

Business Professionals of America – Delaware BOD

Board Meeting Minutes

Regular Meeting of the Board of Directors

September 7, 2016

A regular meeting of the Board of Directors of the Delaware Business Professionals of America was called to order at the John Collette Building, Dover, DE at 4:19 p.m. pursuant to the notice sent to all Directors in accordance with the bylaws.

The following were present: Lisa Wilson, Rose Parker, Cheryl Calicott-Trawick, Sandra Fritzler, Holly Strickland, Princess Achobang, Kathryn Taylor, Jamaal Cubbage, Stephanie Wilkinson, and Eric McGuire.

Absent: Robert Schumacher, Mary Zober, and Kelly Sipple

The minutes from the June meeting were approved with a change to the members list as absent. The and needed to be struck, and placed between Carolyn Smalls and Kelly Sipple.

Motion: by Kathy T. and seconded by Eric M. that minutes be approved with the change.

Motion carried with all in favor.

REPORTS:

State Advisor's Report

Lisa stated that Schoology is our main method of communication. Board members need to add their 100 word biography to the discussion forum, so the board member biographies can be added to the Delaware BPA web site. Board members also need to send their photo to Lisa. Program of work items will be added in the board of director's upcoming events and advisors group. Lisa mentioned there was an idea to split Schoology and have both a middle and secondary group for advisors, but she decided to keep them together. Cheryl, Rose, and Lisa have access to make administrative changes to the Schoology groups, and all members can add updates and discussion items. Lisa advised the rooms in the Collette center have new smartboards/projectors/videoconferencing equipment and can use Blackboard Collaborate to conduct meetings and possibly use for a virtual board meeting.

During the Summer Kelly worked with Lisa to develop some professional development materials:

Train the Trainer PowerPoint for the SOLT. This PowerPoint is used so the Officers have a presentation they have in common to go out and use to meet local chapters. Kelly met with SOLT to go over with them what they can talk about when they visit the different chapters. Lisa showed the group the Train the Trainer PowerPoint.

Conference Preparation PowerPoint – This is meant to be used as a resource, especially for new advisors.

Curriculum Integration Narrated PowerPoint – This presentation includes information about the different competitive events and how they can be incorporated into curriculum, shared examples, gave resources, gave information about Torch Awards. This presentation is going to be presented at the advisors meeting. Lisa asked “What are your initial reactions?” Holly stated that she needs to sit down and look at it before she gives feedback, other members were in agreement with Holly.

Lisa stated the PowerPoints will be on Schoology, and she would like the Board to review them to see if we have any suggestions for modifications.

The Fall Leadership Conference will now be held at Delaware State University in the Education and Humanities building instead of the Chase Center. Corrine did a lot of research on the logistics, and it was most cost efficient to hold the conference at Del State. Dover Downs raised rates again, but the State Conference will still be held there. This year all students and advisors will be registered for workshops and teachers will be assigned to groups. Officers will present workshops for their organization. Students will rotate through three workshops and will be intermixed with all of the CTSO groups that are there. Stephanie asked for clarification for Secondary dates, Lisa stated Secondary Level is November 1 and Middle Level November 2. Stephanie pointed out that the dates are incorrect on the chapter manual page, middle and secondary dates are mixed up, and Rose pointed out that we need to go through the documents with the dates and look for errors before it is sent to the advisors. Princess pointed out advisor information needs to be changed.

SOLT Report

Princess reported that the SOLT team met on June 13-17, and they worked on setting goals for the upcoming school year, and received training on training and leadership. Princess reported the June, July, and August goals of each SOLT member. The last SOLT meeting was August 10, and Mrs. Sipple gave workshop activity ideas, and helped SOLT members learn how they could make better goals for themselves.

Old Business

There are currently four Board openings. There is an opening for two at-large seats, a New Castle County two year seat, and a Sussex county three year seat. The chapter manual board of directors list needs to be updated with Holly for Kent County, and Sussex County with an open seat. Nominees were discussed for open board seats. Names that were suggested were Scott Green, Nicole Dobbs, Nina Barnett, Joyce May, Sabrina Neal, Frank Makray, Michael Brennan, and the owner of Chardon Jewelers. Rose also said she can check with First State Manufacturing for a potential community member to represent the Management/Administrative area, as Milford High School Business Department has a

relationship with them. Lisa suggested the board members represent all areas of Business. Jamaal represents Finance. Lisa also stated we need to consider the diversity of the board, we do not have any Asian or Hispanic representation. **Motion** to draft a nomination email to the nominees to learn of their interest to see if they are interested made by Stephanie W., motion seconded by Princess A. **Motion carried with all in favor.**

SLC Judge's Comments

Lisa stated that there was a discussion about judges and comments, pertaining to a number of cases where judges were not giving productive comments. Comments like "great job" were being given. She discussed calling together a committee to develop a rubric for judges' comments to pilot at the middle level state conference. Stephanie said she sent a sample FFA rubric to Kelly and Steve to model a BPA rubric. Stephanie also pointed out that each event cannot have the same rubric, it may be better to focus on the judges training. Jamaal thinks the training will help with the judges' comments. Princess suggested adding a generalized checklist on the comment page while keeping a comments section to write in comments. Lisa suggested to present idea to advisors at September advisor's meeting to work on the judges' comments sheet. Kathy T. suggested a Google Doc to share among all advisors to provide feedback and suggestions. Rose suggested to let advisors know to bring technology so they can work on the Google Doc at the advisor's meeting.

Motion by Kathy to create premade comments for the comments sheet which the responsibility will be divided among advisors at the advisors meeting at the end of September, Princess seconded. **Motion carried with all in favor.**

Motion by Kathy to have a working session and present the Google Docs format to the advisors and get them started on making the comments so they understand how and what we expect for the judges' comments, seconded by Stephanie. **Motion carried with all in favor.**

Securing Judges for SLC

Lisa suggested forwarding suggestions for companies HR people names so her or Cheryl can make contact with them. When approaching someone to be a judge, have them fill out the judge's form and give them a copy of the pamphlet. Cheryl will forward these items to everyone. Judges list needs to be set no later than November 30, so letters can go out on Thursday, December 1. Information packets will be sent out to current judges by October 1.

SLC Judge's Training

The board would like to provide training to any available judges on state grading day. Lisa suggested during the judges training on state grading day to have judges grouped by types of events. Eric suggested making a packet to email to the judges beforehand. Lisa suggested recording the live judges training session to make available to anyone who will miss the state grading day training. It was suggested to have both an afternoon and evening session available

for judges to attend. **Motion** made by Stephanie to hold a judges orientation during state grading day with times to be announced, seconded by Sandy. **Motion carried with all in favor.**

Complaint/Appeals Process – one advisor from each county be on the committee,

It was suggested to change the name to represent what the committee does, from the Rules Committee Policies and Procedures to Rules, Complaints, and Appeals Committee (p.33). Also suggested was to add a third purpose, “To handle any complaints and appeals.” It was suggested to change the membership to three board members, one from each county.

Motion by Eric to change the bylaws of the Rules Committee Policies and Procedures to add the third purpose: To handle any complaints and appeals, to change the membership of the committee to three board members (one from each county), and change the name of the committee to Rules, Complaints, and Appeals Committee, seconded by Sandy. **Motion carried with all in favor.** The proposal will be voted on at the State Conference.

Membership Recruitment Program

This program would give incentives to chapters who increase their national membership. The idea of rewarding chapters with a certain amount of SLC registrations waived based on the increase in the percentage of enrollment the chapter has from last year was presented. **Motion** made by Kathy to implement the Membership Recruitment Program, seconded by Eric. **Motion carried with all in favor.**

State Conference/State Grading Day

It was suggested to make the requirement for volunteering at SLC, or advisor will not be allowed to submit registration. The suggestion was also made that advisors cannot sign up for grading day event as an SLC conference duty, as these two are on separate days.

Action Needed

Board members need to look at the chapter manual by next Friday September 16, and make recommendations for revision to Cheryl.

Rose recommend if CEAC advisors are not going to be at a board meeting, that they send an update before the meeting. Lisa suggested they send it to Rose and she uploads it to Schoology.

Adjournment

Motion to adjourn made by Eric, seconded by Kathy. **Motion carried with all in favor.**

Adjourned at 6:58 p.m.