the CTSOs and CTE.

Bonanza High School is offering Fire Sciences with Mr. Batterman, including EMT, Fire and Law Enforcement programs.

Update on new Competitive Event Public Service Announcements, has had several entries.

There will be no Medical Reserve Corp CE this SLC.

Management Team Report

The Nevada HOSA management team submitted a notebook of documents for the Board's record and review including a the Nevada HOSA Briefing, insurance overview, financial reports, policy drafts, bylaw amendment drafts, and the HOSA e-magazine highlighting the articles featured from Nevada HOSA.

The new HOSA branding was introduced to the Board and will see the roll out at NLC and in July. Of note is that in the National HOSA e-magazine Miranda Terrell got 2 articles published which gives great visibility to Nevada HOSA. Thanks given to Miranda's efforts.

Relationships with sponsors built with Luetta Mann's assistance resulting in \$600 in competition sponsorships. A "Donate" button was established on the website that helped raise awareness and monies. In kind contributions have helped decrease actual expenses for SLC. Two \$500 sponsorships are being finalized with The Health Sciences System – Nevada System of Higher Education and GoToCollegeNevada.org.

New National Officer Candidacy Procedures packet and State Officer Registration packet were created.

State Leadership Conference attendance was noted at 480 participants, 18 chapters, over 20 symposiums offered, 16 state officer candidates, and 4 honorary memberships awarded.

Subgrant request for HOSA funding support from NDE was completed along with Director and Officers insurance as well as liability and property insurance.

Holiday cards were distributed to all chapters, past judges, district superintendents, state CTE leaders, elected officials and key partners.

Paper cubes for promotional purposes were purchased to give to interested chapters, partners, and other stakeholders.

Financial Reports

The Board reviewed the reconciled financial reports dated February 29, 2012 with a number of expenses paid for SLC requirements.

Marianne presented the Balance Sheet as of last reconciled period with \$9,412 cash on hand as of February 29, 2012. Total Revenues were \$15,771. Total Expenses were \$23,891. It was moved by Reva and seconded to adopt the reconciled statements as presented. The motion was adopted.

Confirmation of Insurance Policy

Marianne reported that the insurance had been secured. She highlighted insurance, premium and features reported along with coverages. Reported on the policies that the insurance company wanted Nevada HOSA to adopt and have in force including the following: no counseling services, no personal transportation, all checks are countersigned. It was noted that Rhonda and Randi are Authorized Signers. The financial assistant does the monthly bank reconciliation, then sends this to Randi. Third party Audit is used to do the review as well as the Department of Education audit.

It was moved by Reva and seconded to adopt the financial controls and procedures acknowledgement as requested by the insurance company and presented in the board notebook. The Motion was adopted.

Board Top 10 Contact List Update

Charlie Mann, stressed how important it is to keep up the public exposure for HOSA, to help open doors to students for employment. He described there are six externs every 6-12 weeks with \$600. Need to improve new teacher partnership with CSN.

Randi shared key thing is developing partnerships like CSN and their symposiums; state boards helping with professional development, workforce connections getting the word out. Not just financial.

HOSA Middle School Update

Ryan reported that the Nevada HOSA bylaw amendment proposed an expansion of HOSA to accommodate Middle Level members.

Marianne reported on the “Summer of Discovery,” sponsored by both UNR and High Sierra AHEC for 8th, 9th, and 10th grade students. This is the same group that compiled the Nevada Health Care Manual with other 60 health occupations and employment forecasts included. The Southern NV AHEC has disbanded.

Spirit Packet and Board Donations

Luetta Mann explained there are 4 Sponsors, 1 Life Saver - GoToCollegeNevada.com with contribution of backpacks, pencils etc.. This year there are 52 judges, 32 competitive events and nursing students returning from CSN. Luetta the CSN partnership has been outstanding. She also reported that there is a large sign-up for Courtesy Corps to assist and be victims at SLC. The Educational Symposiums have 20 professional presentations. Southwest Medical Associates interested to support Nevada HOSA.

Charlie suggested we could customize the solicitation letter for improved response. It was recommended that a solicitation letter might include a general ask. Board members were requested to provide warm contacts so that a letter of invitation, demonstration of nonprofit status, and a letter from Charlie be included. It was noted that the “Future Health Professionals” name and logo will help a lot toward presenting that image and professionalism. Include HOSA newsletter and emgazine. Follow with Board with contents.

It was decided to provide Spirit Package at a cost of \$4000 to Nevada HOSA for all NLC attendees, considering the financial strain on HOSA members.

HOSA Newsletter and e-Magazine

The Board shared congrats and pride in the state officers communication efforts. Charlie noted they should take a bow for their great work. They set a high bar for future officer teams.

National Officer Candidacy Procedures

The management team completed the draft of the candidacy procedures. Officers were asked what they thought. Officers agreed with procedures. We currently have one candidate seeking office who will be going through this process.

Idea brought up to require picture to be consistent with nationals. Reva brought up that it’s a slippery slope when you connect with HR policies as it may be seen as discriminatory.

Change for future to 72 hour confirmation instead of 24 hours.

Board wants to review each year to modify and look at. Every year look at SLC and review and before end of SLC will go into effect for the next year.

Item 4 changed to must have been a state officer.

Motion made to change under #4 to include "The candidate must be holding or have held a state office. Eliminating " or chapter" office. Additions included "candidate send a photo to State also."

Reva moved and it was seconded to put into operation as amended and reviewed year by year at SLC. The motion was adopted.

State Officer Training Budget

Intense discussion between State Officers and Board Members regarding the need to get the best leadership training for the State Officers each year considering budget constraints. Randi described the notification that Perkins funds may be cut by as much as 41%, and the needed but added expense of contract cost for management.

Questions presented about where was the leadership training most beneficial and how to plan to include all State Officers in these experiences. Options presented were between CTSO Summit in July, NLC and Washington Leadership Academy.

State Officers were asked what was difference in curriculum. The officers responded that WLA/CTSO Summit similar but WLA is in DC and more expanded because you get to meet in DC. Pretty much get same training reported Miranda. Jenny conferred. Officers liked getting to talk to HOSA state officers from all around the country.

If we had to drop one of the three the officers reported as follows: Miranda drop CTSO Summit; Tazia drop CTSO Summit; Jenny drop CTSO Summit; Dominique drop CTSO Summit; Hanna iffy, she really liked CTSO and connection to the other organization.

Board comments: each has unique advantages and disadvantages. Got some duplication of effort. We need to get the most training bang for the bucks. Which one should we pick? Miranda had attended two and its more benefit for Nevada to go out and get support to bring home to our state; and that's important. It ends up helping membership.

Randi took the Board through the three budgets to provide financial perspective. Nevada is getting 41% cut in Perkins according to the feds. Huge amount of Perkins and contracting out of leadership funds. Had three officer teams go to WLA. She provided a financial report showing the amounts spent on WLA, NLC, CTSO Summit. One thing you do not see in the figures is that NDE pays \$10,000 to rent that space for the Summit. Randi sent a survey to the last three officer teams to find out their opinion. Talked with national president and he agreed with what officers are saying in terms of cutting Summit.

The Board then questioned how do you get the planning time and training. Perhaps take state officers an extra day or stay an extra time and spend the whole time working together. On legislative years, there is a training and they will get to spend time with other Nevada CTSOs.

We now have a \$30K and more expenses that we've never had before. And have to look at everything and make sure we're doing the best for our team. HOSA does a lot for its officers that some of the other CTSOs don't and we need to keep doing it.

What bothers Randi the most:

1. 41% cut Perkins
2. 4 out 5 went to WLA and one left out and it impacted the team. Everybody needs to be in.
3. Make sure they are getting what they are getting.

Most important thing is what the officers think. What response was and what they are getting. Every single officer responded do NLC and WLA and not CTSO. NLC and WLA don't provide time for individual POW and planning experience that CTSO does. So, new solution will need to accommodate that planning time.

Final recommendation from state officers: cut the CTSO Summit. Add time to NLC. Use FLEX to provide those functions.

Board: Marianne said having seen CTSO sees great value and nice to see the officers in that setting. FLEX can give the team building with other CTSOs.

Charlie shared that if because of funding a training had to be cut then the Board would go with the officer's recommendation. Let it be written and let it be done.

Advisor Representative to Board of Directors

Randi sent an email to all HOSA Advisors to notify of the opening on the Nevada HOSA Board of Directors. Vicki Smith shared with the Board her qualifications, and Dennis Ryan offered a letter of interest to the Board as he was unable to be present due to President Obama's visit to Las Vegas the day of this Board meeting. The vote for Advisor Representative will be taken at Chapter Advisor Meeting during SLC.

It was moved by Dr. Castro and seconded to recognize the qualifications of the two candidates and certify them both for vote by the local chapter advisors. The motion was adopted unanimously.

SLC 2013

Randi reported the biggest decision to make is two contracts from UNR Medical School. Need Board to vote on date. Advisors want to move back to the beginning of the week as we were losing students to athletics. Student union reserved for March 18, 19, 20 or 20-21-22 at UNR. Randi recommended to move to 18-19-20 format.

It was moved by Dr. Castro and seconded to move to the Monday-Wednesday format. The motion was adopted.

State Officer Coach

Nicole Scott was introduced as the new state officer coach for Nevada HOSA. Nicole is a former HOSA national officer from Arizona and a medical student.

Nicole shared her experience with Arizona and Nevada and that the organizations are in a very similar place. She shared her respect for where Nevada is at and what they have accomplished. Nicole shared that there was a friendly neighbor rivalry between Nevada and Arizona and that she loved being part of the HOSA journey. She is really excited to be here with us and shared her enthusiasm to get Nevada HOSA where the Board sees it.

Policy Review

Board discussed Active Chapter Standards, Nevada HOSA Cash Flow Management Policy, Conflict of Interest Policy, Chapter Registration / Membership /Payment Policy, Non- Discrimination Policy, Sexual Harassment Policy, Whistle Blower Protection Policy that were presented for review in October.

It was moved by Reva and seconded to approve all policies presented. The motion was adopted.

Ryan asked the Board how they would like management to advise and involve the Board on policies and procedures adoptions and changes. The Board shared their support for the management and State Advisor and their judgment. The Board shared if it needs to be done to do it. Go ahead and implement it for HOSA. The Board appreciates the knowledge and discretion and is willing to support decisions and counsel. But, to go ahead and circulate and advise us. Bring it to our attention if important. If not, circulate and advise. If it's major or substantial get them involved. If it's more procedural—just do it.

Corporate and Student Bylaws

Amendments to the corporate and student bylaws were presented for the Boards review. The Board discussed Bylaw changes and noted that the student bylaws would be addressed by Nevada HOSA delegates and voted on at the Business Meeting at SLC.

It was moved by Dominique and seconded to approve the proposed amendments to the corporate bylaws and to allow the proposed amendments to the student bylaws to be voted upon by the voting delegates. The motion was adopted.

Distinguished Service

Charlie announced that Marianne would be retiring from Board service. The Board presented Marianne with the distinguished service award. Charlie shared words do not begin to express the appreciation for the amount of work and thanks for what she has done for Nevada HOSA.

Miscellaneous

Randi shared that she really wanted to see Nevada HOSA work on a marketing tool. She shared that people don't carry medication cards and shared a sample. She has a printer that for \$100 could produce 500. It's a low cost and high impact item. She shared that it's so important in emergency situations to have the medications listed so proper care and treatment can be made. Shockingly low amount of folks have it and have it specifically completed.

Randi shared that we don't really have a marketing tool to give to the general public. This is a life savings tool. Promotes good healthcare and what we're all about.

It was moved by Tazia and seconded for Nevada HOSA to create a Pocket Medication Card to market and promote to the world about HOSA and this life saving tool. The motion was adopted.

Closing Remarks

Charlie shared his appreciation for everyone's efforts to make the state conference a success. It's the biggest one ever and everyone is really excited. Charlie shared, "From the bottom of my heart, thank you."

Next Meeting

The next Board of Trustees meeting will be October 2012

Adjournment

Reva moved to adjourn the Board of Trustees meeting. The meeting adjourned at 8:18 p.m.

Respectfully submitted,

Marianne Garvey, Board Secretary / Treasurer

March 25, 2012

Date