

## Nevada HOSA Board of Trustees Meeting November 5, 2017

### Minutes

**Call to Order:**

The meeting was called to order at 11:16 a.m. by Board of Trustees Chair Hilary Kohntopp.

**Roll Call:**

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

Hilary Kohntopp, Board Chair  
Andrea Holman, Vice Chair  
Brenda Alapa, Secretary/Treasurer  
Emily Carter, State President  
Leah Yim, State Secretary  
Randi Hunewill, Nevada Department of Education CTSO Liaison  
Mike Oechsner, Executive Director  
Maggie Cox  
Catherine Prato  
Jeanine Hearn  
Dustin Hopfe  
John Turri

The following board members were present via video:

Michelle Urrutia

The following staff members were present via video:

Shelly Kinnunen

**Approval of Minutes of June 8, 2017:**

Decision:

Andrea Holman moved and it was seconded to approve the minutes as presented. The motion was adopted unanimously.

**State Officer Update:**

Discussion:

Since the last board meeting, they have attended ILC and WLA. They served as voting delegates and participated in HOSA University. The leadership training that went along with WLA. They were excited to support Nevada's competitive event finalists.

During WLA, they met with representatives of three different offices. The legislature was not in session, so they met with staffers. They advocated for Perkins and CTE.

They have completed seven chapter visits so far, and have three more scheduled. Their continued goal is to visit as many chapters as possible.

Brenda noted that Clark County is going away from Interact and we need to get new email addresses from the CCSD teachers.

Randi Hunewill requested that Mojave be targeted for a chapter visit. She would also like to see Reno High School have a chapter visit.

They have divided their responsibilities for social media and each officer has a partner to promote Nevada HOSA on Twitter, Facebook, and Instagram.

They have been developing promotional videos. Sister Chapters is completed, Rally is coming up, and then in January they will develop the SLC promotional video. The officers are also creating a blog that they will share with the hope that more students will have awareness of what state officers do.

They have created a google map that outlines where our chapters are, including social media information for each chapter.

The Sister Chapters program emphasizes member involvement throughout the state. They have paired chapters. The goal is that each month, there is a task that the chapters will work together on.

Carson is the first official middle level chapter and they have had a chapter visit. The team is also working with two additional middle schools to start chapters.

The CTSO Leadership Rallies are coming up in December. The team is excited to have HOSA participating in all three locations this year. Pin Design voting will also be part of the process. In January, the winter planning retreat is coming up.

The team is also partnering with the Las Vegas Heroes project to recognize the first responders and health professionals who supported the events in Las Vegas. They would also like to open this up to National HOSA to partner for the future.

Randi Hunewill encouraged the state officer team to have Las Vegas Strong be a strong theme in our pin design and shirt design this year. Michelle Urrutia echoed the suggestion.

Shelly Kinnunen shared that Code Green is also a very strong thing in Las Vegas. It is mental health for healthcare providers. Much of the financial support for the event is going to Code Green at this point in time.

The team is also working with Southern Nevada NAMI on a fundraiser project.

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

##### Discussion:

Randi Hunewill shared the Nevada Department of Education update. She is very appreciative and proud of HOSA and the number of industry professionals we have on our board now. She also thanked Dr. Prato for the support of the new nursing standards, including the professional development that goes with it.

The focus of the new director in Career Readiness, Adult Learning, and Education Options is very different than what they have been used to. They are dealing with budget shortfalls right now and navigating it.

Randi Hunewill, Mike Oechsner, and Shelly Kinnunen all attended the State Advisor's Management Conference. Oechsner and Randi Hunewill were able to share the great things Nevada HOSA is doing with National HOSA and other State Advisors.

A strong success for Nevada is that we have only ever lost one health science program. No other states can say that.

The Education Program Professionals are visiting schools and doing program reviews. This will support the inclusion of CTSOs and will support the CTE success at each school.

Starting tomorrow, the Community Health Standards will be developed.

The Military Science standards have been completed. They are going to be part of Health Science and will likely result in some additional HOSA growth. Randi suggested that the officers visit Sierra Vista as one of their first JROTC chapter visits.

Randi has taken over the leadership of the CTSO collaboration. All the Executive Directors are meeting twice annually, and that meeting is coming up in two weeks.

Randi also has joined the board of directors for the Athletic Trainers Association and she is excited to be able to promote HOSA in that environment.

NDE is working towards dual credit and articulated credit for Health Science Programs.

Direction:

In the next two weekly updates, we need to request new email addresses from the CCSD instructors.

**Management Update:**

Discussion:

Mike Oechsner shared the management team update.

The first thing to share were the staffing updates. Aden Ramirez recently accepted a position at the Arizona Department of Education serving as the HOSA State Advisor for Arizona. Our team is sorry to see Aden depart, but very excited for his new adventure and more excited that it will continue to be with the HOSA family.

Shelly Kinnunen has joined TRI as a full time employee, and one of her key roles will be to serve Nevada HOSA as the Associate Director. Shelly will lead operations, conferences, and competitive events. Mike will still be serving as Executive Director/State Advisor and will lead finance, policy, and governance.

Antonio Hernandez, a past HOSA national president, has also joined our team. Antonio will be coaching the state officers and leading the judge recruitment process.

Nevada HOSA should be very proud that we are nearing our six month reserve goal. We aren't there yet, but making great progress towards it.

In mid October, Nevada HOSA launched a brand new website. This was done complimentary from the management team and is a great update to our virtual presence.

We have developed a "no score" form to be used in tabulations. This will simplify any reason we give a student a zero score.

We have agreed to add Pharmacy Science this year. It is a pilot and not an official event yet, we are joining the pilot with national HOSA.

Mike Oechsner also shared the proposed budget amendment. Because of needs from the Department of Education auditors, we need to revise the way we account for and track grant expenditures. There is no impact to the bottom line of the budget, just an impact in how things are recorded.

Decision:

Brenda Alapa moved and it was seconded to adopt the amended budget as proposed. The motion was adopted. Randi Hunewill and Mike Oechsner abstained. The motion was adopted as presented.

Brenda Alapa moved and it was seconded to adopt the no score sheet. The motion was adopted unanimously.

**Finance Update:**

Discussion:

The Board of Trustees reviewed the year-end financial statements for 2016-17. As of June 30, 2017, the financial statements indicated the following:

Wells Fargo Checking Balance:	\$63,835
Accounts Receivable:	\$12,821
Accounts Payable:	\$3,011
Credit Card Payable:	\$6,942
Total Equity:	\$66,703
Total Revenue for 2016-17:	\$202,033
Total Expenses for 2016-17:	\$196,673
Net Income for 2016-17:	\$5,360

**Middle Level HOSA:**

Discussion:

Mike Oechsner shared that we are excited to bring middle level HOSA to an official place this year. We are offering Healthy Lifestyle, Career Health Display, and all of the tests for Middle Level this year.

**HOSA Award Sponsorship:**

Discussion:

Every board member should be getting 2. Randi, Frank, and Mike are the only ones who did it last year.

Mike will send out sponsor form again. Randi recruited the most in sponsorship dollars.

**Proposed Bylaw Amendment:**

Discussion:

Mike Oechsner shared the proposed bylaw amendment that was presented by both Randi Hunewill and Mike Oechsner. The amendment would make the role of Past Chair an ex-officio, voting member of the board for one additional year if they serve as chair during their last year of eligibility on the board

Decision:

Brenda Alapa moved and it was seconded to adopt the Bylaw amendments as presented. The motion was adopted unanimously 12 to 0.

**State Leadership Conference in 2019 and 2020:**

Discussion:

Mike Oechsner shared that there is concern about the skill event location for both the 2019 SLC and the 2020 SLC. CSN is now following the spring break schedule for Clark County School District, which makes their spring break the very last part of April – which is too late for a HOSA SLC.

Randi is going to help support reaching out to CSN to see if we can make something creative work in 2019 and 2020.

**Next Meeting:**

It was agreed that the next Board Meeting would take place on Saturday, March 17 beginning at 5:30 p.m. The Board Dinner would be at 7 p.m., and we would resume the meeting if needed.

The meeting was Adjourned 1:12 p.m.