

Nevada HOSA Board of Trustees Meeting June 19, 2018 3 p.m.

Minutes

Nevada HOSA Existing Strategic Priorities:

- Quality Programs
- Membership Development
- Corporate Partnerships & Sponsorships

Call to Order:

The meeting was called to order at 3:03 p.m. by Board of Trustees Chair Dustin Hopfe.

Roll Call:

Roll Call indicated that the following board members were present:

Catherine Prato
Dustin Hopfe, Chair
Hilary Kohntopp, Past Chair
Jeanine Hearn
John Turri
Lola Shipp, Secretary/Treasurer
Michelle Urrutia, Vice Chair
Mike Oechsner, Executive Director
Randi Hunewill
Shealyn Kelley, President
Simran Shah, Secretary

Roll Call indicated that the following staff members were present:

Shelly Kinnunen

Approval of Minutes of March 17, 2018:

Decision:

Michelle Urrutia moved and it was seconded to approve the minutes from March 17, 2018 as presented. The motion was adopted.

Review of TeamTRI Operating Agreement for 2018-19:

Discussion:

Mike Oechsner shared the updates to the agreement compared to last year. They were as follows:

- Association Management Services – the total price was discounted more. This is truly an internal item on TRI's side – the value is still the same, but we are trying to right size the revenues and costs incurred by our finance team, meaning we did have to increase the cost of financial management – we didn't want HOSA to see that increase by itself, so we discounted association management to offset that.
- Financial Management increased – related to real costs for our team in that arena.
- The Board Retreat facilitation was added as requested for this year. It's been about 3 years since we have done this.
- 30 hours of sponsor development was added as requested.

- IRS 990 prep was added at \$455. Historically, we have used an outside accounting firm to complete this report – we can now do it internally for about 70% of the cost (which was \$750)
- NDE Meetings – twice a year, all of the CTSO Directors meet at NDE. This started about a year and a half ago (thank you Randi). For the last year and a half, FBLA/DECA/HOSA/FCCLA have taken turns paying the costs and have represented all four to keep expenses minimal. Rather than trying to take turns any longer, we have added a small line to contribute and TRI now pools the resources and covers these costs.
- NACTE – just like the NDE Meetings, we are pooling resources to have one person represent the four CTSOs TRI manages. Carla Boulton is going to lead that this year again, it will probably be me next year.
- Some of the costs for expenses in the all inclusive have adjusted slightly based on ongoing real costs.

Randi Hunewill asked about the promotional banner. The answer was that yes, we create one annually. She also asked why stage decorations were not included. Mike Oechsner shared that the stage decorations are managed by the officer team and we provide for decorations in the operating budget. It was clarified that the agreement includes costs for the keynote at leadership rallies, but not SLC – that comes out of operating dollars.

Randi asked that the lines indicating that “this service is not provided” be removed along with the corresponding elements that are not provided.

Decision:

Dustin Hopfe moved and it was seconded to approve the 2018-19 Operating Agreement with the changes recommended to the items not included. The motion was adopted unanimously. Randi Hunewill and Mike Oechsner abstained from voting.

2018-19 Operating Budget:

Discussion:

Mike Oechsner shared the 2018-19 operating budget. It does reflect a \$10 increase in State Leadership Conference registration fees. It is very conservative for revenue and aggressive for expenses providing for the continued opportunity to build reserves for Nevada HOSA.

It was noted that grant funds are completely separate in this budget as they were in the amended budget in the current fiscal year.

Randi asked for clarity on current checking balance. There is currently \$22,000 in checking and approximately \$120,000 in accounts receivable.

Lola is still hopeful that the off site events can take place at SWCTA. She has not had the opportunity to iron out with Donna, but she is very hopeful.

Decision:

Dustin Hopfe moved and it was seconded to approve the budget as presented. The motion was adopted.

Board Retreat:

Discussion:

Reviewed date options for Board Retreat. Saturday November 17 seemed to work for most everyone. Mike will work on a location for this board meeting.

Adjournment:

The meeting was adjourned at 3:42 p.m.