



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

**Saturday, August 6, 2011, 9 a.m.
DoubleTree Hotel Portland Lloyd Center**

Roll Call

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

Bob Baggitt, Chair
Ron Dodge, State Chair
Anthony Bailey, Vice Chair
Lori Pankratz, Secretary/Treasurer
Jacinda Sullivan, Board of Advisers Chair
Cole Mulkey, FBLA State President
Taylor Sarman, Immediate Past FBLA President
Dave Albrecht, Trustee
Angela Gabel, Trustee

Roll Call indicated that the following members of the management team were present:

Ryan Underwood, Senior Director
Mike Oechsner, State Adviser
Rhonda Bohall, Financial Manager

Call to Order

The Meeting was called to order by Board Chair Bob Baggitt at 9:16 a.m.

Approval of Minutes of Previous Meeting

Decision:

Anthony Bailey moved and it was seconded to approve the minutes of the January 8, 2011 Meeting as presented. The motion was adopted.

Notation of Electronically Approved Items

Decision:

The Board of Trustees voted electronically to approve financial support in the amount of \$500 for Taylor Sarman's campaign for National President.

The Board of Trustees voted electronically to cancel future agreements with the Crowne Plaza for 2012 and 2013.



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The Board of Trustees voted electronically to forgive outstanding debts for the 2010 Region Skills Conferences with the understanding that the process has now been clarified for all participants in Region Skills Conferences.

The Board of Trustees voted electronically to approve Sutherlin High School's grant request for \$300.

Executive Committee Updates

Discussion:

Bob Baggitt, Board of Trustees Chair, shared that the Executive Committee has made three decisions since the previous meeting.

Decision:

The Executive Committee of the Board of Trustees voted and agreed to add an officer training component to the State Officer August Meeting since the State Officer Leadership Training Camp in May was canceled by the Student Leadership Development Center.

The Executive Committee had a special meeting by conference call where they agreed to comply with the Department of Education's request to donate FBLA's pro-rated share of state funding that may be available in the 2011-13 biennium to the CTSO's in need of strategy development to reach sustainability without the Student Leadership Development Center. FFA has done the same thing.

The Executive Committee met on August 5, 2011, and approved the TRI Leadership Resources 2011-14 contract for Coaching and SBLC Management as amended.

Board Chair Appointment

Discussion:

Bob Baggitt, Board of Trustees Chair, shared that he appointed Lori Pankratz to serve as FBLA's representative on the Student Leadership Development Foundation Board of Directors. This Board will oversee the state allocated dollars for CTSO's.



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Approval of New Board Members

Decision:

Lori Pankratz moved and it was accepted to approve new Board Members Jacinda Sullivan as the Adviser Representative and Cole Mulkey as the FBLA State President. The motion was adopted.

Board of Trustee Term Renewal

Discussion:

Mike Oechsner, State Director, shared that Anthony Bailey, Angela Gabel, and Lori Pankratz had all concluded their current two year terms on the Board of Trustees. All three are interested in renewing for an additional two years.

Decision:

Ron Dodge moved and it was seconded to renew the Board of Trustee terms for Anthony Bailey, Lori Pankratz, and Angela Gabel.

Annual Policy Affirmation

Discussion:

Mike Oechsner, State Director, shared that the policies we approved last year require all Trustees to annually sign and return our Conflict of Interest and Sexual Harassment Policies. Copies were distributed and returned.

Direction:

Trustees who were not able to return signed policies in person should complete them and submit them to the Financial Office.

State Officer Update

Discussion:

Cole Mulkey, State President, shared that the officer team is underway with many of their projects. These are new and exciting progressions for us. Two of our main focuses thus far have been NLC – where we delivered a fantastic State Meeting. We also supported Taylor’s successful campaign. Cole shared that the Q&A session was the highlight for many of the team as Taylor did an absolutely incredible job with that. Cole delivered a successful State of the State Address at the Western Region Meeting.



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We had 28 students on stage as competitive event winners – which was an Oregon record. Cole shared that even the ushers got slightly annoyed with us.

Another success that Cole shared was the team's great use of Yammer and ongoing updates. Yammer is how our team updates each other on progress and projects. It helps keep team communicating remotely and engaged in projects. The team is currently within 40 posts of last year's team end-of-year total, and our goal is to set the new annual total record.

Cole shared that the officer team has two proposals for the Board of Trustees to review.

Proposal #1:

Service in Sync. Last year we had success with this project. However, before we finalize details, we want to await the national release of their exact goals so that we can be aligned with our efforts.

Proposal #2:

Vice President of Public Relations. The Officer Team proposed adding another State Officer position – responsible for videos, materials, blogs, etc. The goal would be to move the bar for what we produce. The Officer Team recognizes that it's roughly a \$5,000 cost to add a position to the team – and the Board of Advisers has asked us to revisit this proposal and determine funding sources.

Ron Dodge asked how the financial impact would affect the organization. Mike Oechsner shared that we currently do not have budget, but adjustments can always be made to accommodate change.

Anthony Bailey asked about election vs. appointment. It was clarified that this would be an appointed position based on skill set.

Dave Albrecht asked what the real dollars and expenses are. Mike Oechsner explained that there is travel, lodging, uniforms, and meals just to participate in officer meetings.

The Board felt it was important that we progress forward with our media and social media efforts.



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Cole also shared that we are transitioning from newsletter to an ongoing online blog. Real time weekly updates as opposed to just quarterly newsletters will be provided. After each blog update, we'd promote the blog in our social media outlets to make sure that we publicizing the news and new energy.

Officers would be doing one article every 8 weeks, so it lightens the load and moves us forward. Lori Pankratz & Angela Gabel asked how we will promote this – we are using email and social media to drive traffic to our website and will go that direction entirely.

Ron Dodge shared that his primary concern would be making sure responses are clean – which Cole had already addressed that the blog is not open for comments – comments can be made on Facebook which is monitored regularly.

Decision:

Ron Dodge moved and it was seconded to direct Cole as State President to develop and appoint a media committee chair for the current year, and that bylaw language be drafted to begin the process of adding a Vice President of Public Relations. The motion was adopted.

Board of Advisers Update

Discussion:

Jacinda Sullivan, Board of Advisers Chair, shared that the Board of Advisers completed a very successful meeting and work session this week.

Dates and locations, as well as the schedule, have been finalized for the Chapter Leadership Tour. We've added an additional track for "experienced" members that will be led by the Board of Advisers Members for a more advanced experience.

Kristi Dimmick from Grants Pass High School was elected to serve as the Chair Elect.

For the Oregon Leadership Institute, we will be offering chapters the opportunity to present workshops in addition to the professional trainers and state officers. State Officer Workshops at the Oregon Leadership Institute will be new experiences for members.

The Board of Advisers approved and tested the Online Submission System. Beginning with SBLC 2012, reports, forms, and materials (other than Programming, Digital Video, and Computer



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Game) will be submitted electronically and not mailed. We will be demonstrating this system at events throughout the year to prepare our advisers for this process.

The Adviser Academy will be Saturday immediately following the OBEA Conference. Ron Dodge shared that he'd appreciate the opportunity to have part of this time.

The calendar of events was reviewed and approved.

The Board of Advisers discussed State Day at NLC. It was discussed whether or not there are viable options in San Antonio that will be exciting for students. The final determination was that we will continue with State Day.

Oregon Department of Education Update

Discussion:

Ron Dodge, State Chair, shared that he's spent the last three days with the Regional Coordinators and Professional Technical Education Deans at their planning sessions. Part of the session was about branding. The materials they've developed so far are great – but very protected.

There is still a possibility of blending Perkins and the Elementary and Secondary Education Act. The branding and logo share the message that you are a part of this group. They are working for recognition.

Presenters shared that the Student Leadership Organizations are all buying into this at the national level, and FBLA is on board with the CTE world and branding.

Current Perkins Authorization is from 2006. In 2006, they warned that they were supporting CTE – but absolutely positively wanted data before the next request for reauthorization.

The Student Leadership Development Center is no more. Their doors were closed on 6/30/11. We anticipated a 20% cut to leadership funds, instead we had a 47% cut. \$243,000 for 2 years is the current funding level. This leaves approximately \$120,000 per year.



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The task force that met several times last year was charged with one task – get your non-profit status for each of the CTSOs. Several didn't hear it as clearly as they needed to. They have started moving forward now.

Ron shared that FFA voluntarily bowed out of funding. FBLA had been doing it informally, and was asked to make it official, which the Executive Committee did for the current biennium.

Current status: there will be no contract with WESD, as they take a 10% admin fee. There will be no Center Director. It does not serve a purpose.

The next question is “what if we use a non-profit” to manage these dollars? The Department of Education said yes, a non-profit can be paid if they have an institutional ID. Chris did a positive thing as Center Director, she kept the Student Leadership Development Foundation in place. Lori was our nominated representative to this Board – the next step is for them to meet, change the name to include Career and Technical Education, elect officers, and then entertain motions from the four remaining associations for how they'd like to utilize funding. While FBLA and FFA won't receive dollars in this biennium, we still have representation on that Board where it is determined.

Ron shared DECA has hired Trina through the end of August. TRI could be a resource to all organizations – and while we try not to give preference, we know that there is a resource.

Dave Albrecht asked if we'd be in competition with the Foundation Board – Ron shared that not any longer. The foundation board's role at this point is to manage the state grants. The organizations can make requests. There's also the caveat that the entire “\$30,000” cannot be used for operations – some of it needs to be used towards creating sustainability.

The Foundation will have a fiscal agent. The DOE has spoken with Rhonda Bohall about being that fiscal agent. If at the end of the biennium, or even partially through the first year, the Board feels like organizations aren't working towards sustainability, dollars could be pulled away.

The Oregon Watershed Enhancement Board, according to Dave Albrecht, does some similar things. The state gives them funding, they divide it based on grants. The initial grants were to “get them going” so that they could soon be on their own. Dave shared that it may not be realistic to get others quickly self-sustainable.



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There could be a “channel” of dollars that hire a person to support everyone for fundraising, rather than “funding people” for each group. The role of this Board is to maximize this.

Mike Oechsner encouraged the Board to keep this item on the agenda in an ongoing basis to help guide Lori as she sits on this Board as our representative.

Ryan Underwood shared that there are a few things to be mindful – the Department of Education holds the national charter, so they have the ultimate authority over each organization. The organizations drive operations within the guidelines from the Department of Education.

Management Update:

Discussion:

Mike Oechsner, State Director, reviewed the management dashboard. While membership was slightly below the previous year, we anticipated a challenging year and completed it with great success. We operated financially in the black and the association is in very positive overall health.

Financial Update:

Discussion:

The Board of Trustees reviewed the financial statements. Financial Manager Rhonda Bohall reviewed how to read and understand the long term investments and how they appear on the financial statements.

The financial statements indicated that we concluded the 2010-11 year with \$289,526 in revenues and \$284,956 in expenses for a net total of \$4,570. As of June 30, there was \$12,375 in checking, \$144,593 in Savings, \$5,006 in the Foundation Savings Account, and \$40,928 in the long term investments. Accounts Payable had a balance of \$52,954.79. Accounts Receivable had a balance of \$8,156.90.

La Pine, Reedsport, and Tigard continue to have long-term accounts receivable issues from the past. Rhonda Bohall and Mike Oechsner have audited Oregon FBLA’s records and believe that they truly do owe these dollars.

Dave Albrecht felt that the next step should be a letter to their schools and/or districts coming from the Board of Trustees instead of staff.



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Anthony Bailey felt that we should ask that those with less than \$100 pay immediately. If it's up to \$500, they have one year. If it's over \$500, they need to pay at least \$500 a year until the debt is cleared.

A debt collection strategy should be discussed and finalized at the next meeting.

Rhonda Bohall shared that she recently received a phone call from Frank Ault – he wants to make a state level contribution. He didn't clarify an amount, but we do anticipate a contribution.

Lori Pankratz suggested that we allow the Financial Manager to move money from Checking to Money Market as needed based on our operating practice and not requiring approval for this move. Funds transfer requests will still need to be completed to move money from Money Market to Checking.

Rhonda Bohall shared that currently the threshold for 990 EZ as opposed to a full 990 is \$250,000. We are not required to do a 990 by the IRS, as we file as a subsidiary of FBLA-PBL, Inc. We are, however, required to complete a 990 to file with the CT12 for the State of Oregon. Lori Pankratz noted that development of the full 990 was beyond the scope of the contract for financial management. The proposed operating budget allows for up to \$1,000 for development of the 990.

Decision:

Dave Albrecht moved and it was seconded that the Management Team create a draft policy on how we will manage chapter debts. The motion was adopted.

Ron Dodge moved and it was seconded to allow the Financial Manager to make transfers from Checking to Money Market as needed to maximize return without the need for a form.

Dave Albrecht moved to acknowledge for the minutes that \$1,000 was not unreasonable for preparation of the 990 and that it be acknowledged that this is in the budget and it is our wish for Rhonda Bohall Financial Services to oversee this process within budget. The motion was adopted.



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Direction:

The Management Team will develop a collections policy for review and discussion at the December Meeting.

Rhonda Bohall Financial Management will oversee the process for completion of the annual 990 within budget of \$1,000.

2011-12 Operating Budget

Discussion:

Lori Pankratz, Secretary/Treasurer, Rhonda Bohall, Financial Manager, and Mike Oechsner, State Director presented the proposed operating budget. It was the Board of Trustees Goal to fund additional scholarships based on conversations at the joint retreat, as well as to provide funding for the addition of a Public Relations Committee Chair.

The following adjustments were made to the operating budget:

- The budget for copies and printing was reduced by \$200.
- The budget for equipment was reduced by \$250.
- The budget for telecommunications was reduced by \$300.
- The budget for Staff Transportation & Lodging was reduced by \$300
- A sub-category under General Public Relations was added with \$1,000 available.
- A revenue line of \$2,500 was added for Scholarship Income.
- Scholarship Expenses were adjusted for \$1,500 in Foundation Scholarships and \$2,000 in State Officer Scholarships.
- The SBLC Sponsored Winner Income and SBLC Winner Stipends were adjusted to each be \$1,150.

Decision:

Lori Pankratz moved and it was seconded to adopt the budget as revised. The motion was adopted.

Direction:

The Management Team and Financial Manager will make the approved changes to the operating budget.



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Agreement Auto-Renewals:

Discussion:

Bob Baggitt, Board of Trustees Chair, shared the Rhonda Bohall's Financial Services Agreement and the TRI Leadership Resources Agreement for Association Management both automatically renewed on July 1 with no fee increases and no changes to contracted terms.

State Business Leadership Conferences 2014 and 2015:

Discussion:

Jacinda Sullivan shared that it was the Board of Advisers recommendation to move forward with a return to the Lloyd Center Complex.

Decision:

Anthony Baily moved and it was seconded to move forward with contracts for 2014 and 2015 for the Lloyd Center Complex. The motion was adopted.

Direction:

The management team will move forward with securing contracts and the contract review committee will review prior to signature.

Election of Board of Trustees Officers:

Decision:

Anthony Bailey nominated Jacinda Sullivan to serve as Secretary/Treasurer for the 2011-12 term. Jacinda accepted the nomination.

Bob Baggitt nominated Lori Pankratz to serve as Chair for the 2011-12 term. Lori accepted the nomination.

Ron Dodge nominated Anthony Bailey to serve as Vice Chair for the 2011-12 term. Anthony accepted the nomination.

Ron Dodge moved and it was seconded to accept the slate of officers. The motion was adopted.

Scholarship Changes:

Discussion:

It was clarified for the Board that the recommendation from the joint retreat was that there be \$1,500 available in scholarships for our members, and \$2,000 for State Officers. The \$1,500 will



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follow the existing scholarship guidelines, and the Management Team and Executive Committee will determine the distribution of the State Officer Scholarship dollars.

Decision:

Taylor Sarman moved and it was seconded to adopt the scholarship changes as presented. The motion was adopted.

Other Business:

Discussion:

Ron Dodge shared that at the meeting he recently attended discussing CTSOs, even an FFA representative continued to refer to the excellence of the FBLA operational process. We are viewed as the model in CTSOs in Oregon right now and he appreciates being part of FBLA's operations.

2011-12 Meetings Schedule:

Discussion:

Mike Oechsner, State Director, shared that the proposed meetings for the upcoming year would take place simultaneously with State Officer Meetings in December (annual, Board of Trustees, and Board of Advisers) and May. The retreat will continue to be in late July or early August.

Adjournment:

The meeting was adjourned at 1:10 p.m. by Board of Trustees Chair Bob Baggitt.

Next Meeting:

Saturday, December 10, 9 a.m.
DoubleTree Portland Lloyd Center
Agenda Items Due: November 25, 2011