

Nevada HOSA Board of Trustees Strategic Planning Meeting November 17, 2018 8 a.m. to 3 p.m. Schedule and Agenda

The Rio Las Vegas

Nevada HOSA Existing Strategic Priorities:

- Quality Programs
- Membership Development
- Corporate Partnerships & Sponsorships

Schedule:

8 a.m. to 8:45 a.m. Breakfast

9 a.m. to 11 a.m. Board of Trustees Business Meeting

11 a.m. to 11:30 Introduction to Governance Training

11:30 a.m. to 12:15 p.m. Lunch/Networking

12:15 p.m. to 1 p.m. Governance Training

1 p.m. to 2 p.m. State of the State and Sharing

2 p.m. to 3 p.m. Strategic Planning & Priorities

3 p.m. Adjournment

Board of Trustees Meeting Agenda:

I. Call to Order Dustin Hopfe

II. Roll Call Shelly Kinnunen

Roll call indicated that the following board members were present:

Mike Oecshner, Executive Director

Michelle Urrutia

Jennifer Fisk

Randi Hunewill

Jeanine Hearn

Dustin Hopfe, Chair

Hilary Kohntopp, Past Chair

Simran Shah, Secretary

Shealyn Kelley, President

Roll call indicated that the following staff members were present:

Shelly Kinnunen



III. Approval of Minutes of June 19, 2018

Lola Shipp

Decision:

Randi moved to accept the minutes, Hilary seconded to approve minutes from June 19, 2019. The motion was adopted.

IV. State Officer Update

Shealyn Kelley

Discussion:

State Officer team released sister chapter project to all chapters – Goal to enhance communication amongst the state, allow members and advisors to network prior to SLC

POW - Chapter Visits - New platform for scheduling, Wufoo form on NV HOSA website

September – Attended WLA and met with senators and legislators, advocated for Perkins and CTE, lots of enthusiasm, Team would like to thank the board for making WLA a priority for them because it is beneficial

Reaching out to seniors and postsecondary/collegiate to join alumni

Request a symposium at SLC to help members register as alumni (probably State Officer team will present), want to give a prize to those that register

State Officer Interview Process – Two issues to discuss: 1. Have a rubric for SO interview process (more objective, less preferential treatment) 2. Give individuals on the panel substantial information of what is expected of them during the process

Randi – Why do the SO's feel that members of the panel didn't take being on the panel seriously? Shealyn stated that it was the student members and not the adults.

- Randi stated that there were extremely strong candidates for state officer positions, and the panel was highly qualified
- Randi stated it was a difficult process given the highly qualified candidates

Randi – SO request for chapter visit, would prefer another method to requesting chapter visits from chapters that are either not doing CTSOs or are not as active.

• Shealyn stated that they are reaching out to schools that do not have chapters to try to get in the door

Mike – nominating and screening process – proud that our candidate/interview process is true to life, we provide real-life experiences in all aspects of Nevada HOSA – In real-life you won't be given a rubric during an interview. Changing or restructuring the interview process will take away from that experience. (Feels it would put the interview and students in a box.)

Jeanine agreed – teaching is done with rubrics and the real world is nothing but the rubric Jennifer and Hilary – give expectations and not necessarily a rubric

Dustin – a rubric puts the interviewer in a box – the test only tells us so much

Michelle – Sister chapters projects have turned into a job. The students were excited and now aren't.

Randi – email messages can be tricky and interpreted differently, work on email verbiage. Michelle will continue with HOSA but a newer chapter will not respond well to harshly worded emails.

Hilary – mention sister chapters at the leadership rallies

Michelle – include a sample agenda for the Skype calls

V. Nevada Department of Education Update

Randi Hunewill

US presidential scholars – 5 submitted to US DOE as finalists, only 12 submitted this year in Nevada NV teacher of the year recognized Thursday, CTE teacher from Advanced Technologies Academy Middle School Health Science Standards, Mike represented CTSOs, all teachers introduced themselves and all of them have HOSA at their school, Request working with middle schools to start HOSA Completed LPN standards – Clinical Nursing added as a HOSA event for NV Sarah Hartwich from SWCTA will run Clinical Nursing event at SLC this year



Program reviews in full swing, CCSD CTE office and new director has really stepped up CTSO requirement

- Need to be a member of CTSO and have membership roster printed
- Make sure implementing CTSOs into the classroom

Randi ensured the skills from Clinical Nursing part of LPN standards

Perkins 5 approved, changes coming up, CTSOs a part of that and the NVDOE will create a taskforce Taskforce with directors

Working to increase CTSO funding – doubled membership but funding has not caught up

Start using keywords – career pathway, leadership

Nevada ahead of most states with program standards

Nevada is the first state to request annual report from executive directors

LifeWorks – Overall brand for CTE (Dr. Burns is the contact in NV State CTE Office – email her, how can HOSA support LifeWorks, Ask Dr. Burns to speak at the next board meeting and present a symposium at SLC)

VI. Management Update

Mike Oechsner

Overall operations is a positive report to give

NV HOSA on year 10 (per Randi and Hilary this is year 11, 11th state conference)

Continuing to grow

As we grow, our operating budget is also growing, so the number of where we need to strive financially is going up as well

Proud to support SO Team to attend at WLA and ILC

Continuing to send weekly updates

Conferences have great participation

Symposiums a big priority – please share contacts and people you know to find symposiums

- Ask advisors to present
- Randi proposed to have the past chair work with Shelly to coordinate symposiums (take career
 pathways standards and align the symposiums to them) Hilary will work with Shelly this year to
 coordinate symposiums (Hilary will not serve as a lieutenant this year)
- Hilary ideas include scholarships, using students to present
- Mike if students that have won in past events want to present how to succeed in that event, we welcome that

Innovation – getting rid of hanging name badges and using a different name tag with magnetic backing, won't have to take them off during events or going on stage

Working with ad partners to put ads on our website to earn money, no cost to us

- Educational based ad
- Mike requests permission, board has granted permission

VII. Finance Update

Mike Oechsner

- a. 2017-18 Budget to Actual
 - i. Randi Why are the partnerships/sponsorships blank? Mike this has not always been our strongest areas
 - ii. Randi What is the \$3,900 bad debt (2020) Mike Uncollectable fees
 - iii. Michelle Is there a way to hold postsecondary chapters accountable? (They don't have an advisor) Mike we don't have a policy on this and we need to discuss it.
- b. 2017-18 Balance Sheet (Statement of Financial Position)
- c. Upcoming Audit
 - i. Anticipate that HOSA will be audited next year.
 - ii. Lola has done a great job reviewing items as secretary/treasurer
- d. Chapters with Credit Balances



- i. Hilary motions to adopt policy that at the end of each fiscal year, any credit balances that can't be refunded, be reallocated to support the mission of HOSA. Dustin seconded. Randi and Mike abstain, all in favor, none opposed.
- e. Chapters with Past Due Balances
 - i. We don't have a policy for chapter non-payment. Mike requests at the conclusion of the fiscal year if chapters have not made payments, that management team restricts access to membership and access to HOSA resources starting FY19. Dustin moves to accept this request. Jeanine seconded. All in favor, none opposed.
 - ii. Mike motions that postsecondary/collegiate chapters pay for SLC registration and hotel fees 21 days prior to SLC via credit card. All in favor, none opposed.
- f. Transition in Finance Team at TRI Rhonda moving to retirement and Marci Shields and Tanya Deer are now Finance Team. Mike moves to remove Rhonda as a signer from the NV HOSA bank account and Marci and Tanya become the signers, Hilary seconded. No discussion. All in favor, none opposed.
- g. Randi Jeanine represented NV HOSA Board at HOSA ILC. She did an outstanding job and was very involved as a judge, attending workshops, and general sessions. Randi moves to invite Dr. Prato to attend/judge ILC in 2019.

VIII. State Leadership Conference

Mike Oechsner

- a. Off Site Events
 - Dental Science and Biomedical Laboratory Science at SWCTA, all other events will be at the Rio.
- b. Housing Policy
 - i. Up to schools as to if they will stay at the hotel
 - ii. FBLA, FCCLA, and DECA have adopted policy that schools are required to stay at the conference hotel due to liability
 - iii. Randi stated there is a policy that says you cannot allocate state grant funds to pay for hotel rooms if the hotel is less than 50 miles from the school
- c. Transportation to Off Site Events
 - i. Mike hopes that we can contribute to one bus to and from SWCTA
- d. Registration Fee
 - i. Board made the decision to change the registration fee to \$105 to account for cost of breakfast at SLC in Las Vegas
- e. Breakfast
- f. Conference Rotation/Venue
 - i. Mike does not know if Las Vegas is a viable option for SLC. We do not have a health science partner in Las Vegas whereas we do in Reno.
 - ii. Becoming difficult to find host for Rallies
 - iii. Mike suggests moving SLC to Reno and holding a HOSA specific career connected learning conference in Las Vegas (in lieu of Rallies) that is a multi-day conference.
 - iv. Randi reached out to HOSA state advisors across the US about what they do. Most states hold their state conference in one place and do not rotate between cities.

IX. Recruitment of Future Board Members

Dustin Hopfe

X. Financial Development

Dustin Hopfe

- a. Website Advertisement
- b. Award Sponsorship

XI. Other Business

Dustin Hopfe



XII. Board Self Evaluation of Meeting

XIII. Adjourn

Mike Oechsner

Dustin Hopfe