

Executive Board Meeting
SkillsUSA Maine
United Technologies Center
December 16, 2009

Members Present:

Don Jalbert – H.S. Director - LRTC, Kevin Quist – College Director, Hal Casey –Secretary/Webmaster, Darlene Bruns – Treasurer -WRVC, Deb Gilbert – Conference Coordinator, Doc Hannaford – Past Director, Don Wade – EMCC, Wayne Jackson- UTC, Les Stackpole – EMCC, Don Wade – EMCC, Hernan Ammerman – Region 3, Pete Barlow – Region 9, Norm Jamison - Region 9, Jeanette Vanidestine- LRTC, Carol Pelletier – MCST, Kent Lyons – WCCC, Keith Trafton – SMCC, Rick Thomas – SMCC, Susan Taylor – MVR10, Juanita Campbell – CTC, David O’Brien – OHTS, Fred Steeves – OHTS, Lindsay Farmer – WCTC, Wayne Jackson, UTC, Tim Fecteau – SRVC, Nancy Cole – State Officer Advisor Consultant, Andrew Trowbridge – State Officer Advisor - HCTC, Leilani Cyr – State Officer Advisor, Kayla Blanchard – State President, Jess Denis – State Vice President, Clarissa Westleigh – State Secretary, Katie Knowlton – State Treasurer, Amy Macomber – State Reporter, Angelica Beek – State Historian, Tyler Hawksley – State Parliamentarian.

Meeting called to order by Don Jalbert at 8:30 am

The State officers led us in the Pledge of Allegiance and SkillsUSA Pledge.

Secretaries Report:

The secretaries report of 10/21/09 was presented.

*Motion: Approve minutes as presented. Made by Deb Gilbert seconded by Andrew Trowbridge.
Vote Unanimous.*

Treasurer’s Report:

The treasurer’s report was presented.

Motion: Approve the treasurer’s report as presented. Made by Rick Thomas seconded by Fred Steeves. Vote Unanimous.

The 2009-2010 approved budget was presented to the members of the executive board. This item was discussed and approved at the October meeting. This is the budget in final form.

Guest Speakers

Gene Ellis - Maine Apprenticeship Programs: presented information about the pre-apprenticeship program. A variety of handouts were given to those in attendance showing the need and importance for apprenticeship and pre-apprenticeship programs.

Mike Azevedo -911 Emergency Dispatching: presented information about the proposed 911 Emergency Dispatch Contest. They had a question about what is feasible and what are we looking for? They are currently putting things together statewide and every center in the state is on a different page currently. They have a training room that possibly can be used and are able to create scenarios to test the students on. Call center is on 97 Hammond St, Bangor. He will check with the director to make sure they are able to help create and run this demo competition.

Don Cannan, Executive Director – MACTE: spoke to us to ask what else they can do to support us. Awareness of the work of MACTE. He plans to address each of the CTSO's over the course of the year. Need for "organization" around CTE for validation. Collectively, how do we respond to the mandates that are constantly coming at us from a variety of stakeholders? Unity of purpose in schools and centers around the state. Education should be around applied and contextual. MACTE Website... Gave an update of what MACTE has done during this past year – Tandburg, Tech updates, CTE conference, Student of the Year, etc.

State Officers:

Introduction of newly elected State Officers – The State Officers introduced themselves – Katie Knowlton – TCTC Treasurer, Amy MacComber - TCTC Reporter, Tyler Hawksley - HCTC Parliamentarian, Angel Beek - LRVC Historian, Jessica Denis-LRTC Vice President, Clarissa Westleigh- HCTC Secretary, Kayla Blanchad - Empire Beauty School President, (Harlow - SMCC Sargent at Arms – absent).

Fall Leadership Report – Some schools will be doing community service projects in the future. Only 4 or 5 schools participated in the conference. We need to look at a different setup, maybe go back to a Saturday conference. A thank you needs to be sent to the National Guard.

State Conference Planning Update – Theme "**My Inspiration**" - what inspires them to do what they are doing. They are meeting with Jeff and Mark today to discuss the menu / lighting and sound. National theme – Connecting the Opportunities.

Advisor of the Year process and procedures – Applications will be sent to the schools presidents and returned

Other – Amy and Angel are looking for information from the local chapter to use in a state newsletter.

National Anthem Singer - Only have received one national anthem submission. All submissions must be submitted to the officer team by Feb 6th.

State wide community service project – A discussion was held about this year's state wide community service project. Some ideas were: a local penny drive and have it brought to the state conference and have it go to a charity, possibly a teen organization or Maine Make a Wish. This still is in discussion stage and will be looked at further by the State Officers.

State Directors Report:

Alumni & Friends Scholarship - The SkillsUSA Alumni & Friends Association is offering two annual merit-based \$500 scholarships to qualifying students. The scholarships will recognize the qualities in SkillsUSA students for whom the SkillsUSA Alumni & Friends Association support, including leadership, commitment to community service, improving the image of career and technical education and improving the image of his/her chosen occupation. The deadline to apply is May 15, 2010. If you have questions, please contact Niki Clausen at nclausen@skillsusa.org or call 703-737-0639. For an application, go to:

<http://www.skillsusa.org/supporters/alumnischolar.shtml>.

NTHS Scholarships Reminder -SkillsUSA has once again teamed up with the National Technical Honor Society (NTHS) to promote outstanding student achievement within technical education. SkillsUSA is offering four \$1,000 scholarships through NTHS (two college/postsecondary and two high school), and these will be awarded at the 2010 national conference. The deadline is March 1, 2010. For more information, go to <http://www.skillsusa.org/students/nths.shtml>.

Nominations for the 2010 Alumni Coordinating Committee Elections - SkillsUSA is accepting nominations of qualified alumni for service on the Alumni Coordinating Committee. Nominations are being accepted for the following positions:

Executive Chair: Open to any registered member of the SkillsUSA Alumni Association

Region II: Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Arkansas, Tennessee, Puerto Rico or the U. S. Virgin Islands

Region IV: North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Missouri, Iowa or Minnesota.

All nominees must be active Annual, Lifetime or Honorary Life members of the SkillsUSA Alumni & Friends Association in good standing. Additionally, a nominee must have been an active member for at least 12 months preceding the date of nomination. You are encouraged to nominate candidates as soon as possible. You may nominate yourself or any Alumni member in good standing. Nominations are due by close of business on April 15, 2010. If you have questions, please contact Niki Clausen at nclausen@skillsusa.org or call 703-737-0639.

Young Worker Safety and Health Training - This item appeared in the November 15 Executive Update, but was missing the Web site information. Here it is again. Please share the following information with your local chapters:

The Young Worker Safety Response Center (YWSRC) is funded by the Occupational Safety and Health Administration (OSHA) to promote the safety of young workers. There are free resources and training offered by the center.

Youth @ Work: Talking Safety is a free, interactive, skills-based 3-5 hour training program for young people. Even if you already provide safety training using an OSHA or industry-specific course, Youth @ Work can complement your training with additional fun, interactive activities to help build a foundation of health and safety skills. It provides basic information about recognizing

and reducing or eliminating all types of workplace hazards, dealing with emergencies on the job and speaking up effectively about safety concerns. To see an online version for your state, go to <http://www.cdc.gov/niosh/talkingsafety/>.

For more information and to learn about training-of-trainers workshops offered in your state, contact the Center's co-directors: Christine Miara, Education Development Center, Inc. (617) 618-2238 or Diane Bush, Labor Occupational Health Program (510) 643-2424.

Call for Talent Reminder - Do you have a talented singer in your state who would enjoy a special performance opportunity? SkillsUSA seeks singers for the Opening Ceremony or Awards Ceremony during the 2010 SkillsUSA National Conference. We are looking for a SkillsUSA student member to sing the National Anthem or another patriotic song appropriate for opening a general session. Singers may sing acapella or to a pre-recorded instrumental track. Send in all audition videotapes on DVD, postmarked by February 1, 2010 to Karen Perrino, SkillsUSA, 14001 SkillsUSA Way, Leesburg, VA 20176. Questions may be directed to Karen at 703-737-0610 or kperrino@skillsusa.org.

National Conference Pin and T-Shirt Contest Reminder - February 1, 2010 is the deadline for entries to the SkillsUSA National Conference Pin and T-Shirt competition. This event is open to all paid student members of SkillsUSA. What a great way to have a student and advisor from your state recognized in front of a national audience. Paid registration to nationals, a plaque for the teacher and student, plus a school grant to the advisor of the winning student will be announced at a later date. Rules are in the membership kit and are also posted on the SkillsUSA Web site at: <http://www.skillsusa.org/compete/other.shtml>. Questions may be directed to Karen Perrino at 703-737-0610 or to kperrino@skillsusa.org.

Membership Update – As of 11/25 we are 200 students behind where we were at this point last year. There are still schools who have not registered as of date and two new schools coming on this year.

Charter Fees / Tech Standard CD's – passed out to schools present that have paid charter fees to date. That were present at this meeting. Others will be mailed.

Old Business:

State Website – We still need information from local chapters for the website. We are looking for pictures, articles, whatever your chapter might want to share. We need to put more information on the site about the national community service awards, student2student program, national week of service, etc.

Leadership Team Vacancies

Applications are available for the following positions on the SkillsUSA Maine website. ([http:// www.skillsmaine.org/documents.html](http://www.skillsmaine.org/documents.html))

State College Director
State Alumni Director

State Treasurer
State Officer Advisor

Competition Responsibilities – The responsibility signup sheet was passed around for the final time. The final list will be typed and will be available through email and the state website.

Contestants – At the October meeting the Competition Committee recommended that we should give as many students as possible the chance to compete on the state level. No matter what the number in a competition. Keep as many competitions as possible available for the students. Questions on space and safety have been raised and these were also answered at the October meeting. ***The instructor that sends the student to the competition needs to be confident that the student is competing in the correct contest and has the proper skill and safety training.***

Contest Allotments – We looked at the raw data from the survey and at last years allotments to decide how we should assign the allotments for this year. We will use the contest allotments as per past history.

*Motion: That we adopt last years allotments as the 2010 allotments with the addition of the demo contests with an allotment of only one. Made by Wayne Jackson, second Don Wade.
Vote Unanimous.*

Online Registration – Will open after the first of the year, deadline for registrations is Feb 2nd. All changes need to go to Don Jalbert and will only be accepted on the change form and needs to be submitted via email. No changes after Feb 12th. After Feb 12th you will be access a \$10 fee, same procedure as any other change.

Double and triple check the names, you must enter all registrants – chaperones, advisors, bus drivers, contestants, everyone coming to the conference. You must also mail the paper copy with payment as the final step.

Judges Packets – and Conference registration packets will go out in the mail this Friday. Make sure you check the forms for correctness and the forms are returned to the correct parties by the deadlines. For this years Judges Packet's – delete the estimated expenses and the prize form. Single side all forms that are to be submitted. Add single or double occupancy check box in a room to the hotel form.

Competition Locations / Maps – Last years maps were passed out and the school representatives were asked to double check the contest locations.

Testing – PDP/Leadership testing once again this will be done online. The test will be open only for one week – February 22 – 26. Snow dates will be scheduled if needed. Study sheets and sample questions will be available starting in January.

Written Contest Tests – Guidelines for the written tests are:

1. They must be at civic center by 11 am and
2. There must be the correct number of tests
3. They need to be picked up by 4:30
4. Technical Committees are expected to correct their own tests

Technical committees will have to administer their own written tests if we don't have them by 11:00 a.m. on Thursday.

Program – email for program submissions - lfarmer@msln.net

Vendors - Jeanette has sent out a postcard to all of last years vendors – plus. Cost per table will be the same again this year.

School Memberships - A question was raised if it would be okay for P.A.T.H.S. to be registered under the SMCC charter for this year to be able to allow some of their students to compete. As long as they are fully registered, dues paying members under SMCC they will be allowed to compete for this year's event.

Upcoming meetings –

January 9	Saturday	Leadership Team
February 9	Tuesday	Executive Committee
March 11 and 12	Thursday/Friday	State Conference
April 13	Tuesday	Executive Committee

All meetings are held in the Bangor area.

New Business:

Bus Survey Results – The results of the survey were shared. Deb Gilbert looked for information leaving Sunday straight to KC arriving Monday afternoon. Bus could be available for group transportation while in Kansas City. Would leave after closing to return to Maine. Estimated cost is \$160 per person, with 52 seats on each bus. This is just the planning stages and it is about 28 hours straight shot.

Other:

Adjourn:

Respectfully Submitted:

Harold L. Casey, Jr.