

## Nevada HOSA Board of Trustees Meeting Minutes

October 18, 2011  
Grand Sierra Resort

### 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:

- Charlie Mann IV, Board Chair
- Tazia Statucki, State President, Presiding Board Co-Chairperson (ex-officio)
- Marianne Garvey, RN, Secretary/Treasurer
- Randi Hunewill, State Advisor (ex-officio)
- Sean Robison, State Director (ex-officio)
- Shane Sutton (proxy for Hillary Bell)
- Reva Forsythe, MSN
- Dr. Patricia Castro, CSN
- Dominique Barnett, 1<sup>st</sup> Vice President (ex-officio)

#### Board Members Not in Attendance

- Mike Raponi, Nevada Department of Education Director of Career, Technical & Adult Education (ex-officio)

#### Staff and State Officers in Attendance

- Miranda Terrell, Post Secondary Vice President
- Hanna Eason, 2<sup>nd</sup> Vice President
- Jenny Tenorio, State Secretary
- Ryan Underwood, Executive Director

Board Chair Charlie Mann welcomed everyone and called the Board of Trustees meeting to order at 5:04 p.m.

#### **Approval of Minutes**

It was moved by Marianne and seconded to accept the minutes of the March 23, 2011. The motion was adopted.

#### Direction

- Staff are to post a PDF version of the approved minutes to the state website

## **State Officer Team Report**

State President Tazia Statucki presented the State Officer Team Report summarizing the activities, goals, and plans of the state officer team since they were elected.

### NLC

At the National Leadership Conference in Anaheim, ten members placed in the top 10 including one bronze medalist. Sean Sheffer became transitioned from President-Elect to HOSA National President and did a super job hosting the NLC. In addition to leading the state meeting and hosting the Nevada delegation, state officers distributed daily notes of encouragement and information to all members and presented good luck cards from the state officer team.

### CTSO Summit in Lake Tahoe

State officers were joined by their fellow state officers in our sister organizations from SkillsUSA, FBLA, DECA, and FCCLA. Amy Gallimore was the lead facilitator of leadership development experiences. During Team Time the state officers worked on their goals and program of work for the year, rehearsed the HOSA emblem ceremony, chose the state theme “Anatomy of a HOSA Member” and prepared for assignments and Fall Leadership Extravaganza presentations.

### HOSA Washington Leadership Academy

Jenna, Miranda, Tazia, Jenny attended the fifth annual HOSA Washington Leadership Academy. It was the largest gathering of state officers yet at this event with 100 leaders from all across the nation joining together for leadership development experiences, HOSA training, updates on health science education, and networking sessions. The state officers visited Capitol Hill, met U.S. Senator Heller and other staff members of Nevada’s Congressional Delegation. A special luncheon for all of HOSA was hosted by Senator Reid.

### Operation Health Care Bound

State offices attended the Operation Health Care Bound event in Reno to promote health careers, health science education and HOSA. Officers and the State Advisor hosted an exhibit booth to promote HOSA.

### Nevada Fall Leadership Extravaganza (FLEX)

Nevada HOSA expanded their participation in the Nevada FLEX conferences from Las Vegas to a second location in Reno. Total participation this year is at 90 members and advisors between the two locations.

### Activity

Officers have set a goal to conduct chapter visits this year and have already completed two. They are working on inspirational cards to encourage members to run for state office. Chapter of the Year and Presidents Council Committees are being formed and work is currently underway.

Officers have been active in social media promoting HOSA and relevant news and information on Twitter and Facebook. A new Nevada HOSA “page” for Facebook has been established to transition from the individual site. Current following on social media Twitter @NevadaHOSA is 76 and Facebook followers are 302 on the individual site and 165 on the organization page site that was founded in September.

## State Officer Goals for the Year

1. Increase Membership
2. Increase recognition and Involvement Opportunities
3. Increase Visibility and Recognition

## **Nevada Department of Education Report**

State Advisor Randi Hunewill shared that her office has been in full swing with Nevada HOSA Management Team working on the management transition and that it going well and continues to get better each month.

It was reported that NDE has separated Employability Standards and Health Science standards but that her office has remained adamant that CTSOs and HOSA continue to be represented and included as a vital part of Employability Skills Standards. Randi shared that it is important for districts and for funding purposes that CTSOs be clearly identified as an essential of the standards.

Randi reported that the state and education system has endured real decreases in financing. Perkins funding for travel has been cut in Nevada as well as removed took from the state competitive funds. She is pushing to get back in and is reporting our participation and involvement counts to show the consequence of these funding cuts. State funding is still eligible and funding for travel is still included. Randi is also continuing to monitoring for Civil Rights and Health Science and is consistently encouraging and sharing about the benefits of HOSA and make connections everywhere we go.

Randi is also a member of the Health Sector Council created by the legislature. They are strong partners and advocates for HOSA and have asked for a health science/HOSA student to be part of the board. Everything on this committee is about helping our youth and HOSA is honored to be a part of this influential group of health care leaders expanding opportunities in Nevada. She is looking to encourage increases for funding of HOSA at the secondary and post secondary level.

Randi is also a member of the Executive Board for National Health Science Consortium and continuing to share the good practices in Nevada as well as bring back to our state opportunities and tools that other states are using to benefit our programs in state.

Randi shared the recent coverage of HOSA in the Las Vegas Review Journal in October that dedicated a significant amount of page space to highlighting the benefits of HOSA. Local chapters, state officers, and NDE were interviewed for the article and the reporter did a super job covering what HOSA is all about. Randi highlighted that it's essential that all our HOSA chapters and board members continue to outreach to the media in all our communities to spread the message about HOSA. It was noted that this kind of coverage is read by voters and legislatures and contributes to their increased knowledge and support for HOSA.

Randi concluded her report sharing that healthcare is the #1 demand job in the State of Nevada. It was noted that a recent survey showed 8 of top 10 jobs are in healthcare and that the mission of HOSA couldn't be more important and vital to what the state's economy and citizens need.

## **Management Team Report**

Executive Director Ryan Underwood and State Director Sean Robinson shared the Management Team report on HOSA operations and administration.

Ryan and Sean are from TRI Leadership Resources and were selected by the Nevada Department of Education to provide management and administrative support to the State Advisor and Board to increase our ability to service and grow HOSA throughout Nevada.

It was reported that staff worked with state officers at the CTSO Summit and HOSA Washington Leadership Academy to continue the training and development of state officers. Sean Robinson and Randi Hunewill also represented Nevada at the annual State Association Management Conference in Washington, DC.

Management worked to develop a comprehensive presentation to NDE and our state auditors on new financial processes and reported that the transition of finances is well underway.

HOSA joined DECA and FBLA in Las Vegas for the first Advisor Academy with seven local advisors attending. Management supported the promotion and logistics for the event with Randi providing the training for teachers.

Membership is growing with 15 chapters registered including 2 new ones at Valley High School and Reed High School. Valley HS attended the Las Vegas FLEX conference. Two chapters are reporting over 100 members so far and we're over half way to the goal of breaking the 1,000 member mark for the first time.

It was reported that FLEX expanded to a second location for HOSA and that total participation is at 90, slightly below where we would like it to be.

Two new competitive events will be offered this year as selected by the local advisors: Public Service Announcement and Medical Reserve Corps. Fire Science is also being added as a state only event.

The state website has been updated as well as a new Facebook page established. Currently HOSA had a personal page setup and the state is taking advantage of the additional benefits of the organization page via Facebook.

Management developed a new Chapter Success Guide that was distributed to all local chapters, posted on the web, and served as the base curriculum for advisor training. Initial reviews of the new document were well received and staff is inviting everyone to contribute ideas for other material and information to include in future editions.

Staff finalized the FY 2010-11 financials as well as prepared a draft budget for 2011-12 for the board to review and approve. Liability insurance has been initiated to provide coverage for general liability, directors and officers insurance, and sound risk management protection for HOSA. Staff is also excited to be working with HOSA's existing service contractors on State Leadership Conference and will be initiating contract renewals with the four main contractors for Board review.

Online testing will be expanded this year to a December practice testing period in addition to testing for state conference. Cost will be \$5 per person.

It was also reported that National HOSA's board is looking at launching a new brand identity for HOSA at the 2012 NLC.

## Financial Reports

### 2010-11 Year End Financials

Board Secretary/Treasurer Marianne Garvey reported the year-end financial results for 2010-11. Financially HOSA was successful reporting total profitability of \$5,844. Total income was \$67,976 with \$62,132 in expenses. Cash on hand was \$22,402 with accounts receivable of \$5,848 and \$8,356 in accounts payable. The balance of A/R and A/P have subsequently been handled or followed up on.

### Decision

It was moved by Dr. Castro and seconded to approve the 2010-11 as presented. The motion was adopted.

### 2011-12 Budget

Marianne reported budgeted income of \$76,210.50 with expected expenses of \$75,933. It was noted that \$10,000 in Perkins grant support for 2011-12 will not be guaranteed for 2012-13 which represents a significant gap in future funding for HOSA. Randi reported that \$4,600 of the \$10,000 was allocated to cover facility costs for State Leadership Conference; \$250 for supplies with the remainder allocated for state officer travel.

The following adjustments were directed for the budget:

- Increase deferred income from \$1,500 to \$4,500
- Change description under "Chapter Advisor Training Expenses" to "training" instead of "professional development"
- Expand State Officer Support by \$3,000
- Add additional line item for "National Officer Candidate Support"
- Adjust revenue description for NLC Spirit Items to show income derived from contributions and donations from industry rather than as charges to delegates attending NLC

The board discussed at length ideas for generating additional income including online newsletter, ads, partners, and co-branded in-kind contributions. It was suggested that packages be put together and that a marketing brief promo be developed to approach such organizations as SIMC, Banner, CHW, MRC, Forsythe, etc. to help them get their name out as well. Another suggestion was to incorporate Professional Membership into sponsorship packages to increase our connection to industry. The idea of placing corporate logos and sponsors on our shirts and getting pictures of our delegation at NLC as well as showing sponsors how we're promoting them in our organization would be of value to groups.

## Decision

It was moved by Marianne and seconded to amend the budget to include professional sponsorship for spirit packages for NLC and SLC with the goal of reaching at least \$3,000 ideally reaching \$6,000. The motion was adopted.

It was moved by Reva Forsythe and seconded to increase Deferred Income by \$3,000 to a total of \$4,500 and increase the budget line item for state officers to \$6,000 to support their travel. The motion was adopted.

It was moved by Marianne and seconded to approve the 2011-12 budget as amended. The motion was adopted.

## Direction

- Staff to adjust FY 2010-11 financials to include an expense item of Allowance for Future expenses total to \$4500 to allow for Deferred Income in 2011-12 to be increased to support state officer expenses.
- Staff to update the budget as outlined by the Board and update Quickbooks for 2011-12
- Add ability to website to take online donations (ability to include message there too)
- Board/Staff/Officers to develop sponsorship packet
- Identify donors to make asks (e.g. MRC)
- Distribute updated budget for 2011-12 budget to the Board

## **Authorized Account Signers**

It was moved by Marianne and seconded to approve HOSA Financial Manager as an authorized account signer and authorize managers to obtain and use a Nevada HOSA Credit Card according to NDE guidelines. The motion was adopted.

## Direction

- State Advisor and Management Team are authorized to contact banking relationships to add Rhonda Bohall to accounts.
- Management Team to secure HOSA credit cards to transact approved expenditures of the association according to the budget.

## **Contracts**

Randi reported that HOSA had developed several important relationships with sub-contractors who primarily support our competitive events and election process and that the new management team was very welcoming and supportive of continuing these same relationships so we can continue advancing in the same direction. Contracts are being secured and will be distributed to the Board by November 1 for online vote.

## Direction

- Staff to secure new contracts for 2011-12 and present to the Board electronically for vote.
- The Board would like the contracts to be in place by November 15 or sooner.

## **Insurance**

The Management Team has initiated insurance coverage for the association, have included the pricing estimate in our budget, and look to have the policy in force within the next couple of weeks. The company selected for insurance is the Ruboyianes Company who has developed a specialized youth leadership organization policy package that has been promoted by the national CTSOs including HOSA.

## Direction

- Staff will forward the policy to the Board when completed.

## **Middle Level HOSA Program**

The State Officers and Randi reported on National HOSA's Middle Level program. It was reported that Battle Mountain wants to engage 7-12 grade students in HOSA. Fallon is another chapter that has indicated interest in HOSA members in middle level students joining HOSA. It is a great opportunity to students started in 7<sup>th</sup> and 8<sup>th</sup> grade. It was requested that the board formally approve the adoption of the HOSA ML program.

## Decision

It was moved by Tazia Statucki and seconded to approve the allowance of ML students in Nevada to participate in HOSA as active members according to the National HOSA bylaws and program guidelines. The motion was adopted.

## **Policies**

The Management Team reported that the IRS and/or insurance carriers are requesting a number of policies be adopted by the association to ensure sound governance practices. Policies include Whistle Blower, Privacy/Document Retention, Conflict of Interest, and Harassment. Staff presented template policies for the board to review, edit, and adopt online or at our next regularly scheduled meeting.

The staff also presented draft policies for late/change fee, chapter in good standing, active chapter, and advisor/participant code of conduct, and photo release policies.

The Board commented on the importance of working to keep these forms and policies as least invasive as possible for advisors, parents, and students (ideally one page). It was recognized that policies are indeed needed, but, that the way we communicate, train, and secure compliance needs to be as seamless and easy as possible for our customers.

The Board decided to override the bylaws amendment process to clarify that post-secondary members are eligible to become State President.

## Direction

- Board members will review policies between now and our next meeting and provide comment to Randi and Management Team
- Management Team will work to revise the policies impacting local chapters so they are posted online, put together in a booklet that can be signed in a one page format and in force until the Board changes policy in the future rather than requiring every year or every event.

- This item needs to be added to the next meeting agenda for official adoption.
- Management Team to draft policies and/or bylaw changes to accommodate process for National Officer Selection and State President eligibility.

## **Calendar**

It was moved by Shane Sutton and seconded to approve the 2011-12 Nevada HOSA calendar with the addition of online testing in December. The motion was adopted.

## Direction

- Update the calendar with the addition of online testing and re-post to state website and chapters.
- Please make sure that the calendar includes deadlines, especially for state pin design.
- Staff to submit the approved calendar and board minutes to the insurance provider

## **Nevada HOSA Strategic Indicators**

It was requested that the Board begin looking at key strategic goals and objectives to pursue that the staff can support in the course of their work. The Board discussed a variety of important objectives and ultimately agreed on two initial broad objectives to pursue.

## Major Board Objectives

The Board identified two initial objectives as a top priority for the Board

1. Increase corporate/professional affiliations and partnerships
2. Increased job placement in allied health fields, starts in health science career opportunities and growth in pursuit of post secondary health science education and HOSA membership

The Board outlined the following initial indicators that would demonstrate the kind of activities and results that would show we are on the right track to achieve our major objectives.

## Indicators Ideas:

- College HOSA growing
- Promotional material designed for professionals to inform and also serve as documentation for donations
- Newsletters and communications distributed to P/S
- Adoption and increased use of HOSA brand in health care setting and industry
- HOSA decals in windows of health facilities acknowledging support for HOSA
- Promoting to medical reps
- License plates
- HOSA sponsoring a job fairs (e.g. CCSD Healthcare Career Day)
- Professionals Hospitality area for advisors and medical professionals
- Promotional power point with great information, facts, pictures, etc. displayed at events
- Formalize network of people with contacts (e.g. start a LinkedIn Group), create a database, ensure we do not lose alumni and follow their stories.

### **Expansion of Board Role**

The Board discussed the idea of expanding their role to get more involved in supporting HOSA in key areas that will expand and grow opportunities for students. It was shared that a major goal would be to see the board evolving as the adult ambassadors, connectors, networkers, and advocates for HOSA. The goal would be for board members to access their networks, partner with state officers to make visits, engage doctors in hospitality, and raising profile of HOSA.

It was also noted that due to the change in management, NDE would like to see the role of Board expanded in reviewing and approving transactions and guiding the financial evolution of HOSA. Initially this would mean the Board Chair and Secretary/Treasurer starting the process of engaging and signing off on transactions for the association.

#### **Direction:**

- By the next face-to-face meeting in March develop top 10 contact list for each board member to reach out and connect.
- Management Team to work with the Board Secretary/Treasurer and Board Chair to get trained on the authorization process and check requisitions for expenditures.

### **Nevada HOSA Bylaw Review**

It was noted with NDE changes and our corporate bylaws in place that refinement will be needed for both corporate and student division bylaws. The management team will be forwarding recommendations for Board review at the next meeting.

As noted previously, two items that need to be included in bylaw revisions is the HOSA national officer selection process as well as definition of eligibility for state president.

### **Next Meeting**

The board will receive emails in the coming weeks to provide online approval of contracts and other items and to be on the look-out for this. The next meeting will be in Las Vegas at 5:00 p.m. the day prior to SLC.

### **Adjournment**

The meeting adjourned at 8:01 pm.

Respectfully submitted,

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Marianne Garvey, Board Secretary/Treasurer

October 20, 2011  
Date