



Board of Directors
January Board Meeting
Minutes

Wednesday, January 16 2019

4:00 pm to 5:00 pm

Teleconference

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

Meeting ID: 103-511#

Pin: 1388

| Members In Attendance | Members Absent |
|---|--|
| | Clay Wilkie, Chair CSI Welding Instructor (Region IV Professional Member) |
| Kristy Watson, Vice Chair Education Training Coordinator-AGC (Industry Representative) | |
| Chelsie Wilson, Secretary Assistant Principal, Dennis Technical Center (Region III Professional Member) | Note: attended at 4:08 and left at 4:37 |
| Harold Nevill, Treasurer CEO-COSSA (Industry Representative- Nevill Enterprises, Inc.) | |
| Matthew Rehl, State Director T & I PQM Manager-ICTE (ex-officio) | |
| | Sean Courtright, CTSO Manager CTSO Manager ICTE (ex-officio) |
| Easton Anderson, Postsecondary President CWI Student (ex-officio) | |
| | Matthew Taylor, Secondary President Dennis Technical Center Student (ex-officio) |
| | Alex Beal, ITTA President CWI Diesel Chair/Instructor (ex-officio) |
| | Ben Hamlett-CSI Instructor Automated Manufacturing (Region IV-Professional Member) |
| | Lee Britt-West Ada Instructor Firefighting (Region III-Professional Member) |

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| K. Kirkendall-Dennis Technical Center Information Technology Instructor (Region III-Professional Member) | |
| Glen Riley-Schweitzer Engineering Laboratories (Industry Representative) | |
| Rob Silva-Norco (Industry Representative) | |
| Jim Mckenzie DTEC Welding Instructor (Region III-Professional Member) | |
| Andrew DiPietro Petersen Brothers Construction (Industry Representative) | |
| OPEN (Industry Representative) | |

1. Call to Order Kristy Watson, Vice-Chair
 - i. Vice-Chair Watson called the meeting to order at 4:00 pm.
2. Roll Call Kristy Watson, Vice-Chair
 - i. Vice-Chair Watson called roll. See attendee list above.
3. Approval of Agenda Kristy Watson, Vice-Chair
 - i. Board member McKenzie motioned to approve the January Board meeting agenda.
 - ii. Board member Kirkendall seconds the motion.
 - iii. All in favor of motion. Motion carried.
4. Approval of Prior Month's Minutes Kristy Watson, Vice-Chair
 - i. Board member Kirkendall motioned to approve the November Board meeting minutes.
 - ii. Board member McKenzie seconds the motion.
 - iii. All in favor. Motion carried.
5. Review Applications Kristy Watson, Vice-Chair
 - i. Vice-Chair Watson asked the Board members if they had a chance to review the Board member application to fill the Industry Representative opening on the Board.
 - ii. There were several Board members that responded that they did not have access to the application.
 - iii. The Board requested that the application be put into the SkillsUSA Idaho DropBox and/or sent out electronically.
 - iv. Vice-Chair Watson tabled this item until the next Board meeting.
6. Financial Report Harold Nevill
 - i. Treasurer Nevill reported that he could only report on November finances because he has not received the December financial information yet.
 - ii. Treasurer Nevill asked for clarification on the November expenditures for BASIC. This issue was regarding the plan to rebalance SkillsUSA Idaho's budget for BASIC when the other CTSO's "repay" their costs associated with this event back to SkillsUSA Idaho. SkillsUSA Idaho serving as the fiscal agent for BASIC.
 - iii. Treasurer Nevill asked if the BASIC Event is a potential moneymaker for SkillsUSA Idaho. The answer is yes, this event can be a potential source of income.
 - iv. Board members requested the financial information be shared at least a week before the next scheduled Board meeting.

- v. Treasurer Nevill asked if the financial information can be sent to the SkillsUSA DropBox in a safe manner.
 - vi. Board member Kirkendall offered to look into the DropBox security features.
 - vii. Vice-Chair Watson noted we don't need to have the bank statement posted on Dropbox, just the Excel or Word document that has the report.
 - viii. Financial report will be updated during the next Board meeting.
7. Trades & Industry PQM Report Matthew Rehl
- i. This report is available as a separate document.
 - ii. Item 1- Board member Kirkendall offered to contact Tommy Ahlquist as a guest keynote speaker for SLSC if needed. Treasurer Nevill would prefer a local speaker over a speaker from the National Office.
 - iii. Item 4- Treasurer Nevill suggested using the Youtube videos as a way to help celebrate the Idaho Representatives of the WorldSkills Team.
 - iv. Item 6- Board members asked for a list of previous Advisor of the Year recipients. Matt to research.
8. Sean Courtright Report/Conference Matthew Rehl
State Director Rehl reported Conference updates for CTSO Manager Courtright.
- i. Most contests are on track
 - ii. Two of the bigger SkillsUSA Contests-Automotive Refinishing and Collision Repair contests do not yet have Contest Chairs for these contests.
 - iii. Sean is reaching out to Advisors for assistance in finding Contest Chairs for these events.
 - iv. Secretary Wilson noted that there will be an upcoming TAC meeting for these programs at the Dennis Center and this is one of their Agenda items.
 - v. Secretary Wilson offered to make sure that Sean Courtright gets the invitation to attend this TAC meeting.
9. Committees Needed/Reports/Chairs Kristy Watson, Vice-Chair
- 1. ByLaws/Policies
Committee Chair Nevill reported that a few Board members attended Board training that highlighted Federal rules and recommendations for implementing best practices to CTSO Bylaws and policies. Chair Nevill motioned to allow the Bylaw Committed to implement changes one at a time to bring the SkillsUSA Idaho Bylaws in alignment with the federal recommended "best practices" for CTSO Bylaws.
Board member Kirkendall seconds the motion. Motion approved.
 - 2. Contest Committee
See item #8 above.
 - 3. Fundraising
Committee Chair Watson reported that the donation forms are up to date and located in the DropBox. Kristy asked to have Board members share the donation form with Advisors. Kristy reported that it is important to stay in communication with each other when soliciting donations so that we do not duplicate efforts and so that industry is not getting oversaturated with requests for donations. Kristy reported that we need to maintain an updated list of sponsors and what they have donated. This list should be put in the DropBox for access.

4. Financial

State Director Rehl asked the Board to make a motion to approve the credit card transfer to Idaho Credit Union. Matt referred to a letter from Idaho Career & Technical Education referencing the justification for this request. The Board asked to review this letter prior to taking action on this request. Item is tabled until next meeting.

10. Donation Letter/Tshirt Kristy Watson, Vice-Chair
Kristy Watson asked for verification on the deadline to receive Logos for the T-shirt donations. Kristy emphasized the need for better documentation for identifying industry partners that have donated in the past.
11. Mission/Vision Kristy Watson, Vice-Chair
Vice-Chair Watson recommended tabling this item until Board Chair returns to present information on this subject. Board Chair Kirkendall motioned to table this item. State Director Rehl seconds the motion. Motion approved to table this item.
12. Board Member-other Business Kristy Watson, Vice-Chair
Vice-Chair Watson asked if there was any other Business that needed attention. No other Business items were presented.
13. Adjourn Kristy Watson, Vice-Chair
Vice-Chair Watson motioned to adjourn. Board member Kirkendall seconds. Motion carried. January Board meeting adjourned at 4:55 pm.