



**Board of Directors**  
**July/August Board Meeting**

*July 30, 2018*

*11:00 AM to 12:50 PM*

*Riverside Hotel, Emerald Room*

*2900 W. Chinden Blvd., Boise, Idaho 83714*

*Teleconference*

Call in: [712-770-4010](tel:712-770-4010)

Meeting ID: 103-511#

Pin: 1388

**Minutes**

<b>Members In Attendance</b>	<b>Members Absent</b>
Lee Britt, Chair	
Clay Wilkie, Vice Chair	
K Kirkendall, Secretary	
Chelsie Wilson, Treasurer	
Matt Rehl, State Director	
Sean Courtright, CTSO Coordinator	
	Matthew Taylor, Secondary President
Easton Anderson, Postsecondary President	
Alex Beal, ITTA President	
Ben Hamlett	
Scott Moore	
Harold Nevill	
	Glen Riley
Kristy Watson	
	Scott Weaver (see membership note)
	OPEN Industry
	OPEN Industry
*Stephany Garcia, CTSO Support / Officer Coord	

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| <ol style="list-style-type: none"> <li>1. Call to Order             <ol style="list-style-type: none"> <li>a. Meeting called to order at 11:00am</li> </ol> </li> <li>2. Roll Call             <ol style="list-style-type: none"> <li>a. Members present as indicated above</li> </ol> </li> <li>3. Approval of Agenda             <ol style="list-style-type: none"> <li>a. Harold Nevill provided motion</li> <li>b. Sean Courtright seconded motion</li> <li>c. All in favor</li> </ol> </li> </ol> | <p>Lee Britt</p> <p>Lee Britt</p> <p>Lee Britt</p> |
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4. Approval of Prior Month's Minutes (Apr & May 2018) Lee Britt
  - a. Only May's minutes were provided; April minutes have not been submitted by Secretary K Kirkendall.
  - b. Harold Nevill provided motion to approve May minutes
  - c. Kristy Watson seconded motion
  - d. All in favor
  
5. Financial Report Sean Courtright/Chelsie Wilson
  - a. Hotel room for Nationals invoice will be approximately \$63,000.00
  - b. Projected remaining balance: Approximately \$29,000.00
  - c. All money due to SkillsUSA Idaho for Nationals was paid prior to event. All school accounts are up-to-date.
  
6. STS PQM Report Matthew Rehl
  - a. Sean Courtright will be taking over more of the State Director duties
  - b. Sean Courtright and Matt Rehl will be traveling to Florida in August for State Director Training (paid by ICTE)
  - c. Matt Rehl will not be traveling to SkillsUSA Nationals in 2019
  - d. Matt Rehl has stepped down from Alumni Board at SkillsUSA Nationals due to inability to travel to events
  - e. Matt Rehl thanked Board Members for their continued contributions to SkillsUSA Idaho
  
7. Conference Report Sean Courtright
  - a. SkillsUSA Idaho SLSC:
    - i. 2017: 892 competitors competed at State
    - ii. 2018: 715 competitors competed at State
  - b. SkillsUSA Idaho State Membership:
    - i. 2017: 2,166 members
    - ii. 2018: 1,985 members
  - c. SkillsUSA Nationals:
    - i. 110 state competitors qualified for Nationals
    - ii. 83 competitors competed at Nationals
    - iii. 146 total people were in attendance representing Idaho including State Officers, advisors, competitors, etc.
    - iv. Idaho earned 4 National Medals
      1. Internetworking: Gold – CWI
      2. Automotive Service Technology: Gold – DTEC
      3. Carpentry: Silver – KTEC
      4. Telecommunications Cabling: Bronze – DTEC
    - v. Jim McKenzie received stipend from ICTE for helping coordinate State Director materials and overseeing Idaho's opening meeting; he was a huge help!

vi. In 2020, SkillsUSA Nationals will move to Atlanta; Board will need to prepare for financial challenges that come with moving the competition including increase of expenses in hotel rooms, travel, meals, etc.

d. WorldSkills:

- i. Out of 19 events, 3 of the World competitors are from Idaho
  1. Auto Service, Cabinetmaking, and Mechanical Engineering CAD
- ii. Conversation around what qualifies a contestant to compete at world and how the competitions are arranged ensued. For more information, see: [worldskills.org](http://worldskills.org)
- iii. WorldSkills 2019 will be held in Kazan, Russia in 2019

8. Committee Reports/Chairs

a. Bylaws/Policies

Chelsie Wilson

- i. A current draft of the Bylaws was presented to Board
- ii. Sean Courtright, Chelsie Wilson, Kristy Watson, and Harold Nevill will meet to review final revisions on Bylaws and Policies prior to next Board Meeting.
- iii. Harold Nevill motioned that the SkillsUSA Idaho Inc. Bylaws be approved as presented in the document, pending a final review during the next Board meeting.
  1. Sean Courtright seconded
  2. All in favor
- iv. Policies to be reviewed and presented to Board in subsequent meeting.
  1. Additional policy requests were made for ensuring the State Officer Manual, Advisor Manual, and Contest Manual were updated annually, as well as the Sho Ueda Scholarship Fund Policy.

b. Contest Committee

Sean Courtright / Alex Beal

- i. Sean and Alex brought forth the idea of each Board Member having a group of contests they were responsible to help support throughout the year and into the competition.
  1. Duties would include making sure there was a contest chair, ensuring they had supplies and equipment needed, space, answering questions, etc.
- ii. Harold Nevill further refined the groups into possible industry areas (e.g. manufacturing, auto, etc.)
- iii. Sean Courtright will group competitions together by industry areas and present to Board Members to identify who will support which competitions.
- iv. Sally Hurtuk can continue to be paid by ICTE for her support of competitions, including more Leadership competitions in the future.
- v. Additional person needed in prize room to help sort donations and ensure prizes get to correct competitors.
  1. Labels and forms were requested

c. Fundraising Committee

Kristy Watson

- i. "Donate" button is on website, making it easy for individuals and companies to contribute for prizes, contest materials, etc.
- ii. T-shirts

1. T-Shirt Logo form will be updated by Sean Courtright and added to the SkillsUSA website by Stephany Garcia
  2. Goal identified: Have at least one company from each contest area represented on the shirt, including companies from across Idaho, not just the Treasure Valley.
- d. Financial Committee Sean Courtright/Chelsie Wilson
- i. Policy request update on scholarships for Leadership Competitions (prior Sho Ueda Scholarship)
  - ii. Need to develop a memorandum of understanding for how CTE Foundation monies go into the account and flow out of the account.
    1. Board determined a joint meeting with CTE Foundation would be appropriate. Harold Nevill will call meeting.
9. Board Member Other Business
- a. Budget review and Approval Sean Courtright
- i. Review 2017-18 budget and proposed 2018-19 budget
    1. Documents were distributed for Board Member review
    2. No growth benchmarks were set as membership, competitors, etc. have declined over past year.
    3. BASIC Training has become a self-sustaining event
    4. Scholarships listed refer to Mike Rowe Scholarships which were received by SkillsUSA Idaho and distributed back to the students who earned them.
      - a. K Kirkendall motioned to approve budget for 2018-2019
      - b. Scott Moore seconded
      - c. All in favor
  - ii. BASIC Fiscal Agent Request
    1. ICTE has requested for SkillsUSA to remain the BASIC Training Fiscal Agent for the 2018-19 training sessions.
    2. The money in covers the expense of the training; SkillsUSA account is used simply to acquire money and pay it out for venues, meals, etc.
      - a. Board unanimously agreed to continue process
  - iii. WLTi 2018
    1. Included in budget, however further conversation around legislative process ensued.
    2. Board agreed to send 8 officers and 2 advisors (1 male, 1 female).
    3. Recommendation of travelers will be sent out at later date via email due to time constraints of meeting.
- b. 2018-2019 Organization Planning and Goals Lee/Matt/Sean
- i. Board Membership and Meetings
    1. Chairman Britt expressed concerns about lack of participation on calls. Quorum is needed in order to conduct business.
    2. Ideas were presented to get people involved in meetings:

- a. Host meetings at central location with option for teleconference for out of town members
    - b. Change meeting time to a later part of the day
    - c. Hold meetings once every two months rather than monthly, with the expectation that the meetings will run longer than 1 hour.
  - 3. No resolution was decided, however, general feeling was that meetings needed to remain monthly and possibly be held at a different day of week/time.
  - 4. Chelsie Wilson offered to hold meetings at DTEC Conference room if held in person.
- c. Student Membership Improvement Sean Courtright
  - i. Contest Updates/Event location
    - 1. Not discussed due to time constraints
  - ii. Middle School Participation
    - 1. Middle School CTE programs will be receiving funding this year
    - 2. SkillsUSA Nationals had a significant number of middle schoolers competing this year, per K Kirkendall.
    - 3. Handout provided about Middle School Competitions from Sean Courtright
- d. CTSO Board Training (CTSO Collaboration with ICTE)
  - i. Each CTSO Board will be invited to attend the training, and each board would need to decide how many people to send. Questions from ICTE are outlined below:
    - 1. Will the Board be willing to set aside money for this training?
      - a. Yes, with the requirement that we would be able to see what the money would be used towards prior to agreeing to allocate funds for the training.
    - 2. If yes, how many representatives will the board send?
      - a. The Executive Committee Members: 4 (assuming the ex-officio ICTE members would be paid for by ICTE)
    - 3. Would each board be willing to invest additional dollars to cover the cost of national trainers or national student organization representatives?
      - a. This was not discussed specifically, but the overall concern was utilizing student money to pay for adult training.

10. Annual Committee Members Update:

- a. Clay Wilkie will assume duties of Chairman pending STS Advisors' agreement in the meeting on 8/1/18.
- b. Kristy Watson will assume duties of Vice Chairman pending STS Advisors' agreement in the meeting on 8/1/18.
- c. Chelsie Wilson will assume duties of Secretary pending STS Advisors' agreement in the meeting on 8/1/18.
- d. Harold Nevill will assume duties of Treasurer pending STS Advisors' agreement in the meeting on 8/1/18.

- e. Scott Moore resigned his position opening up 1 Secondary Educator Member position on the Board.
- f. Two Industry positions remain open.
- g. Chelsie Wilson will contact Rob Silva of Norco to request he replaces Scott Weaver of Norco on the Board due to Scott's move out-of-state.

11. Adjourn

- a. Meeting called to adjourn by Lee Britt, outgoing Chairman at 12:50pm.

Minutes submitted by Chelsie Wilson, 7/30/18.