



**Board of Directors  
September Board Meeting**

**Minutes**

*Wednesday, November 20, 2019*

*4:00 - 5:30pm*

*Video Conference Meeting*

<https://zoom.us/j/472012731>

*One tap mobile*

*+16699006833,,472012731# US (San Jose)*

*+19292056099,,472012731# US (New York)*

<b>Members In Attendance</b>	<b>Members Absent</b>
Clay Wilkie, Chair CSI Welding Instructor (Region IV Professional Member)	
	Kristy Watson, Vice Chair Education Training Coordinator (Industry Representative)
Chelsie Wilson, Secretary Assistant Principal, Dennis Technical Center (Region III Professional Member)	
Harold Nevill, Treasurer CEO-COSSA (Industry Representative- Nevill Enterprises, Inc.)	
Chet Andes, State Director T & I Program Quality Manager-ICTE (ex-officio)	
Sean Courtright, CTSO Manager CTSO Manager ICTE (ex-officio)	
	Daniel Martin, PS President CWI Student (ex-officio)
	Maura Catherine Dresner-Phau, S President Timberline High School 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)
	Jim McKenzie DTEC Welding Instructor (Region III-Professional Member)
	Open Position (Industry Representative)
	Rob Silva-Norco (Industry Representative)
Ashton Hepting - NAPA (Industry Representative) (first 20 minutes)	
Andrew DiPietro Starr Corporation (Industry Representative)	
	Mark Enger Enger Construction and CBH Homes (Industry Representative)

**Mission:** The mission of SkillsUSA Idaho is to implement the national SkillsUSA mission and vision within Idaho to the maximum extent possible.

**Vision:** SkillsUSA Idaho will be known as one of the top 5 state SkillsUSA organizations in America.

**Values:** The national SkillsUSA mission is built upon – and its success depends on – the commitment of SkillsUSA members and partners to the below values. SkillsUSA Idaho commits to upholding these same values:

Integrity  
Respect  
Responsibility  
Citizenship  
Service

1. Call to Order
  - a. 4:08pm

Clay Wilkie, Chair

2. Roll Call
3. Approval of Agenda

Chelsie Wilson, Secretary

Clay Wilkie, Chair

- 4. Approval of Prior Month's Minutes Clay Wilkie, Chair
  - a. September and October
- 5. Ice Breaker Activity Kristy Watson, Vice Chair
  - a. Getting to Know You on Zoom!
- 6. Introduction of New SkillsUSA Idaho State Director Chet Andes
- 7. Approval of Consent Items Clay Wilkie, Chair
  - a. No Quorum, discussed updates only
  - b. Financial Report
    - i. Discussed current balance
    - ii. No owed debt
  - c. Trades and Industry PQM Report
    - i. Chet has been updating all T&I programs currently in existence
    - ii. Starting with clean slate for T&I on ICTE website
    - iii. Focusing on naming, pathways, new program areas to consider, and overall consistency which will help with SkillsUSA as well
  - d. Conference Report
    - i. Outreach for Contest Chairs has started; Stephany has reached out to prior years' chairs
    - ii. Need Chairs for: Cabinetmaking, Carpentry, CNC Milling, CNC Turning, CNC Technician (possibly instead of Precision Machining), and Internetworking (possibly)
      - 1. American Roofing Supply will still host Carpentry Contest
    - iii. Industry Liaison (Kristy) will help find chairs for the contests as well; possibly partner with Alex Beal (previous Contest Coordinator) to identify new chairs, judges, etc.
    - iv. Review of Contest Chair Responsibilities
      - 1. Andrew will help reach out to industry partners for Cabinetmaking and Carpentry
    - v. Procedural concerns and resource offerings were offered at the end of Internetworking competition; stakeholders will be included prior to determining whether a new chairperson will preside.
  - e. Bylaws and Policies Committee Report
    - i. No updates
  - f. Contest Committee Report
    - i. No updates
  - g. Fundraising Committee Report
    - i. A Lowe's HR Representative reached out to Sean Courtright and Chet Andes regarding support for SLSC; donations, training, and prizes. Sean will be connecting Lowe's representative with Kristy Watson.
      - 1. Ideas included soft skills training for students, professional development for advisors, having Lowe's partner with us for the leadership competitions
      - 2. Possibility to develop a Lowe's Signing Day

3. Lowe's employees have volunteer hours that they can utilize with SkillsUSA

h. Financial Committee Report

- i. Sally Hurtuk has been requesting marketing materials; Sean Courtright will continue to work with her to develop these.

8. Strategic Planning

Clay Wilkie, Chair

a. 14 participants on survey out of 16 possible at time

b. Top 5 Results from Survey

i. 64.3%: Enhance outreach using all forms of media (news, radio, print, social media)

1. How does this look?
2. What are we trying to get out there?
3. What is our message?
4. What do we already do?

a. Facebook page run by Stephany Garcia

b. Instagram page run by Stephany Garcia

ii. 57.1%: Make the state competitions mirror the national competitions

iii. 50%: Add to our committees using outside sources (such as Contest Chairs, Advisors, Staff Volunteers, Industry Partners, etc.)

iv. 42.9%: Grow our communication via Monthly Newsletters to students, advisors, administrators, state officials, parents, and industry

v. 42.9%: Create an Alumni Association to get former students vested in the future of SkillsUSA, create a pipeline for future board members and increased industry support

c. Where do we go from here?

i. What strategic goals do we want to focus on for this year?

1. Strategy 1 and 4 as listed above

ii. Should we form subcommittees?

1. What does a subcommittee look like?
2. Strategy 1 and 4 are similar, possibly these can be moved together – Andrew DiPietro has volunteered to chair this subcommittee and work with partners identified from Sean Courtright, Alex Beal, and Clay Wilkie

iii. What is the budget for these committees?

1. What budget do we have for marketing, for example?

a. Budget is set aside for SLSC, marketing could be part of this for this year

b. Future allocation could be made in budget for future years

iv. How do we ask for help?

1. Suggestion of identifying what we want them to look like and announce that we are seeking assistance at SLSC.
2. Primary message to industry: Identifying Idaho as a primary source of skilled workers.

3. Can we tap into students in marketing programs or industry partners for support of Strategy 1?
  - a. Clay Wilkie will reach out to CSI for marketing guidance; Alex Beal will do the same at CWI; Sean Courtright will check with MTCHS
  
9. Contest Timing Update Sean Courtright
  - a. April 2<sup>nd</sup> and 3<sup>rd</sup>, 2020
  - b. Confirmed accurate timing from prior years
  - c. Will be a hardship due to timing of Spring Breaks for partners up North, however moving will create conflicts with other CTSOs, regional Spring Breaks, end of year testing, etc.
  
10. Contest Updates Sean Courtright
  - a. Nampa Civic Center
    - i. Date has been confirmed, awaiting final contract
    - ii. Close to capacity, but have not outgrown the Center
    - iii. Other options such as the Galaxy, JUMP, and the Boise Centre on the Grove have been explored, but Nampa Civic Center is still the most accommodating, most affordable option for us.
  - b. Contest Uniform Changes
    - i. Non-gender specific uniforms have been updated by SkillsUSA Nationals
    - ii. Sean Courtright will send the information out to advisors
  - c. SkillsUSA Affiliation deadline: January 31<sup>st</sup>
    - i. Communication with advisors about this date through:
      1. Calendar with deadlines on [www.SkillsUSAIdaho.com](http://www.SkillsUSAIdaho.com)
      2. Advisor guide on website as well
      3. Chet Andes and Sean Courtright will send out information via email to contacts to ensure they are aware of deadline
  - d. Contest Additions Requests
    - i. Protocol has been sent to requesters; they will need to submit document for Board approval
      1. HVAC at Secondary level, requested by KTEC
        - a. KTEC has offered to host
        - b. Already exists at Postsecondary level
      2. Cyber Security, requested by DTEC
        - a. DTEC has offered to host
  
11. Board Member Other Business Clay Wilkie, Chair
  - a. Will the new Idaho CTE Director support the current structure of the CTSO Coordinator?
    - i. Nomination will go in front of the Board for a couple of weeks past today's meeting
    - ii. Funding for CTSO Coordinator position was approved by legislature
    - iii. Will await appointment and discuss with Idaho CTE Director at that time
  
12. Adjourn Clay Wilkie, Chair
  - a. Meeting adjourned at 5:23pm