



SkillsUSA Kansas Foundation Board of Directors Meeting Minutes

August 30, 2022

Call to order

Meeting of SkillsUSA Kansas was held in person and virtually in Wichita on August 30, 2022 at WSU Tech South. The meeting was called to order at 9:11am, by District 7 Representative, Roy Shafer.

Attendees

Attendees included: Corporate Members: Eric Tincher - Kansas Board of Regents (Online), Dr. Vera Brown - Kansas Board of Regents (Online), Crystal Roberts - Kansas State Department of Education, Administrative Representative Member: PJ Reilly - Wichita Public Schools, Alumni & Endowment Representatives: Deb Hargrove - Alumni, Carey Keller - Alumni (online), Kent Thomas - Alumni, Denver Mishler - Alumni and Textron Aviation (online), Industry Representative Members: Craig Bennington - Textron Aviation (online), Rod Murphy - DEPCO LLC (online), School Representative Members: Kevin Bronson - Paola High School, Jeremy King - WSU Tech (Online), Jeremiah Harmon, Hutchinson Career Technical Education Academy, Roy Shafer - Coffeyville Community College.

Non-voting members: Becky Warren - SkillsUSA Kansas State Director, Jillene Cunningham - Hutchinson Community College Facilities Host, Dr. Mark Johnson - Consultant - National Honorary Life Member (online), Travis Riebel - Hutchinson Career Technical Education Academy Facilities Host

Guest: None

A quorum was established with 14 voting members present. Need 50% plus 1 to establish a quorum.

Members not in attendance

Members not in attendance included: Tori Magnett - Kansas SkillsUSA Financial Assistant and Alumni, Zach Zimmerman - Spirit AeroSystems, Butch Garst - Seward Country Community College, Chris Stephens - Viavi Solutions, Nathan McClanahan - Kansas State Fairgrounds Host

Approval of Meeting Minutes

Kevin Bronson made a motion to approve the March minutes. Jeremiah Harmon seconded the motion. Minutes approved unanimously.

Jeremy King moved to approve the Emergency Board Meeting minutes held on August 25, 2022. Eric Tincher seconded the motion. Minutes approved unanimously.

Budget Review

PJ Reilly gave the review:

- Resources available August 31, 2022 in the general fund is \$19,832.57
- 2022-23 Textron Corporate Donation totals \$30,000. (\$20,000 for Fall; \$10,000 for Spring).
- Income is up from last year
- State conference acquired \$20,000 out of reserve funds to cover costs of supplies and materials for competitions without sponsors.

Jeremy King moved to accept the budget as presented. Deb Hargrove seconded the motion. Motion passed unanimously.

Revised Budget Approval for 2022-23

Becky Warren, State Director presented information on behalf of Tori Magnett, and asked the board to table this report until Proposal 1, 2 and 3 are discussed.

Roy Shaffer moved to table the revision of the 2022-23 budget. PJ Reilly seconded the motion. Motion approved unanimously.

New Business

State Directors Report:

Within the board packet, the State Director prepared a report consisting of: Membership data; State Officer Team report; Professional Development activities; 2022 National Leadership and Skills Championship Conference outcomes; State Director training; Washington Leadership Training Institute report and costs; FY2022 Annual Impact Report; FY2022 Kansas Membership Report; FY2022 National Membership Report; and the FY2022 Career Cluster Report.

Kevin Bronson moved to accept the State Directors report as presented. Jeremiah Harmon seconded the motion. Motion carried unanimously.

FY2022-2024 Strategic Plan

Becky Warren, SkillsUSA Director, gave the overview of the National Organizations plans:

- The Governance Committee in November will go over the Strategic Plan to make sure it is up to date to Kansas standards.

Operational Plan

Becky Warren, SkillsUSA Director, shared operational goals that align with the Strategic Plan:

- The Governance Committee review the goals and present to the board in November.

Corporate Sponsor Review

Becky Warren, SkillsUSA Director, shared with the board that Textron has already sent their fall sponsorship.

- Textron:
 - Sponsorship annual amount \$30,000:
 - Fall semester \$20,000
 - Spring semester \$10,000
 - Want to be more visible at the State conference
 - Craig will inquire for an increase of sponsorship since it has stayed the same amount since they came on several years ago.
- Fall Leadership Conference Sponsorships Wanted:
 - 6 businesses needed to sponsor meals - \$2,500/meal
 - Sponsorship covers: Meal Presentation; Booth space; and being a speaker at the one General Session.
 - Sponsorship will help offset registration fees for schools.
 - Current fee is \$85
- David Praiswater and the State Director will be attending Kansas Manufacturing Summit Thursday, October 13, 2022 in Wichita to represent SkillsUSA. Hopefully they can get business and industry contacts/sponsors at this event.

Review & Approval of BOD Application

Becky Warren, SkillsUSA Director, gave the report:

- David Praiswater submitted an application for a position on the Board of Directors.
- The State Director presented concerns to the board:
 - NW District #1 Representative: this position has remained open since we went to District Representatives. Northwest Kansas Technical College is the only school represented in NW District and advisors the current advisor membership is a total of two years. The board position requires a three-year membership in order to apply for a board position.
 - NC District #2 Representative: Frank Avila no longer teaches for Manhattan Area Technical College, therefore has resigned his position from the NC District #2 Representative position. Leaving a second opening on the board.
 - The State Director proposes an At-Large School Representative voting position that anyone from any district may apply for. This position will be an annual term, giving those in this position to apply for District Representative as their district position comes available. The At-Large School Representative would be a three-year term and can only serve in this manner once.

Discussion was made the position could not be filled until Fall 2023, giving all advisors a chance to apply for this position. It was suggested to send out the proposal to the advisors in the Spring 2023, and vote on the proposal in the Fall 2023, and if passed elect our first At-Large School Representative.

Jeremy King moved to table this item until the Governance committee can go over the proposal and bring back their suggestion in November. Jeremiah Harmon seconded the motion. Passed unanimously.

Proposal 1: State Membership Fee

Becky Warren, SkillsUSA Director, presented the proposal:

Increase State dues for 2022-2023 to offset the deficient in the budget. Proposing to increase both student and professional dues:

Student Dues:

State: \$12 (increase of \$5) Nationals: \$8 (no increase) Total = \$20

Professional Dues:

State: \$10 (increase of \$3) Nationals: \$20 (no increase) Total - \$30

Discussion was made increasing the dues after the school year has started may not be a good idea, whether, announce membership increase in the Spring of 2023, and implement them in Fall 2023.

Eric Tincher moved to amend the proposal of State Membership Increase to 2023-2024. Jeremy King seconded the motion. Motion passed unanimously.

Jeremy King moved to accept the State Membership Increase for 2023-2024. Jeremiah Harmon seconded the motion. Motion passed unanimously.

Proposal 2: SkillsUSA Part-Time Assistant

Becky Warren, SkillsUSA Director, presented a proposal in hiring a part-time assistant to help with multiple tasks, and to assist with conferences and workshops for the organization.

- \$10,800/year or \$900/month for a part-time assistant
- Can be remote
- Applications will be collected by the State Director, then forwarded to the interview committee for interview and selection of assistant.
- Job Description and Application will be sent to the KansasWorks Center for distribution, it will also be sent to Hutchinson CC, WSU Tech, and put on SkillsUSA Kansas social media outlets.
- Position needs to be filled ASAP so training can start
- Jeremy stated that this should be priority #1 for the Board of Directors.

Jeremy King made a motion to accept the proposal as written, Crystal Roberts seconded the motion. Motion carried unanimously.

Lunch break taken from 11:53am to 12:30pm

Meeting call back to order by Roy Shafer at 12:31pm.

Proposal 3: Revised 2022-2023 Budget

Becky Warren, SkillsUSA Director, presented the proposal:

- Annual start-up fund for 22-23 has been amended to \$50,076.32
- Breakdown of how the extra \$50,000 out of reserve funds helped support the 2022 Kansas State Championships competition - 3 main competition chairs backed out or were no-shows and left their competitions causing last minute supplies being purchased. Carpentry \$22,500, Plumbing \$16,500 and Electrical \$11,000 for a total of \$50,000 being pulled from reserve funds but by the end of the fiscal year those funds were deposited back into reserve funds.
- Expected 2023 income is \$430,392.00 and projected expenses are \$380,932.00.

PJ Reilly moved to accept the revised 2022-2023 budget with addition of the assistant position of \$10,800 estimating expenses at \$391,732.00. Kevin Bronson seconded the motion. Motion carried unanimously.

Proposal 4: KSC Technical Standards Concerns & Solutions

Kim McMunn, Retired Advisor, submitted a proposal to the board:

- Revise State Technical Standards to include cut scores so contestants know they must achieve a certain score in order to be awarded the top three placements at the Kansas State Championships.
- Issues: This information is not public, and contestants do not know what the cut scores are.
 - Cut off scores: 90% Gold, 80% Silver, 70% Bronze
 - Contest Chair discretion: If a contestant received a score of 65%, but at the discretion of the chair awards the contestant a Bronze Medal because of the student ability to showcase good work ethic, that should be reflected on the scorecard and adjustment to the score should be made to 70% to honor the Bronze Medal. Plus, if this was the top score of all contestants in the competition, and no Gold or Silver Medals were awarded, the Bronze medalist is not invited to participate at the National Championships due to not meeting the standards to move forward. This all needs to be public knowledge.

The State Director will be working with Contest Chairs, making sure this message is clear and all Technical Standards will be updated to reflect the proposal.

Jeremiah Harmon moved to add the cut off scores to the state updates that go out to competitors before competitions. Deb Hargrove seconded the motion. Motion carried unanimously.

Proposal 5: KSC Demo Contest: Landscaping Horticulture Technology

National Championship Tech Committee proposes new competition as DEMO's for 2023:

- Landscape Horticulture Technology DEMO
 - Concern is how many actual Landscape or Horticulture programs are in Kansas - Chrystal did some research and found Coffeyville CC and Johnson CCC have some courses while K-State has a degree

- Board request the State Director conduct a survey to schools to see if there is an interest in having this contest for the 2023 KSC - would need to have 8 or more students to host competition.
- Tabled until after survey results are in so we can see if there is interest in pursuing DEMO contest.

Proposal 6: KSC Demo Contest: Roofing

National Championship Tech Committee proposes new competition as DEMO for 2023:

- Roofing DEMO
- Nationals has already found a state contest chair, judges and will supply materials for the competition. No cost to the state of Kansas to run this competition.
- DEMO competition is part of the construction pathways.

Kevin Bronson moved to accept the DEMO Contest of Roofing for the 2023 Kansas State Championships. Jeremiah Harmon seconded the motion. Motion carried unanimously.

Proposal 7: KSC Hospitality Contest - Commercial Baking, Culinary, Restaurant Services

Deb Hargrove presented a proposal moving the Hospitality Competitions to the NE District:

- Moving Hospitality Competitions as an early contest in the Northeast District for a couple of years - reevaluate in 2025 if contest needs to be moved back to Hutchinson or if it can stay in NE Kansas.
- Reasoning: We have tried for 3 years to find Chair and Judges that support these competitions in the Hutchinson area. We have not been successful and struggled each year to stabilize these competitions.
- Contest were held in NE Kansas in 2022 because of COVID and due to the fact that those schools competing could not travel. There also has been a commitment that the competition would be held in NE Kansas for the 2023 KSC.
- Discussion about moving the contests from Hutchinson:
 - Board members concerned about opening the door for moving other competitions from Hutchinson
 - Need to send out a survey to see if advisors would be willing to make the drive if the change happens for the 2024 KSC's.
- Board decided that no action will be taken until there is more information. Need to know if NE Kansas has a location, Chair and judges. Tabled until further consideration.

Proposal 8: Automotive Service & Maintenance Light Repair

Roy Shafer presented the Automotive Service and Light Repair Competition proposal:

- Review of the changes made to the Automotive Service (AS) Competition with inclusion of Maintenance Repair (MLR) at the 2022 competitions.
- Proposed splitting MLR from AS for the 2023 KSC.

- Tim Dwyer from Consol-Lab will help organize the separate competition.

Jeremy King moved to go ahead and form two separate competitions. Kevin Bronson seconded the motion. Motion passes unanimously.

Affiliate Marketing

Becky Warren, SkillsUSA Director, gave the report:

- Affiliate marketing is a process where publishers earn a commission by promoting a product or service made by another retailer or advertiser. The affiliate partner is rewarded a payout for providing a specific result to the retailer or advertiser.
- We would get 16% of sales
- This would be extra income and it would be at no cost to SkillsUSA
- Rod Murphy wants a copy of the agreement so the board can understand the payout and advertising schedule.

Jeremiah Harmon moved to allow Becky to pursue the affiliate marketing avenue once the board gets to view the agreement. Kevin Bronson seconded the motion. Motion carried unanimously.

Executive Session:

Board of Directors entered into Executive Session at 2:05pm by Board President Rod Murphy and ended at 2:25pm.

Jeremy King moved to adjourn the meeting, Eric Tincher seconded the motion. Motion carried. Meeting adjourned at 2:30pm.

Next meeting will be Monday, November 14, 2022. Location to be determined.

Secretary: Carey Keller

Date of approval 11-14-2022