



Oregon Future Business Leaders of America Foundation, Inc. Board of Trustees Meeting

Saturday, January 9, 2010, 8:30 a.m.
Concordia University, Portland, New Library Building Room 108

Call to Order:

The meeting was called to order by Vice Chair Angela Gabel at 8:45 a.m.

Roll Call:

Roll Call indicated that the following members of the Board of Trustees were present:

Angela Gabel, Vice Chair

Dale Fisher, Board of Advisers Chair, Ex Officio

Anthony Bailey

Mallory Bailey, State President, Ex Officio

Ron Dodge, State Chair, Ex Officio

Dave Albrecht

Lori Pankratz, Secretary/Treasurer

Jane Manning

Roll Call indicated that the following staff members were present:

Mike Oechsner, State Adviser

Approval of Minutes of Previous Meeting:

Discussion:

Page 5 should be corrected to read, "the officer team will be presenting."

Page 2 has an extra 1 on the annual meeting financials.

Decision:

Ron Dodge moved, it was seconded, and passed to accept the minutes as corrected.

Financial Report:

Discussion:

The Secretary/Treasurer presented the Oregon FBLA Financial Statements as of 12/31/09. They reflected current income of \$29,728, current expenses of \$49,442, \$13,030 in Accounts Receivable, and \$310 in Accounts Payable. Current total bank accounts balance is \$108,520.

Anthony Bailey sought clarity on A/R from SBLC and NLC 2009. Lori Pankratz shared that she is working on cleaning this up prior to issuing any refunds.

Angela Gabel asked if the MaPS account had been closed yet. Lori shared that it remains open, as we were waiting for December reconciliation and interest. Lori asked Ron Dodge if ODE had any reasons that the MaPS account needed to remain open, he said no.



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Decision:

Anthony moved, it was seconded, and passed to approve the financial reports as presented.

Direction:

Lori will work with the Financial manager to close the MaPS account.

Financial Manager Report:

Discussion:

Lori shared the insurance comparisons that Rhonda Bohall, Financial Manager has found, and shared that the process continues to evolve. The minutes of the previous meeting gave authority for final insurance decision to the Executive Committee, so no action is required at this time, just noting that process has been quite tedious.

Dave Albrecht shared appreciation on behalf of the Board for Rhonda's work in researching options and suggested that Rhonda be compensated for her additional time and efforts.

Lori shared that she would be writing a letter to U. S. Bank formally authorizing Rhonda as an account manager with the ability to request/ review information and utilize online banking services. The account continues to have Angela and Lori as the only signers.

Lori shared recommended Financial Standards as presented from Rhonda. Angela asked for clarity on Association Credit Cards. Mike Oechsner, State Adviser, clarified that the association currently does not back a credit card, TRI and its Principals personally back an American Express for exclusive use of Association Expenses.

The Financial Standards are in need of some minor updates before approval. The Board would like Debit Cards removed from the policy. The Credit Card portion of the policy needs to be stronger and should include immediate reimbursement would be required for any accidental use of the association Credit Cards.

Lori shared that she and Ron are working on reviewing long-term investment strategies. She anticipates sharing options for decision at the next meeting.

Lori presented the recommended Cash Flow Policy. Dave recommended that this be used as a guideline and standard practice and that it not be adopted as official policy. The Board concurred.

Decision:

The Board of Trustees authorized the Executive Committee to compensate Rhonda for her additional efforts in pursuing insurance options up to the amount of \$500 with the final determination to be made by the Executive Committee.



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Direction:

The Executive Committee anticipates insurance comparisons ready by February 1 for a final decision. Mike will work with Rhonda to distribute options and recommendations.

Financial Development:

Discussion:

Anthony shared that Terry Kuenzi's CPA firm will very likely be willing to perform an audit free of charge. They would ask to be recognized as an event sponsor in exchange for this.

Anthony asked if we had any sister states who have a sample of audit findings that they'd be willing to share.

Dave requested that we begin tracking Board hours in our volunteer tracking each year and recognize the in-kind donation of time within our giving campaign.

Mike shared that a "donate" function is being added to the association website and should be live shortly.

Direction:

Mike will work with Rhonda to see who amongst our neighboring associations may have a sample to share.

Board of Advisers Update:

Discussion:

Dale Fisher shared that the Board Members are primarily focused on re-vamping the Region Skills Conferences. This will continue to be a major focus for the next meeting.

Reviewing and updating the Policy Manual is on the future agenda for the Board of Advisers, as developing policy for how Advisers get on the Board, how rotation works, and how long terms last are needed.

Dale shared that the Board of Advisers discussed the potential of merging the NW Territory and Mt. Hood Regions in the future. No decision has been made, but it is under discussion.

The Board of Advisers approved the 2010 State Business Leadership Conference Agenda as was presented by the Management Team.

Dale shared that the Board of Advisers has recommended the DoubleTree Lloyd Center Complex for SBLC 2011-2013.

The Board of Advisers changed the qualifying process for SBLC starting with this year: each region qualifies 10 competitors in each event.



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The State Officer Candidate Handbook has been updated and was approved by the Board of Advisers.

The issues committee was appointed for SBLC 2010.

Dale shared that there continues to be confusion on Perkins guidelines. Ron said that he'd like to do a Perkins workshop for Advisers at SBLC.

Direction:

Mike will work with Ron on his schedule to coordinate Perkins workshops at SBLC.

Management Update:

Discussion:

The management dashboard was reviewed. Angela and Ron both shared their appreciation for the simple snapshot with great data. Angela asked that we add comparison of membership to the same time last year for future reports.

Ron reminded the group that all Board Members are required to be Professional Members. Professional Division Membership Forms were distributed.

Mike shared the event financials for the Chapter Leadership Tour, along with the evaluations. This was a sound event and has grown nearly double from the previous year. We were successful in managing finances and the net loss was significantly less than was budgeted/anticipated for the event.

Mike shared the evaluation summary from the Oregon Leadership Institute. Evaluations were extremely positive, and the etiquette dinner and Ladies & Gentlemen session was well received and will likely continue annually. DECA and HOSA have not yet been billed on their pro-rated share of event expenses because not all officer reimbursement requests have been processed.

Oregon Department of Education Update:

Discussion:

Ron shared information in two areas: Technical Skill Assessment, and Program of Study/Integration.

Technical Skill Assessment: Ron shared that Carl Perkins IV law specifically says that funds have to be used to enhance student performance, not to maintain programs. Anthony asked for clarity as to why a school would use Perkins money for a new program if they couldn't use Perkins money for sustainability of the program? Ron shared that this is the current primary challenge with Perkins funding and utilization of Perkins dollars. Improvement of CTE funding in Oregon is the long-term solution that we must explore.



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School districts with Business Programs in place need to cover the cost of maintaining them. The only way to use Perkins dollars is to start a new program.

As new programs are started, they must have a technical skill assessment linked. Ron shared that he'd like to see a link to competitive events and our current concepts that could aid the growth of FBLA. The current challenge with it is "winners and losers" rather than technical scale of competence. Our opportunity is to set a bar of "competence" based on a certain score, which would also require revisions of performance event rating sheets to remove any objective items – the evaluations in Technical Skill Assessments must be completely subjective.

Ron made note that Technical Skill Assessments are only required for those who want to be considered a "completer" of a program.

Program of Study: When schools are moving to a Program of Study, they must adopt industry standards to match the course. They also must partner with a college. Perkins funding can be used to establish these programs, and they need to be designed to facilitate the transition from school to degree or school to career.



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Oregon CTSO Update:

Discussion:

Jane shared that they have changed their name from OCTSO to Oregon CTSO.

ESD is having internal difficulties, causing difficulties for their credit cards or Purchase Cards. Politics are trying to be worked out.

Program Coordinators are working towards State Leadership Conferences.

Jane is beginning to align competitive events with diploma requirements. She is working to update CRLE's to Essential Skills standards.

Oregon CTSO is working to study "growing" organizations and what can be done to grow programs. Jane is researching other organizations outside of the CTSO world.

Lori asked if some of this was correlated to her lesser role in operations of OR FBLA – Jane said that the Essential Skills is because she's the only one licensed at Oregon CTSO. The second (growing organizations) is because of her additional time availability.

Ron asked that post SBLC, we distribute an update to chapters listing all of the businesses that judges come from – a master list so that advisers and administrators know what businesses from their community are participating in our organization.

Direction:

Mike will distribute a list of judges' companies for adviser use in promoting the experience to their local school districts.

State Officer Update:

Discussion:

Mallory Bailey distributed her written report.

Mallory shared her highlights and successes from the Oregon Leadership Institute. The officer team was very pleased with their workshops and sessions.

Mallory shared that the Mission LIFT Grant is completed. Grant funding has been requested for the development of a service-learning curriculum.

Mallory requested that anyone with past pictures please send them to her as the team develops the 60th Anniversary slide show.



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Ron asked what kind of music for the slide show – could be exciting to take through the musical eras.

Gabrielle Pendleton, National Secretary, was not with us at the meeting. Mallory shared a written update from her as a national officer.

Mileage Reimbursement:

Discussion:

The IRS has reduced the mileage rate to \$.505 for 2010. The Board of Trustees chose to continue with \$.40 as the reimbursement rate for Oregon FBLA.

Policy Development:

Discussion:

The Cash Flow Management Policy was discussed in conjunction with the Financial Update.

Angela appointed Anthony, Ron, and Dave to a committee to establish draft policies for Oregon FBLA on Conflict of Interest, Document Retention, Sexual Harassment, Whistleblower, and Non Discrimination.

Direction:

The committee will distribute recommendations electronically to the Board by January 31, 2010.

SBLC 2010:

Discussion:

Mike shared the agenda as approved by the Board of Advisers and reviewed the changes that are taking place this year.

Judge recruitment efforts have begun. Dale asked that Mike share with the Judge Coordinator the need for sensitivity in the EBI event, as the topic is very political at this time.

Trustees that are able to attend are encouraged to attend the Annual Business Meeting on Thursday afternoon, the 60th Anniversary and Business and Friends Reception on Thursday night, and the First Awards Session on Thursday night. Trustees are all welcome at all conference activities – the above listed events are those where they will either be recognized, participate in the delivery, or assist with operations.

SBLC 2011-2013:

Decision:



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Lori moved, it was seconded, and passed to accept the Board of Advisers Recommendation to contract with the DoubleTree Lloyd Center complex for 2011-2013 and endorse the management team to proceed with negotiations.

Direction:

The management team will secure the DoubleTree Lloyd Center Complex for 2011, 2012, and 2013 SBLC.

Substitute Reimbursement Policy Development:

Discussion:

Mike shared that there was currently not a policy regarding substitute reimbursement beyond it being budgeted for. Discussion ensued placing a dollar sign cap or endorsing the state rate. Ron shared that the base rate for substitute costs is set by the state.

Decision:

Lori moved, it was seconded, and passed that substitute reimbursement be correlated with the actual cost of the substitute in accordance with the state rate.

Direction:

The management team will design a form and process to be used for substitute reimbursement for future Board of Advisers Meetings.

Receipts:

Discussion:

Mike shared that the association's current policy required receipts for all purchases and requested that the Board discuss a policy allowing small purchases on the American Express be exempt from receipts.

Anthony shared that it is standard in business to not require receipts for items less than \$25.

Decision:

Lori moved, it was seconded, and passed that receipts no longer be required for association purchases of less than \$25 on the American Express Card.

TACS Training:

Discussion:

Dave shared that TACS offers training for Board of Directors rights and responsibilities and that they have trainings coming up in the Portland area.

Direction:

Dave will send Mike information about this training for distribution to the Board.

Detailed Profit and Loss:



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Discussion:

The Board appreciated the thorough detail provided in the financial documents.

Direction:

For future reports, the detailed Profit and Loss only needs to encompass the current quarter, with the standard Profit & Loss showing year to date.

Scholarships:

Discussion:

Angela asked if any movement had been made to change scholarships – how many, how much?

Lori shared that no action has been taken and suggested that we look at appointing a committee at the next meeting.

Next Meeting:

Discussion:

Anthony shared that he had a conflict on the date scheduled for the next meeting. The Board discussed business that was upcoming and felt that the May meeting was not necessary. Any business needs that arise can be deferred to the Executive Committee or addressed with a conference call.

Adjournment:

The meeting was adjourned at 12:47 p.m.