

## Nevada HOSA Board of Trustees Meeting March 17, 2018 Minutes

### **Call to Order:**

The meeting was called to order at 5:33 p.m. by Board of Trustees Chair Hilary Kohntopp.

### **Roll Call:**

Roll Call indicated that the following board members were present:

Hilary Kohntopp, Chair

Andrea Holman, Vice Chair

Emily Carter, HOSA President

Leah Yim, HOSA Secretary

Michelle Urrutia

Lola Shipp

Jeanine Hearn

Dustin Hopfe

Randi Hunewill, Nevada Department of Education CTSO Liaison

Mike Oechsner, Executive Director

Roll Call indicated that the following staff members were present:

Shelly Kinnunen, Associate Director

Roll Call indicated that the following guests were present:

Snehal Bhakta

### **Approval of Minutes of November 5, 2017:**

#### Decision:

Randi Hunewill moved and it was seconded to approve the minutes of the November 5, 2017 as presented. The motion was adopted.

### **State Officer Update:**

#### Discussion:

Emily Carter and Leah Yim shared the state officer update. Since the last board meeting, the state officers participated in the leadership rallies. They conducted the pin design contest, presented workshops, and supported members.

In January, they met in Reno to plan things for SLC – including their fundraiser for NAMI, their workshops, continuation of their program of work, and all remaining plans for the year.

Chapter visits this year totaled over 20. Emily shared the complete list with the board.

The team has averaged nine social media posts per month and have had consistent following and activity from the field. They have also done a total of six promotional videos throughout the year. The new website launched in the fall and the team has felt that the members appreciate the new website.

Leah Yim shared about the sister chapter initiative. Implementation has not yet happened, but the entire plan and process is complete and available for the incoming state officer team to implement.

The team has worked hard to support Carson Middle School, with this being the senior project for one of our state officers. The team is very excited to have middle level HOSA finally active this year!

Leah thanked the board on behalf of the state officer team for all of the support provided into their state officer experience.

Michelle Urrutia thanked the team for the work they have done this year.

Randi Hunewill asked for clarity on what regions received how many visits. Leah shared we visited 3 northern, 2 western, and the others were southern. Randi thanked the team for their work on chapter visits and shared how much she appreciated their efforts.

#### **Nevada Department of Education Update:**

##### Discussion:

Randi Hunewill, our CTSO Liaison, shared the Nevada Department of Education update. Emily Carter, our state President, is one of Nevada's Presidential Scholars. The Program Reviews have begun – and having a CTSO chapter is required to receive an outstanding rating. The Nevada Department of Education is very strongly working on dual credit expansion.

In her role as the lead liaison for CTSOs, she has been coordinating semi-annual meetings for the Executive Directors of all CTSOs. We are seeing great success with their efforts together. One of the items they have been working on in between meetings is messaging and marketing materials. Starting at the May meeting, NDE is going to be needing data and trends to also track and message.

Middle School CTE is growing and is a great area of opportunity and is going to be a concentration. Melissa Scott is leading the task force for middle level CTE programs.

Randi recently joined the state board of athletic trainers. She has only been to one meeting so far.

Equity access and diversity is a priority at NDE. Ensuring that we have no barriers to special populations and that diversity is supported is important.

Funding for next year will be directed towards high demand careers. They will be comparing data and needs with funding requests – this will impact competitive grant dollars in the next funding cycle. Health care is the second highest demand field at this time (first is currently construction).

NACTE will again support the new teacher training this summer. This offers introductory information for CTE as well as promotion for the CTSOs.

Randi shared that Mike Oechsner will be running for the National HOSA Board of Directors this summer, and she shared her gratitude for him representing Nevada HOSA. This would be a very strong representation for Nevada.

#### **Management Update:**

##### Discussion:

Mike Oechsner shared the management update. It is a very exciting time for Nevada in that we have another record year for membership with over 2,000 members. Each of our conferences this year has shown substantial growth over the prior year. Nevada HOSA continues to pace as the fastest growing CTSO in Nevada.

Luetta continues to represent Nevada on the National Competitive Events Committee. She has just begun another three year term. National HOSA and Nevada HOSA are sharing the expenses associated with her second term.

Mike Oechsner is a candidate for the National HOSA Board of Directors this year. Randi plans to attend part of ILC to support him.

Randi asked if we could fund one industry board member to attend ILC. Jeanine may be interested

Decision:

Randi Hunewill moved and it was seconded to support one industry board member to attend ILC each year, starting with 2018. The motion was adopted.

**Voting Delegates:**

Discussion:

Mike Oechsner shared the voting delegate update for ILC. Starting this summer, voting delegates cannot be competitors and have a much fuller experience including training to serve. Currently, our student bylaws dictate who will be voting delegates – which would make some of our state officers ineligible for competition. He suggested that the Board of Trustees use its authority to remove this section from the student bylaws.

Randi Hunewill asked for clarity on how voting delegates would now be selected. The board agreed that first option should be given to state officers who are not competing, and if there isn't enough, that we offer the opportunity to members at large allowing the management team and the state officer team to finalize the decision.

Decision:

Mike Oechsner moved and seconded to remove voting delegate obligations from state officers in the student bylaws. The management team would select our voting delegates with input from the state officer team. The motion was adopted.

**Finance Update:**

Discussion:

As of February 28, 2018, the checking account had \$51,888 and accounts receivable had \$108,962. Accounts payable had a balance of \$34,690 and credit cards payable had a credit balance of \$6,177. Total revenue year to date was \$155,049 with expenses of \$89,416 and a net income of \$65,633.

We are at a point in the year where we have realized most state conference revenue, but not any major expenses. When we have our next board meeting, we will see realization of most ILC revenue and not the expenses. We are on pace for a solid finish to the year.

**Appointment of National Officer Screening Committee:**

Discussion:

We have two students interested in running for national office, requiring screening from the board of directors. Hilary Kohntopp will lead the interviews after dinner this evening.

**State Leadership Conference 2019:**

Discussion:

We have concluded that CSN will not be available for our skill events, and we need board support on finding an appropriate venue for these events. We are moving forward with the Rio for the hotel partner.

Direction:

Board Members should continue to work with Mike and Shelly on options for our skill events. Pressure continues to grow on these.

**Board Member Terms:**

Discussion:

The only expiring term was Dustin Hopfe. Dustin agreed to renew his term.

**2018-19 Board Officers:**

Discussion:

Dustin Hopfe expressed interest in serving as Board Chair. Michelle Urrutia expressed interest in serving as Vice Chair. Lola Smith expressed interest in serving as Secretary/Treasurer.

Decision:

Mike Oechsner moved and it was seconded to approve the board officer slate as presented. The motion was adopted.

**Sponsorship:**

Discussion:

Randi and Hilary were the only board members to successfully find sponsors for SLC this year. It was reminded that this is a priority for board member service.

Randi shared that she'd like to see at least the beginning of some development efforts added to the next management team agreement.

**Adjournment:**

The meeting was adjourned at 6:25 p.m.