

Call to Order

Meeting was called to order by Board Chair Charlie Mann at 5:10 p.m. on March 17, 2013. Charlie welcomed everyone to the meeting and shared the Board's appreciation for the opportunity to meet at the Grand Sierra Resort, Reno, Nevada.

Roll Call

Roll call indicated that the following members of the Board of Trustees were present:

- Charlie Mann IV, Board Chair
- Jenny Ha, State President, Presiding Co-Chairperson (ex-officio, voting)
- Dennis Ryan, East Career Technical Academy
- Randi Hunewill, State Advisor, Nevada Department of Education (ex-officio, nonvoting)
- Dr. Patricia Castro, College of Southern Nevada
- Hilary Kohntopp, Spring Creek High School / Elko High School
- Henry Teng, Second Vice President

Excused: Reva Forsythe

The following staff members were present:

- Danielle Tolentino Tuason, State Director
- Nicole Scott, Assistant State Officer Coach
- Luetta Mann, Competition Manager

Excused: Ryan Underwood, Executive Director

Approval of Minutes from Previous Meeting

It was moved by Hillary Kohntopp and seconded by Patti Castro to approve the minutes of the previous meeting as corrected. The motion was adopted.

State Officer Team Report

State President Jenny Ha presented the State Officer Team report.

- Jenny presented information of the results of the fall extravaganzas in Reno and Las Vegas. Both events featured leadership workshops, etiquette training, and health skill demonstrations. The Reno FLEX had 46 attendees and the Las Vegas Flex had 54 attendees. Efforts will be directed at increasing attendance at both of these events. During the HOSA session, Dental Science and Fire science were added as new events at the Nevada State Leadership Conference.
- Videos were added to Nevada Facebook Page and YouTube.

- Nevada HOSA State Officers met with legislators in Carson City and were able to sit on senate floor to observe legislative process. The state officers advocated for CTE and CTSO's.
- The Penny war at SLC was discussed, including how money was to be raised for Cystic Fibrosis. A photo booth is to be added to this year's SLC dance with proceeds going to the Cystic Fibrosis Foundation.
- Justin's Journey was discussed, Justin was a previous HOSA member, will show support by signing boards.
- The state officers have been divided into two groups for workshops. Jenny and Henry have planned a workshop on "instruction vs. Feedback" and Bserat and Jae's workshop is called "Superhero 100".
- Jenny and Bserat will be attending the opening session of the Nevada FFA state convention. Emphasis will be on collaboration and cooperation between CTSO's.

At the conclusion of this report, Jenny provided an overview of the State Officer's Program of Work, which continues to be updated and changed through the year, but focuses on the following key areas:

1. State officers will continue to meet with individual chapters in order to enhance involvement and membership in HOSA.
2. State officers will continue to develop new SLC workshops that will engage members.
3. State officers will encourage continuing and new membership and will be involved with any new chapters.
4. State officers will encourage HOSA members to participate in recognition events and compete in NLC.

Discussion:

Randi Hunewill -- Asked to track the number of hits on the blogs, Danielle will contact the web master on getting data regarding hits on blog articles such as demographics.

Randi Hunewill -- social media-- concern is that students spend significant time on social media -- asked how much time is spent on social media. Jenny Ha explained that officers were assigned to update media --each assigned to a two month period. Jenny Ha indicated that social medial was easy to update with a reasonable amount of time.

Direction:

Following the State Officer Team Report, the following directives were established.

1. On behalf for the state officer team, Jenny Ha and new state officers will send the Program of Work to the Board of Trustees.
2. Notification of blogs and internet posts will be sent to the members of the Board.

The state officer team was commended for all of their efforts to serve Nevada HOSA and helpful information provided in the report.

Nevada Department of Education and State Advisor Report

State Advisor Randi Hunewill presented the NDE and State Advisor Report.

- Department of Education -- Nevada hit the hardest with a 41% cut in Perkins funding, sequestration was a minimal cut to CTE programs. Budget cuts will be absorbed internally and in other ways. Nevada is a good place to be with a high need to fill voids in education and healthcare.
- Health Science and Public Safety have completed Standards in Nurse Assisting, Sports Medicine and Health Science. End of Program tests are complete in Sports Medicine and will be given this year. Testing will also be given this spring in Workplace Readiness. Continued work on developing standards and assessments will be in biomedical.
- There is need for additional training for teachers-- professional development. Teachers need to have training on "best practices" and implementation of state standards. Unfortunately there is no funding at this time for professional development. Professional development will be included during teacher inservice days.
- Nevada DOE CTE is not losing any positions. At this time there are no major changes in the Department of Education.
- There is not any information on state budget. Budget will be decided during current legislative sessions.
- Randi indicated that CTSO's were vital to the health care students and professionals in the state of Nevada.
- Randi expressed gratitude to the Board and all others making the 2013 SLC the biggest conference in terms of attendance, workshops and competitive events. Recognition of the efforts and success of the SLC went to Danielle Tolentino Tuason, State Director, and Nicole Scott, Assistant State Officer Coach. Thanks to Luetta Mann for her work with competitive events.

Discussion: None

Management Team Report

State Director Danielle Tolentino Tuason presented the Nevada HOSA Management Team Report.

The following elements were presented:

1. Nevada HOSA Association Dashboard/Update.
2. State Management team Update

Dashboard update –

- Finances are approaching success. Current expenses are \$17,106 with revenues of \$21,719. This leaves a net total of \$4,613. The operating reserve is set at \$4,500.
- There is an effort to increase in the number of attendees at the SLC, helping defray the increasing budget. Attendees last year – 480, attendees this year 465.
- Overall health of the association is still in need of work and there is strong collaboration to complete the 2012-2013 Plan of Work.
- The financial status of the association still needs some work. The operating reserve is still being maintained by a narrow margin.
- The state officer coaching program under the direction of Nicole Scott is doing well. Due to family priorities, one state officer resigned this year. The state officer team has had an overall successful term and experience. In the area of online communication and social media, the team has exceeded their goals. Work is in progress to develop the incoming state office team.
- Work has been completed on a new section of the website – “Recent Update” which enables instant updated and direct links to information. This update significantly improves navigation and access to data on the website.
- Preparation time for SLC was more than anticipated due to changes in venues and costs. The venue will remain the same for the 2014 SLC.
- Nevada HOSA has established a working relationship with the National Service Project – Cystic Fibrosis Foundation. A father of a child with cystic fibrosis will be speaking at the closing ceremony this year.
- A middle school program has been added to the SLC this year.
- The Nevada Legislative Day was a successful joint effort with Nevada FBLA, DECA, SkillsUSA, FFA, FCCLA. Over 35 legislators were visited and encouraged to support career and technical education as well as CTSO’s.
- On-line testing was a success.

Management Team Update

- The FLEX conferences in Reno and Las Vegas, overall had an increase in attendance from 74 attendees last year to 100 this year. Budget was for 125. Both events featured

leadership workshop, etiquette training, and health skill demonstrations. There is a need to increase the number of attendees at FLEX conferences.

- December on-line testing. To help students prepare for the objective test components for competitive events, Nevada HOSA offered December on-line testing. Seven chapters participated this year and the number of test takers more than doubled from 35 tests last year to 81 tests this year.
- Pre-state leadership conference leadership meeting. The Nevada HOSA State Officer Team and conference staff met in Reno to plan and prepare for the 2013 SLC. This meeting allowed officers to write scripts and prepare for workshops and facilitation training. Two new state officer led workshops were developed. There were 15 workshop and symposium presenters last year, this year there are 21 workshop and symposium presenters.
- Legislative Day. HOSA State Officers met with their other CTSO counterparts in Carson City for Legislative Day Training and a day at the capitol. During Legislative Day training, the students learned about CTE, the overall picture of state and federal funding, and training on how to lead and conduct legislative visits. On Legislative Day, the state officers met in teams with different CTSO's connecting with over 35 different legislators about supporting CTE and CTSO's and funding.
- A working relationship has been established with the Cystic Fibrosis Foundation as part of the National Service Project. A "Penny Drive" has been scheduled at the SLC. Individual chapters have collected donations to the Cystic Fibrosis Foundation. A father with a daughter who has Cystic Fibrosis will be speaking at this year's closing ceremony.
- The Keynote Speaker this year is Dr. Keith Clement from Fresno State University, who will speak on Emergency Preparedness.

Summary:

- There are still some concerns about deficit. Some of these concerns have been handled internally with a decrease in necessary expenditures at the SLC, particularly in hotel meeting room expenses.
- The state officers, management team and conference staff have been working together to ensure a successful SLC.
- There is still need to develop sponsorships to help defray anticipated expenses.
- Overall the organization is doing well, thanks to insight and leadership. Thanks to Randi Hunewill, Luetta Mann, the Board and others.
- Thanks to hosts of additional conference activities at the University of Nevada School of Medicine, Truckee Meadows Community College, and the Regional Public Safety Training Center.
- Thanks to the sponsorships for the 2012-2013 year and additional organizations that have partnered with HOSA.

Discussion:

- Concerns exist over the funding of sending HOSA student representative to Washington D.C.
- There is a need to increase attendance at FLEX in Las Vegas and Reno.
- There is need to extend the SLC sponsorship program.

Financial Report—

Danielle Tolentino Tuason presented the financial report YTD Financial as of February 28, 2013.

- The Balance Sheet was presented – there were no specific questions.
- Accounts Receivable – Some Chapters have balances for on-line testing, last year's SLC, and Flex.
- Vendor balance Detail -- All items have been paid with the exception of one vendor.
- Budget to Actuals -- dated February 28. Budget column as of last meeting shows a deficit of \$8,731. Expenses budgeted amount (\$40,320 -- included budget for facilities we are not using) is more than the cost of this conference -- will help to make up the deficit. Exceeded quota of rooms needed to use facilities. May be over budget in other areas. Charlie Mann Will give update on budget following this conference -- phone conference mid-April.

2012-2013 Budget

Budget was reviewed by the Board of Trustees. Management provided a budget accounting for all needs identified but that showed a temporary negative balance for the Board to strategize on how to close this gap.

Discussion:

The Board of Trustees engaged in a discussion regarding partnerships in response to income needs within the 2012-2013 budgets:

Direction:

The following action items will be implemented:

- Continue next year's plans for holding the conference at the Grand Sierra Resort. With occupied rooms helping decrease cost of meeting areas.
- Recognize and recruit additional partnerships and sponsors.
- Continue to collect accounts receivable.
- Explore additional revenue resources.
- Explore additional methods to reduce expenditures.

Action:

Motion to accept budget and directions by Patti Castro, seconded by Dennis Ryan

Decision:

Budget Accepted by the Board.

New Board of Trustees Members

- Jennifer Hoovler -- interested in being on Board -- Medical Assistant at Renown --
- Heather Watterlond (attended last board meeting) is HOSA alumni and previous national office.
- Riva is willing to stay on board, but time will be at a minimum in the future. Member from Business and Industry

Discussion:

- Discussion on the make-up of the board.
- Danielle Tolentino Tuason explained that up to 15 persons can be on the board.
- Randi Hunewill indicated that the Board must have at least two HOSA Advisors
- Charlie Mann indicated we still have room for Members at Large from business and industry.

Action:

- Motion to accept two new Board members: Motion by Patti Castro, Second by Hillary Kohntopp.

Decision:

- Jennifer Hoovler and Heather Watterlond were appointed to the HOSA Board of Trustees.

Two National Officer Candidates

- **Jenny Ha**
 - One minute speech about national officer candidate -- has attended NLC -- Sean Sheffer was role model -- changed how she felt about speaking to large groups, motivated by speaking to other state leaders and groups. Jenny does not want to limit herself at this time wants to help at the national level by running for a national office.
- **Bserat Ghebremicael**
 - Shy before starting HOSA -- learned to be interactive. Met health care administrator on trip -- told about HOSA -- opportunity to talk about HOSA -- Liked talking to state legislators -- wants to take to next level -- a national officer. Wants other people to know about HOSA and medical careers through HOSA. Wants students to be passionate about health care.

Randi Hunewill -- Application for National office due 04-10-2013 --- interview by National Board -- will determine if Nevada will have a National Candidate. Will support in any way possible.

Board will have telephone conference to do phone interview 04-16-2013. Vegas board members will be in attendance others by phone. Danielle will setup conference call.

Action:

- Motion to accept candidates Dr. Castro, Second Hillary

Discussion: None

Decision:

- The Board accepts both candidates and encourages both to seek National HOSA office and prepare for April 16 conference call.

HOSA Varsity Letter

Henry Teng – Nevada HOSA Second Vice President – presented information on the HOSA Varsity Letter

- First criteria –
 - Minimum GPA 2.5
 - 50 hours in chapter activities -- 2years
 - Lead at least on chapter activity
 - Help with recruitment to HOSA
 - At least two years of membership

Discussion:

- Charlie Mann -- how do schools adopt? General criteria suggested by state officer team -- schools/advisor may add additional criteria.
- Danielle Tolentino Tuason -- Will bring up information at advisors meeting. Member of the team will be present to explain criteria.
- Danielle will give information on design and pricing of letters. Will be a smaller version of state officer letter with new brand. When awarded will be up to individual schools.

Nicole Scott—presentation of officer recognition awards.

- President's award to Jenny Ha. Recognized for all the hours put in this year. Letters and certificates of recognition by the President of the United States and HOSA Managing Board. Recognized as one of the hardest working students -- able to bring everyone together.

- Jae Song – Recognized for You Tube video -- running for state office. Presented a pin and certificate.
- Beserat Ghebremicael – Recognized as visionary for organization, advocate for HOSA.
- Henry Teng – Recognized for bringing cultural awareness and energy to the team.

Middle School Recruitment Update

- 6 middle school students in attendance at SLC...not members.
- Middle schools students will have their own competitions.
- Middle school students welcome -- suggest that middle school students wear business attire.
- Middle students to attend "Boot Camp".
- Will continue middle school involvement in HOSA by communication and cooperation with local chapters.

Mileage Reimbursement Policy

Discussion:

- Danielle Tolentino Tuason -- No current policy -- will use state reimbursement rate. Rate may be adjusted per budgets

Action:

- Hillary Kohntopp -- Motion to adopt state mileage budget policy. Patti Castro Second

Decision:

- Approved by the Board

2014 State Leadership Conference Dates/Locations

Discussion:

- 2014 SLC in Reno at the Grand Sierra Resort and other sites as used this year. March 17-18-19 -- 2014 during spring break for UNR –

Action:

- Jenny HA moves to accept dates. Henry Teng – Second

Decision:

- Approved by the board

Nevada HOSA Strategic Indicators -- Status Update

Discussion:

A. Increase corporate/professional affiliations and partnerships.

- Danielle Tolentino Tuason will seek contacts with individuals and/or businesses regarding forming partnerships with HOSA.

- Danielle asks all board members to seek contacts in their community and forward their information to her.
- Danielle Tolentino Tuason and Charlie Mann will develop Top 10 Contact List.
- Partners with HOSA would be recognized at HOSA Conferences and would be listed as partners and have their names/companies listed as sponsors of select HOSA events and/or competitions.

B. Outreach Timeline

- Charlie Mann -- Discussion on printed materials to Dr. offices and other information regarding corporate partnerships. Need input on brochure for physicians and other corporate partners by 04-15-2013.
- Danielle Tolentino Tuason will work on draft to be given to Board Members for review.
- Charlie Mann would like to have minimum printing run by 04-15-2013. Twenty copies to go to Board Members for promotion purposes.

Discussion:

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

- Patti Castro -- has agreements in place with community partners -- going to CEO's not to hospital department leaders. Has difficulty getting students in. Concerns about liability and confidentiality with students.
- Charlie Mann discussed doing a "Boot Camp" next year at SLC -- vital signs, AED use -- other activities.
- Danielle Tolentino Tuason indicated fall conference attendance is low -- need ideas for increasing participation, suggested bonus points for on-line testing, bonus points for attendance of FLEX conference and Fall on-line testing. Bonus points are currently awarded for HOSA dress during competitions.
- Bonus points would be used as tie-breakers at SLC.

Action:

- Motion to implement bonus points and move testing to September time frame for on-line testing.
- Jenny HA, Second Henry Teng.

Decision:

- Approved by the Board.

Next Meeting – Adjournment

- Phone meeting April 16, 2013 -- 6:00 pm
- Next Board meeting October -- TBA -- Las Vegas

Action:

- Moved by Patti Castro, seconded by Dennis Ryan that the meeting be adjourned.

Decision: Meeting adjourned by the Board.

- Board Chair Charlie Mann thanked everyone for their continued support. He also encouraged everyone to promote and further the goals of Nevada and National HOSA.
- Meeting Adjourned by Charlie Mann -- 7:05 pm.