



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

Saturday, October 3, 2009
Concordia University, Portland

Minutes

Call to Order:

The meeting was called to order by Board Chair Bob Baggitt at 9:45 a.m.

Roll Call:

Roll Call indicated that the following trustees were present and a quorum was in place:

- Bob Baggitt, Board Chair
- Ron Dodge, State Chair
- Angela Gabel, Vice Chair
- Lori Pankratz, Secretary Treasurer
- Dale Fisher, Board of Advisers Chair
- Mallory Bailey, FBLA State President
- Gabrielle Pendleton, FBLA Immediate Past President
- Dave Albrecht, Trustee
- Anthony Bailey, Trustee
- Jane Manning, Program Coordinator

The following staff members were present:

- Mike Oechsner, State Adviser

The following Board Members were absent:

- Tod Reinhart
- Brycen Woodley, Executive Director

Approval of Minutes of Previous Meeting:

Discussion:

Gabrielle Pendleton requested that she be noted as an Ex Officio Member of the Board on the minutes of the August 1, 2009 meeting.

Decision:

Gabrielle Pendleton moved, Ron Dodge seconded, and it passed that the minutes of the previous meeting be approved as amended.



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

Direction:

Secretary/Treasurer Lori Pankratz will make the appropriate adjustment to the previous meeting minutes and will electronically distribute them to the Trustees and state staff.

Management Report

Discussion:

State Adviser Mike Oechsner shared the association management dashboard and monthly report and advised the Trustees that this report will be updated monthly and distributed to the trustees. Items showing green status are currently functioning well. Items showing yellow status are in need of action and/or attention, and if items are shown in red, immediate action and cause for concern is necessary.

The October Management Update is attached for reference.

FBLA Program Coordinator Jane Manning shared that the Oregon Career Technical Student Organizations (OCTSOs) are insured by Huggins and that may be an agency worth exploring as Lori and Rhonda complete their insurance research.

State Chair Ron Dodge recommended that a formal audit or financial review be conducted in the near future. Anthony Bailey shared that he is already in the process of recruiting a CPA to conduct a complimentary audit for us that will provide recommendations and an evaluation of our current status. He requested a right to disclose financial information to AKT CPAs in Salem.

Lori Pankratz shared that the Executive Committee is in the final stages of making the banking move. Rhonda Bohall's research shows that either Bank of America or U. S. Bank will provide the banking services we need at no charge.

Angela Gabel shared her appreciation for the Dashboard and thanked the management team for an excellent snapshot of association health, important needs, and current updates.

Ron Dodge asked about the possibility of comparing membership numbers year over year. Mike Oechsner shared that the national reports only have historical data correlated to membership deadlines. Mike will share the year over year comparisons as they align with deadlines, and starting next year, we'll have the monthly comparison available with the historical data from this year's monthly reports

Lori Pankratz shared her thanks for the new State Officer 10th of the Month Report format. It is much easier to follow and much more informative.

Decision:



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

Dave Albrecht moved, it was seconded, and it passed to grant Anthony Bailey the right to disclose financial information to AKT CPAs in Salem, OR.

Direction:

Lori Pankratz and Rhonda Bohall, Financial Manager, will continue to research insurance options and work with the Executive Committee to finalize a decision. Jane will send contact information for Huggins to Lori.

Anthony Bailey will continue to pursue the potential of a complimentary audit and will update the Executive Committee and Management Team as this item progresses.

Lori Pankratz will finalize the necessary banking changes prior to the next Board of Trustees Meeting.

Mike Oechsner will add prior year numbers to the Dashboard for comparison at the conclusion of the current fiscal year.

The Board requested that a reminder of the October 20 Membership Dues deadline be sent to Chapter Advisers. This has been done.

Oregon Department of Education Update:

Discussion:

State Chair Ron Dodge shared that he updated the Board of Advisers on Perkins dollars and regulations yesterday. He's available to answer any questions from the Trustees after the meeting.

Oregon Career & Technical Student Organizations Update:

Discussion:

FBLA Program Coordinator Jane Manning shared that the Student Leadership Development Center changed its name on October 1, 2009 to be the Oregon Career & Technical Student Organizations [OCTSO]. Discussion had taken place earlier on this change, but it had been placed on hold to maintain a recognized name during the legislative efforts.

The Program Coordinators for all CTSOs have moved across the street into the WESD Building to save on costs associated with space rent. The savings isn't as much as was anticipated, but it is still a cost savings.

The contract between the Oregon Department of Education has not yet been finalized, but should be done shortly. The measurable deliverables are not changing, but the frequency in reporting is expected to be reduced.



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

Jane receives a monthly update from the management team correlated to all deliverable items, and they hold a conference call shortly after to review what Jane needs to meet the deliverable expectations.

Financial Report:

Discussion:

Lori Pankratz presented the 8/31/09 Profit and Loss and Balance Sheet. She shared that she'll work with Rhonda to depreciate the laptop from the balance sheet.

Ron Dodge requested a copy of the information on the Fidelity Mutual Investment opportunities be sent to him.

Anthony Bailey and Dave Albrecht requested that, moving forward, the Profit & Loss Statements be presented with the detailed version to include a payment detail register and that this be distributed to the Trustees at least one week prior to each meeting for questions, and that a consent item be the formal approval of all expenses encumbered.

Dave Albrecht requested clarification and confirmation on who specifically is responsible for review of the bank accounts each month. Secretary/Treasurer Lori Pankratz shared that it is her responsibility and that she currently reviews bank reconciliations and balance sheets each month. Dave suggested that this be formalized as policy and that Lori draft the policy for review/approval at the next meeting.

Direction:

Lori Pankratz will work with Rhonda Bohall to depreciate the computer from the balance sheet.

Starting with the January Meeting, Financial Manager Rhonda Bohall will submit the most recently reconciled detailed Profit & Loss Statement to Board Secretary/Treasurer Lori Pankratz two weeks prior to each Trustee Meeting for review and distribution to the entire Board at least one week prior to each meeting.

Secretary/Treasurer Lori Pankratz will work with the Financial Manager and the Management Team to draft a policy related to formal review of bank account balances and reconciliations.

Update on Financial Procedures:

Discussion:

Secretary/Treasurer Lori Pankratz shared the new payment process as approved by the Executive Committee. Dave Albrecht requested clarification on how the payment process works. The overview was provided:



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

- All bills, expense reimbursement requests, and any other requests for payment are sent first to the State Adviser for review, budget allocation, and approval. The State Adviser will create a payment authorization request.
- The payment authorization request is sent to the Executive Director for review and approval and submitted to the Financial Manager for accounting entry and final review.
- The Financial Manager will make the accounting entries and submit the payment authorization request to the Secretary/Treasurer for authorization to pay and to review/ensure that appropriate backup documentation exists.
- The Secretary Treasurer will review the request for payment, invoice/bill, backup/documentation, and sign the payment authorization. It may be returned electronically or via fax.
- The Financial Manager will order electronic payment

State Officer Report:

Discussion:

State President Mallory Bailey distributed her written report and encouraged the Trustees to review it in detail.

Mallory shared the highlights of the upcoming Chapter Leadership Tour that includes stops in Canby, Baker City, and Grants Pass. The officer team has been working to be prepared to present amazing workshops and trainings while on the tour, including formal rehearsals that took place at their August Meeting.

The Oregon Leadership Institute is in Bend, and Mallory shared a summary of the workshops that the officer team presented. The Oregon Leadership Institute will include a community service academy that is sponsored by the Mission LIFT Grant received through the March of Dimes grant received by last year's officer team. The event is again a joint venture with DECA.

The Officer Team is working on ideas for the 60th Birthday Celebration items.

Mallory also shared copies of an article from the 10/2 Baker City Herald where FBLA received some great recognition based on an interview Mallory conducted.

Dave Albrecht shared that the SCORE office on campus at Concordia is active in judging DECA events and could be a great resource for FBLA judge recruitment. Dave will research for a contact for us.

The Board of Trustees congratulated Mallory and her team for their great work so far this year and wished them the best of luck on the Chapter Leadership Tour. Bob Baggitt is going to try to join the local event.

Direction:



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

The management team will link to the Baker City Herald article on the Facebook and Twitter accounts.

Dave will share his SCORE contact with Mike so that we can reach out for judges.

National Officer Update:

Discussion:

State Executive Vice President, National Secretary, and Past State President Gabrielle Pendleton shared what she's been working on.

In Oregon, Gabrielle has been working with Taylor Sarman of Union High School and State Adviser Mike Oechsner on Government Promotion Program to align it with the national Government Awareness Program. The goal is that any chapter who earns the state recognition award has also met the national qualifications.

Gabrielle has been preparing for her workshop that she'll present at OLI – she's trying to align things so that she presents the same workshop at OLI and the National Fall Leadership Conference. She is working with her State Officer Coach Sean Robinson, and her national adviser, Lisa Smothers, to align the efforts.

Board of Advisers Report

Discussion:

Board of Advisers Chair Dale Fisher, shared that the Board of Advisers met yesterday. It was a very successful meeting with a great number of accomplishments. The Board of Advisers is excited about the directional changes and thrilled at the progress that we're already making.

The State Officer Team presented the Presidents' Council Scholarship proposal, and the board had a collection of concerns. The discussion related to:

- Sustainability: the proposal presented was for a one-year scholarship, and board members shared that it takes 2-3 years to fully understand anything new at the chapter level to truly contribute to statewide success. A one-year scholarship program doesn't provide the desired benefit.
- Infringement on other scholarships that exist: the Borigio and Foundation scholarships have similar requirements, processes, and proposed evaluations structures. It will attract more of the same students, not open a new opportunity.

The Board of Advisers wanted to continue to offer the officer team the opportunity to bring this scholarship to life, but will only support it and endorse a program if the officer team is able to secure three years of sustainable \$500 scholarships prior to the January Meeting. Further discussion will take place at the January Meeting only if \$1500 is in the bank to support three years of this scholarship.



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

The Board of Advisers reviewed Competitive Event Eligibility. The Regional Qualification System remains the same and the updated Regional Skills Conference Handbook will be published shortly. The new Oregon FBLA Competitive Events Manual was reviewed, approved, and published the same day.

Noteworthy discussion items:

- Job Interview will not be an unlimited entry event as discussed at the retreat. It will be a regional qualifying event with more entries allowed.
- Electronic Career Portfolio: changed to four entries per chapter.

Regional Skills Conferences – the Board of Advisers needs to determine whether we'd like these to be streamlined and consistent throughout the state, or provide regional autonomy. This continues to be an action item and discussion, including who manages the Regional Skills Conference from an Adviser level. For the current year, we will continue to allow the regions to operate. This is a January Meeting agenda item for full review.

The Board of Advisers discussed committee based activity and policy based leadership. The goal is that ongoing working committees will be established to involve advisers beyond those on the Board and that Board Meetings can be driven by committee updates and recommended decisions rather than working discussions. Working discussions will be delegated to committees, and all interested parties are welcome to participate.

The ultimate goal is that advisers who aren't on the Board of Advisers will see value in providing input and they'll want to join the Board of Advisers. The BOA is working to update the policy regarding how members come on/off the board.

Also discussed was the possibility of adjusting future meeting dates to save on substitute reimbursement, rotate the travel costs, and potentially rotate locations. This will be further discussed and reviewed in January.

The process of approving minutes has shifted to electronic. Minutes will be electronically distributed to the Board within 10 business days of future meetings, and the review/approval window will be 5 business days.

Bob Baggitt asked if the National Parliamentarian Process has been clarified. Board of Advisers Chair Dale Fisher shared that the Board of Advisers has referred this item to the management team to incorporate into the Election Guide which will be electronically approved before distribution.

SBLC Future Site Selection Process

Discussion:



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

Mike Oechsner shared a recommendation that the Board of Trustees review a minimum of two more future years for location and dates of SBLC. Mike suggested we look at renewal of the Lloyd Center/Convention Center arrangement and the downtown Hilton/Performing Arts Center.

Direction:

The Board directed Mike Oechsner to put together options for a 2 or 3 year agreement and present the two options at the January Meeting of the Board of Trustees.

2010 State Business Leadership Conference Judge Recruitment

Decision:

Lori Pankratz moved, Anthony Bailey seconded, and it passed to contract with TRI Leadership Resources to provide judge recruitment services for a fee of \$1,500 plus billable expenses with judge recruitment to begin no later than 12/1/09.



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

Direction:

TRI will work with the Executive Committee to finalize the contract and ensure that recruitment begins on 12/1.

Hotel/Convention Center Contract Approval Process

Discussion:

The current process of a management team member negotiating and then routing to the Board of Trustees for questions/approval is not serving the most ideal and effective process.

Dave Albrecht voiced his concern and desire to always be involved in contract conversations correlated to any financial risk or financial commitment.

Mike Oechsner and Lori Pankratz shared that the current process of sending out detailed contracts from hotels/convention centers to the entire Board of Trustees and then tracking down approval is not functionally working. Multiple ideas, options, and processes were discussed.

Decision:

Ron Dodge moved, it was seconded by Lori Pankratz, and it passed that the Board Chair appoint a committee for contract approval.

Board of Trustees Chair Bob Baggitt appointed Ron Dodge, Dave Albrecht, and Anthony Bailey to serve as the event venue contract approval committee.

Direction:

For conferences/events, the full Board of Trustees will be presented options & overviews to include:

- Rates, Dates, Space, Fit
- Event Location Proposal
- Insurance Liability Required
- Busing/Transportation Requirements
- Parking Costs
- Attrition & Cancellation Liabilities

Provided that the above conditions as presented to the Board of Trustees are similar or more favorable to the association, the contract approval committee will authorize a member of the Executive Committee to execute the appropriate contract that offers similar or more favorable terms than those proposed.

Background Checks:

Discussion



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

Dave Albrecht shared that he wanted to ensure that Oregon FBLA was in compliance with ODE Requirements for Background Checks.

Discussion ensued about State versus Regional requirements. Ron Dodge shared that the state defers to school districts for policy.

Direction

Board Chair Bob Baggitt and TRI Leadership Resources CEO and Contractor Ryan Underwood will connect to clarify and finalize the background check process.

State Officer Meal Reimbursements:

Discussion:

State Adviser Mike Oechsner recommended that the Board of Trustees enact policy that allows for reimbursement of state officer meal expenses not to exceed the federal GSA per diem rates, and rates to be reduced as appropriate by the management and coaching team based on location of meetings/ events.

Dave Albrecht voiced concern about allowing TRI too much ownership in the process.

Dave Albrecht questioned whether this impacted state monies or student monies or association monies. It was clarified that the Board of Trustees is charged with managing association monies and that there are no state monies received directly by the association.

Decision:

Ron Dodge moved, it was seconded, and it passed that Oregon FBLA adopt the GSA Meal Reimbursement Rates as the maximum allowable reimbursed meal and incidental expenses, with the management team having the ability to reduce the maximum reimbursed amount based on location of events.

State Officer Investment Challenge

Discussion:

State Adviser Mike Oechsner presented the concept of a future State Officer Investment Challenge Program as part of the Executive Leadership Program experience. Informal conversation followed about dollar amounts, approach, timeline, and delivery.

Direction:

Mike Oechsner and Ron Dodge will work together on this program. Potential exists to take this idea to several different levels.

Foundation Fundraising:

Discussion:



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

Bob Baggitt shared that he is going to connect with Vice Chair Angela Gabel to work on some details.

Discussion ensued on whether we maintain our current scholarship program or make changes. Mike Oechsner clarified that because no changes were proposed, the current scholarship programs were published and that our timeline for change would currently impact the 2010-2011 School Year.

Bob shared that he's done some fundraising research, and that his feeling is that many companies are ready to give, but the first question is what they get in return.

Bob has found a company that will develop and print some sponsorship materials at no charge. The board needs to see and review anything before it goes to print.

Lori has a document that currently outlines sponsor levels as previously defined.

Dale Fisher shared the value he gained from Jim Lemoine's insight on fundraising and financial development at IFL. Continuous discussion ensued, and Mike was asked to get a price from TRI to have Jim do a fundraising training with both Boards, perhaps potentially together or one after the other.

Direction:

Lori will send the current sponsor level benefits document to the entire board and staff.

Mike will report back to Bob and Dale on the cost of financial development training.

Lori will send the most recent draft of the sponsorship brochure from the laptop as a preview item to the Board of Trustees.

Mike will work with Dave and Bob to develop a target "industry" list of sponsors for specific competitive events. Example: what marketing firms exist in Oregon that may be targets for the Board of Trustees for the Marketing competitive event.

Angela and Bob will get together and white board out about concepts for event sponsorship, benefits, and implementation. Staff will assist and support.

Strategic Direction:

Discussion:

Mike Oechsner challenged all board members to send their top ideas and priorities to Bob Baggitt and Mike Oechsner prior to the next meeting. The goal is that we can start developing long-term goals and plans.



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

Future Meeting Dates:

The next meeting of the Oregon FBLA Foundation Board of Trustees is scheduled for January 9, 2010 at Concordia University.

The spring meeting is scheduled for May 8, 2010.

Additional Discussion:

Advocacy:

Jane Manning shared that the CTSO camp [training] is intended to include a visit to the state legislators.

Anthony shared that Mallory and the local chapter will be sending thanks to those they know and those that the local chapter visit.

Mike Oechsner shared that all elected representatives will continue to be invited to our pre-opening session gathering. We'll grow this into a reception this year.

Adjournment:

The meeting was adjourned by Board Chair Bob Baggitt at 1:37 p.m.

Respectfully Submitted,

Oregon FBLA Foundation, Inc.

October 3, 2009

Lori Pankratz, Secretary/Treasurer

Date