



Board of Directors
October Board Meeting
Minutes

Wednesday, October 17, 2018

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)	Arrived at approximately 4:23 pm.
Harold Nevill, Treasurer CEO-COSSA (Industry Representative- Nevill Enterprises, Inc.)	Left at approximately 4:33
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)	

K. Kirkendall-Dennis Technical Center Information Technology Instructor (Region III-Professional Member)	
Glen Riley-Schweitzer Engineering Laboratories (Industry Representative)	
	Rob Silva-Norco (Industry Representative)
OPEN (Professional Member)	
OPEN (Industry Representative)	
OPEN (Industry Representative)	

1. Call to Order Clay Wilkie, Chair
 - i. Chair Wilkie called the meeting to order at 4:03 pm
2. Roll Call Clay Wilkie, Chair
 - i. Chairman Wilkie called Roll. See attendee list above.
3. Approval of Agenda Clay Wilkie, Chair
 - i. Board Member Kristy Watson motioned to approve the October Board meeting agenda.
 - ii. Board Member Lee Britt seconds the motion.
 - iii. All in favor of motion. Motion carried.
4. Approval of Prior Month's Minutes Clay Wilkie, Chair
 - i. Board Member Lee Britt motioned to approve the September Board meeting minutes.
 - ii. Board Member K. Kirkendall seconds the motion.
 - iii. All in favor. Motion carried
 - iv. Board still needs to review and approve the prior July/August Board meeting minutes.
5. Review Applications Clay Wilkie, Chair
 - i. Chair Wilkie asked the Board if they had a chance to review the Open Board position applications. Board Member Harold Nevill has not had time to review the two applicants.
 - ii. Board Member Sean Courtright asked the Board if any open discussion was needed for the two applicants.
 - iii. Board Member Kristy advocated on behalf of Industry applicant Andrew DiPetro. Kristy mentioned Andrew's experience and desire to be a part of SkillsUSA. Kristy highly recommends to consider Andrew's application favorably.
 - iv. With no further discussion, Board Member Lee Britt motioned to accept Andrew DiPetro for one of the Open Industry Board positions.
 - v. Board Member Kristy Watson Seconds the motion.
 - vi. All in favor. Motion passed. Board Member Harold Nevill abstain on vote.
 - vii. Board member K. Kirkendall motioned to approve the appointment of Jim McKenzie to the open professional membership position on the Board.
 - viii. Board Member Lee Britt seconds the motion.
 - ix. All in favor. Motion passed. Board Member Harold Nevill abstain on vote.
 - x. Board Member Sean Courtright pointed out that a third application was submitted by Mark Enger for the other open Industry Position on the Board.
 - xi. The Board did not have the application in front of them therefore this issue will be tabled until the next Board meeting

6. Financial Report Sean Courtright/Harold Nevill
- i. Financial Report sent via e-mail prior to meeting
 - ii. Board Member Sean Courtright presented the financial report.
 - iii. Sean reported that the hotel bill for NLSC has finally been settled.
 - iv. Sean reported the account balance and noted that it has dropped down because SkillsUSA Idaho is acting as the fiscal agent for BASIC.
 - v. Sean reminded the Board that the funds used to support BASIC will be replenished once the funds are received from the other student organizations.
 - vi. Sean reminded the Board that the materials and overhead for SLSC are starting to rise and the Board should consider looking at raising fees to support SLSC and NLSC.
 - vii. Board Member Chelsie Wilson stated that the transition and increase in costs should be considered as we move closer to going to NLSC in Atlanta in 2020 whereas the fees are going to have to be increased to pay for NSLC in Atlanta.
 - viii. Board Member K. Kirkendall motioned to accept the fiscal report.
 - ix. Board Member Lee Britt seconds the motion.
 - x. All in favor. Motion carried
7. Trades & Industry PQM Report Matthew Rehl
- i. Board Member Matthew Rehl told the Board he sent out an e-mail containing two attachments regarding State Standards of Excellence program. One attachment was filled out and sent to the National Office as part of the National State Standards of Excellence Program. The other attachment is a blank copy of the Self Assessment for the State Standards of Excellence Program.
 - ii. Matt encouraged the Board to do a self assessment of the organization from a Board Members perspective
 - iii. Matt and Sean reminded the Board that this information can be a useful tool for evaluating the current state of the organization and it can be used to help guide improvements. Matt recommended that this exercise using this tool should be done on a yearly basis.
 - iv. Matt informed the Board that he sent out e-mails to advisors reminding them; to fill out the intent to compete form, participate in the Pin/T-Shirt and Banner Competitions, SafetyFest information, and Harbor Freight/SkillsUSA Partnership Grant Opportunity
 - v. Matt reminded the Board about the upcoming October Board training and thanked them for participating in this important activity.
 - vi. Matt reminded the Board that he will be on vacation for the next two weeks and to contact Sean Courtright if they need anything.
8. Sean Courtright Report/Conference Sean Courtright
- i. Sean Reported that he sent out a document requesting Board members to sign up to assist in contest coordination.
 - ii. Sean justified the need to have Board members help out in this realm in lieu of hiring a contracted person to assist
 - iii. Various board members commented on the history of having contracted people help out in this realm.

- iv. Board Member Kristy Watson reminded the Board that they need to take some ownership in the State Conference and volunteering for these assignments would give them more buy in and help them to become familiar with the whole process of putting on a state conference/
- v. Who is paying for this became a central theme of this conversation. SkillsUSA Idaho, ICTE or both.
- vi. Sean notified the Board that a contracted position to assist in this realm is not off the table. Sean reported that he contacted Sally Hurtuk and she agreed to run the Leadership contests.
- vii. Board Member Harold Nevill provided opposition to this request and asked this be tabled for further discussion. Concerns include too much responsibility and not enough time for people that are already working full time and the fact that there used to be paid people to do these tasks. Harold was also concerned that the Board would never be able to hire a contest coordinator and feels it should be within the Board's rights and abilities to hire a contest coordinator if they wanted to.
- viii. Board Member K. Kirkendall agreed to assist with the Technology Group of contest chairs.
- ix. Board Member Clay Wilkie agreed to assist with the Welding and Fabrication Group of contest chairs.
- x. Board Member Sean Courtright was asked to send clarifying information to the Board on this matter that outlines expectations, time commitments, scope of work, etc.
- xi. Discussion is tabled until another Board meeting.

9. Committees Needed/Reports/Chairs

Clay Wilkie, Chair

- 1. ByLaws/Policies
 - a. No updates
- 2. Contest Committee
 - a. No updates
- 3. Fundraising
 - a. Board Member Kristy Watson reported no updates however she volunteered to help out.
- 4. Financial
 - a. No updates

10. Board Member-other Business

- i. No other Board Business

11. Adjourn

- i. Board Member Lee Britt motioned to adjourn.
- ii. Board Member Kristy Watson seconds the Motion.
- iii. All in Favor. Motion carried
- iv. Board meeting adjourned at 5:03 pm.