

SkillsUSA Board Meeting  
1 June 2018

1. Called to Order at 9:11 a.m. by Mike Walker (VP)
2. Location: Embassy Suites Biltmore 2630 E. Camelback Road, Phoenix, AZ 85016
3. Attendance:
  - a. Members Present: Mike Walker (VP, Region 5), Sam Romine (Treasurer, Region 1), Frank Pinnell (Region 4), Pete Pederson (Secretary, Region 6), Kathy Harding (Region 3), Robin Cronbaugh (Director), Phil Wilson (B&I, Huntington University, Film and TV), Duncan Schultz (Assistant to the Director), Jerad Rodriguez (B&I, Cardio Vascular Consultants) arrived at 10:51, Robert Wahler (ADE) arrived at 2:10.
  - b. Guests:
    - i. Mike Dechsner (TeamTRI), arrived and started at 10:10, departed at 11.
    - ii. Lori Williams (SOS) arrived 10:51, presentation at 11:06, departed at 11:37.
  - c. Members Absent: Caitlin Horner (President, Alumni), Ken Wilk (Post-Secondary), Josh Woodmansee (B&I, Snap-On), Nicky (B&I, ), Region 2
4. Meeting Minutes
  - a. 7 December 2017 Minutes approved as submitted.
  - b. 3 March 2018 Minutes approved as amended.
5. Treasurers Report: Sam motioned to accept, Frank seconded, approved 6 - 0
  - a. Current Credit Card Limit needs increase.
  - b. A/R Aging Summary – Robin will start closing registration to schools with outstanding balances.
    - i. Tri was supposed to be picking up checks weekly, however they are picking up every three weeks.
    - ii. Tri is placing information in QuickBooks to show action, but not placing deposits in right away.
  - c. Question about A/R Aging 91 and over amounts, what about teachers that are no longer at the specific school.
  - d. Tri is doing QuickBooks different than what was done in the past, and it has been requested that they fix this.
  - e. Current Outstanding is \$167,469 which is different than the report in QuickBooks and what Tri is reporting.
6. 2018-2019 Budget and Financial Company Interviews
  - a. Proposals: Adding sub accounts for regions to only show their expense's. QuickBooks treats these as businesses within a business. Suggestion by TRI to give the regions their own account. These accounts would be run by the state.
    - i. We requested a P.O. Box in Phoenix.
    - ii. QuickBooks should be able to list specific accounts by number.
  - b. **TeamTRI** – (Discussion)

- i. \$19,393.80 for one (1) year but does not include the cost for added Region cost in the main proposal. However, they would charge \$7,500 extra for the contract. With this addition contract would be \$26,893.80.
  - c. **SOS Associations Management Solutions** – (Discussion)
    - i. Smaller company located in Phoenix and proposal is for \$21,600. This company is used by FFA and have had no issues.
  - d. Sam Romine moved to accept SOS as per proposal for 1 year for the financial bookkeeper for SkillsUSA Arizona. Frank Pinnell seconded. Motion was approved unanimously.
    - i. The board will officially notify all parties involved early during the week of June 4<sup>th</sup> 2018.
    - ii. This contract will take effect 1 September 2018.
- 7. Constitutional Changes, Results from State Championships 2018
  - i. Membership Dues was approved unanimously
  - ii. Constitution 8 did not pass.
- 8. Policies: Review and Approval
  - a. 30-60-90 Policy (approved)
  - b. WorldSkills Policy (approved as amended)
  - c. Substitution Policy (approved as amended)
  - d. Registration Policy (approved as amended)
  - e. Conference Attire Policy (approved as amended)
  - f. Code of Conduct Policy (approved as amended)
- 9. Regional Skills Conference Qualifiers Plan of Action (Tabled until Summer Conference)
  - a. Discussion
    - i. Robin reported that Texas has 13 regions and only the first-place winner in a national qualifier go to state. They have more display contests.
    - ii. Robin will talk to committee chairs to set a limit for each contest. If a region does not have a contest, students will take an online test for qualification.
  - b. Possibly limiting the number of state contestants to 10 per region.
- 10. Review of Strategic Plan (Tabled until August)
- 11. Directors Report/Requests
  - a. National Registration/Travel Agent (Discussion) Pete Moved to keep National Registration and travel process the way it currently is. Sam Seconded. Approved
  - b. Website (Discussion)
  - c. Assistant Position (Discussion). Lawrence tenure is coming to an end. Robin recommended hiring Duncan Schultz to fill the position. Frank motioned to hire Duncan Schultz Effective 1 July 2018 at \$12 per hour with 20 to 25 hours a week. Sam Romine seconded. (Approved)
  - d. Jeremy Montoya has been discussing contracting online social media (\$) per month for FLC, LTC and other SkillsUSA Arizona Events. Additionally, he is suggesting a commission-based finder's fee for sponsorship. The board would like him to outline his duties.
  - e. Consideration to renew McChesney, the administrative assistant.

- f. Storage is going up \$200 per month. New price will not go into effect until January 2019.
  - g. Consideration of a new ADE representative.
12. 2018-2019 Budget (Tabled)
13. Sponsors:
- a. Army National Guard donation of \$20,000 with a non-compete clause
    - i. Bring a trailer (dependent on Convention Center)
    - ii. At all events
    - iii. Bringing more judges
    - iv. Want an advertisement in the state conference brochure
  - b. An anonymous donor has made an annual donation of \$4,420 with \$1,000 monthly donations starting in August of 2018. This donor would also like to donate \$2840 for Computer Technology, primary use would be at State Conference. They will also donate two easels valued at \$1,000. The total donation will be valued at \$8,260.
  - c. \$10,000 was donated from the estate of Robert Parent, a valued supporter of SkillsUSA Arizona. Recommend there be a scholarship be created in his name for \$1,000 to be matched by SkillsUSA Arizona. Official Name will be determined after contacting the family.
14. Board Meeting for 24 August 2018 9am – 3pm (Location: Huntington University).
15. Adjourned at 3:15 pm