

Executive Board Meeting
SkillsUSA Maine
United Technologies Center
February 9, 2010

Members Present:

Don Jalbert – H.S. Director - LRTC, Kevin Quist – College Director, Hal Casey –Secretary/Webmaster, Darlene Bruns – Treasurer -WRVC, Deb Gilbert – Conference Coordinator, Wayne Jackson- UTC, Robert Zabuerak – Region 2, Dave Morse – SJVTC, Amy Bragg – BRCTC, Charlie Fontaine – FRATC, Melissa Williams – FRATC, Amy White – PIRTC, Spencer Bragan – PIRTC, Rodney Verrill – NESCOM, Les Stackpole – EMCC, Don Wade – EMCC, Herman 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, Fred Steeves – OHTS, Lindsay Farmer – WCTC, Holly Schribner – WCTC, Wayne Jackson, UTC, Tim Fecteau – SRVC, Nancy Cole – State Officer Advisor Consultant, Leilani Cyr – State Officer Advisor, 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 1/9/10 and 12/16/09 were presented.

Motion: Approve the December 2009 minutes as presented.

Made by Jeanette Vanidestine second Wayne Jackson

Vote Unanimous

Motion: Approve the January 2010 minutes as presented.

Made by Charlie Fontaine seconded by Deb Gilbert

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 Dave Morse

Vote Unanimous.

State Officers:

Community Service Project - The community service project will be “coin wars” for the Maine Veterans Homes facilities in Maine. We are asking each school to locally hold the coin collection and bring a check made out to the Maine Veterans Homes with them to the conference. The checks will be presented during Closing Ceremonies to a representative of the organization.

State Conference Planning Update – The lighting and sound estimate is in and it is \$12,000, which is an \$800 increase from the budget/last years cost of \$11,200. This is due to the difference in the lighting technology now used; a white cyclorama 40x40 backdrop and 16 color blast LED fixtures that can change the total color or partial color of the back as well as see gobos better.

*Motion: To accept the proposal for \$12,000 for this years sound and lighting.
Made by Herman Ammerman seconded by Charlie Fontaine.
Vote Unanimous*

National Anthem Singer – The state officers would like to thank everyone that submitted a recording. After listening to all the decision was made to have Ashley Lawrence from TCTC be the National Anthem singer during opening ceremonies.

Delegate Session– **Change!!!** Will be held from 11:30 – 12:30 at the Eagers Auditorium at UTC. If your delegate is competing and will not be done by this time, please appoint another delegate. It is important for all delegates to attend this meeting.

State Officer Applications- were due today and have received only 2 at this time. The deadline has been extended to March 1st.

Banquet – The doors will open at 4:30 and the tables will be assigned. We ask that each school finds their table and waits for instructions. Once again this year the catering will be done through Jeff’s Catering.

Ceremonies / Spirit Award / Advisor of the Year – The final touches have been made on the opening ceremonies script and the officers have been practicing their parts. The Spirit Award is an alumni award and once again this year they will take care of it. Advisor of the Year applications were due today and none have been received. The deadline has been extended to March 1st.

Entertainment - Has been set up and will be from 8 am to 10 pm in the civic center. Everyone *MUST* have their name badge in order to get in must follow their schools dress code at this event.

Leadership Conference planning – a committee has been formed including officer and advisors.

State Directors Report:

CTE Month and SkillsUSA Week Events and Activities

February is Career and Technical Education Month and February 7-13 is SkillsUSA Week. SkillsUSA Week activities are a great way to highlight the good work your state association and local chapters are doing. For SkillsUSA Week ideas, see the Chapter Management section on the SkillsUSA Web site. SkillsUSA offers downloadable public service announcements at: <http://www.skillsusa.org/educators/skillsusaweek.shtml>.

ACTE also offers excellent resources related to Career and Technical Education Month, which is celebrated the entire month of February. Go to: <http://www.acteonline.org> for more information.

For SkillsUSA clothing or gifts go to: <http://www.skillsusastore.org>. The SkillsUSA Store can also help you with custom items for your state conference or other events. Call Steve Korker at 703-716-3330, Ext. 137 or e-mail: skorker@egroup-inc.com.

How Green is your SkillsUSA Program?

SkillsUSA is joining many other organizations by “going green,” and we’ve now had our own national Green Team for two years. Surveys of our members indicate that students are environmentally conscious and committed to the principles of environmental stewardship.

SkillsUSA is working to create a greener national conference, asking TECHSPO exhibitors to consider eco-friendly booth exhibits and giveaways, offering recycling throughout the convention center and striving to appropriately recycle/donate leftover contest materials and food to reduce waste. We’d like to learn what state associations are doing to go green. We’d also like to hear about local chapter service projects based on eco-friendly procedures, environmental education or sustainability. We are encouraging eco-friendly projects be conducted during the SkillsUSA National Week of Service and these will be showcased in the future. Send information to greenteam@skillsusa.org and hcasey@skillsusamaine.org

See PDP As Never Before

All levels of the all-new version of PDP Online are now available. This includes, for the first time online, the SkillsUSA competencies. The SkillsUSA student competencies feature 20 SkillsUSA-related competencies, plus the guidelines for completing the American Degree.

PDP Online is an exciting way for your students to connect to their careers, their communities and their futures. With content that now matches the latest printed edition, it’s a flexible way for students to build the career-enhancement skills they’ll need to succeed.

2010 SkillsUSA University Reminder

We are currently accepting proposals from high-quality presenters of innovative, timely and dynamic educational sessions to be presented at the 2010 SkillsUSA University in Kansas City, MO. All sessions will take place at the Downtown Marriott or the Kansas City Convention Center on June 23, 24 and 25. We ask state directors or instructors who would like to present to send e-mails with proposed topics to Deborah Tripp at dtripp@skillsusa.org.

Possible topics: local chapter activities; fund-raising; community service; SkillsUSA program of work success stories; business etiquette; communication skills for students; local industry partnerships, etc. These can be best practices (with a local advisor presenting) or an expert in the subject area. If you do not want to present, but you have suggestions for workshop topics, please feel free to forward them to us.

The deadline for proposals is February 21, 2010. For more information and a Request for Proposal (RFP), go to <http://skillsusa.org/events/skillsuniv.shtml>.

NTHS Scholarships Offered 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>.

Advisor's Success Kit (ASK) Tools for SkillsUSA Chapter

We are proud to announce the release of the newly revised edition of the Advisor's Success Kit (ASK) Tools for SkillsUSA Chapter Management. Developed by a team of educators, ASK will connect advisors with the resources they need to effectively manage a SkillsUSA chapter.

This edition has a number of features to enhance its user-friendliness. ASK comes in an easy-to-use Portable Document Format (PDF). With live links to SkillsUSA's many Web resources, links to a series of online e-learning tutorials, teacher-generated tips, interactive forms to facilitate core chapter operations, and sample documents such as press releases, advisors will have what they need to guide their students as they learn to run their SkillsUSA chapters.

Sponsored, in part, by Newell Rubbermaid, ASK now features resources related to current programs and services such as the Chapter Activity Planner, Personal Leadership Inventory and more. ASK also features a new chapter on advocating for SkillsUSA and career and technical education.

Packaged in a folder, the kit includes an 18"x24" planning calendar, the SkillsUSA Chapter Management Basics DVD and an instructional flier. To order this new edition, visit: <http://www.skillsusa.org/store/>

Miller Electric Awards to State Welding Champions

Miller Electric Mfg. Co., Inc. is continuing its awards to state high school and college/postsecondary first-place medal winners. Again this year, Miller is awarding helmets rather than welders. Miller will donate their Performance™ Series Helmet. Students will select the helmet of their choice from the enclosed brochure, complete the information requested on the back of the certificate and mail it to Peggy Moehn at the Miller Training Department, and she will handle the orders.

SkillsUSA Alumni Sign Ups Needed—Continue the Journey!

SkillsUSA membership is an exciting part of the technical program for many students, and we want to help all program graduates to continue their SkillsUSA experience. SkillsUSA encourages all spring 2010 high school or college graduates to join the SkillsUSA Alumni & Friends Association. We're extending our offer of free alumni membership to all currently registered members. Alumni Members are sent a membership card, a link to our online magazine, SkillsUSA Champions, a quarterly newsletter, as well as the online Alumni forum. SkillsUSA is working to provide more networking opportunities for alumni and more opportunities for involvement at the local, state and national level. To register, go to:
<http://www.skillsusa.org/supporters/alumnireg.shtml>.

Alumni & Friends Scholarship

The SkillsUSA Alumni & Friends Association is offering two merit-based \$500 scholarships to qualifying students. The scholarships recognize the outstanding qualities of SkillsUSA students including leadership, commitment to community service, improving the image of career and technical education, and improving the image of a student's 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>

Alumni Pin Design Contest

The SkillsUSA Alumni & Friends Association is sponsoring a Pin Design Contest this year. The winning design will become the official Alumni Pin for the 2010 National Leadership and Skills Conference. The deadline for pin designs to be received by the national headquarters is March 1. The SkillsUSA Alumni & Friends Association is sponsoring a Pin Design Contest this year. The winning design will become the official Alumni Pin for the 2010 National Leadership and Skills Conference. The winner will also receive a plaque, an industry prize and a complimentary registration for the national conference.

If you have any questions, please contact Niki Clausen at nclausen@skillsusa.org or call 703-737-0639. For more information and contest guidelines, go to:
<http://skillsusa.org/supporters/alumni.shtml>.

Attention National Officer Candidates

Now is the time to identify your national officer candidates for this June. We know you've got great students who can represent the organization well, and we hope you'll share them with us. National officers receive top-notch training, travel opportunities and many networking experiences. Information for students and candidate forms will be posted by February 1 at <http://skillsusa.org/students/officerapp.shtml>.

The deadline for submitting applications is June 1. If elected, the new national officers must attend training, July 22-30 in Reston, Virginia.

SkillsUSA Graduation Regalia

SkillsUSA now offers graduation regalia including a stole, honor cord and tassel. These items make wonderful gifts for your state officer team, and we think they'll be extremely popular with local chapters as a way to showcase SkillsUSA to all students. Order now for spring shipment: <http://www.skillsusastore.org>

Other – Advisor pins will not be given out this year. The new supply company does not have them ready yet. We have a small supply left and will be given to advisors that request them on a first come basis.

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.

State Conference Update –

Registration - Is up to around 730 people this year with 552 secondary and 17 post-secondary contestants in 66 contests. The contest counts were passed out to all and reviewed. There will be NO meal tickets available this year.

Judges – Information needs to be sent to Doc Hannaford no later than March 1st. ***It is essential that rooming requests for judges be received by Doc Hannaford to make sure room reservations be made.*** Judges need to attend the evening meeting with Doc Thursday night at 9 pm at the Whitehouse Inn.

Contest Update Procedures –

- Medical Math and Medical Terminology will be hosted in the same room at UTC.
- 911 Emergency will be at the 911 Penobscot County facilities 97 Hammond St., Bangor. They will do 3 calls and will be evaluated on their calls. This is a State Only Contest.

- Advertising Design – this is the largest field of contestants. Extra tables and computers will be brought in for this competitions.
- Early childhood – A concern was raised about students having to wait a long time in the hallway for the presentation part of this contest. They need to wait until they have done their presentations.
- Courtesy Corps – Make sure they fill out their t-shirt sizes and with the information received will need around 15 t-shirts Hal will get them setup and Carol will get the sizes to Hal. We have bodies to help in the different contest areas, please let Carol Pelletier – MCST know if you need help in your contest area..
- Graphic Communication – will be held on Wednesday March 3rd CMCC at 8 am. If you have questions call Richard Cormier 743-7756
- Screen printing - the same as Graphic Communication competition.
- State t-shirt design – Due to illness the tech chair (Ric Belanger) might not be able to continue in with his duties. We ask all requests for information be sent to Susan Taylor. Design is a one-side design only.
- Sustainability Solutions - Scott Curry from Oxford Hills is tech chair for this contest.
- Quiz bowl -The teams must take the written test at the same time. They are separate tests, but they must show up as a team to take the test.

Procedures – No additions to contest listing – registration is closed. Name changes will be accepted up to this Friday 2/12/10 without having to pay the \$10 penalty. All requests for name changes must be made through Don. ***DO NOT CONTACT Lyn at Waldo County Directly.***

There are no refunds for registrations. Don must approve extreme exceptions to this policy.

Registration will be downstairs in the first room to the left down the hallway. We ask only one advisor for each school come in and you must check you information before you leave the room.

All contestants must submit a one page typewritten resume. Check the updates to see if they need to be turned in on Thursday and Friday.

Contest locations will be on the website.

Job Skills, Action Skills, Sustainability Solutions and Cabinet Making still need judges. Please contact Dave Morse regarding Job Skills and Action Skills, Fred Steeves regarding Sustainability Solutions or Spencer Bragan regarding Cabinet Making.

Updates must be submitted by March 1st. Please send them to Deb Gilbert and she will make sure they are posted.

PDP Testing On-line – The information on how to administer the test was passed out. Each school received the list of their registrant's usernames and password.

Occupational Written Tests – Written tests can be mailed in advance and need to go to Deb Gilbert with the correct number of tests. They need to be at the civic center by 12 noon and testing starts at 1pm until 4 pm. Students should check the board to see if they have a written test.

Advisor's Meeting– The advisor meeting will be in the registration room at 4 pm. It is very important that at least one advisor from each school be at this meeting.

National Packets - Don is putting national Packets together and we are staying at the same hotel at nationals. Registration fees are the same, \$115 and after April 15 \$125, an additional \$35 for the breakfast and ice cream social making the total registration fee of \$150. The decision was had about creating a more festive event by adding balloons and noisemakers. The ice cream social was also discussed and a recommendation was made for Don to check on having pizza or BBQ instead after closing ceremonies

*Motion: To have Don look at a pizza bar of another type of food for Friday night and bring the cost back. He is allowed to make the decision if the total registration cost is no more than \$160.
Made by Leilani Cyr, seconded by Don Wade
Vote unanimous.*

Elections – Only one application was received for Treasurer from Darlene Bruns and the board approved the appointment. Only one application was received for Alumni Director From Marissa Jalbert and the board approved the appointment.

Two applications for the State College Directors position was received, one from Kevin Quist and another from Hal Casey. A discussion was held about if this position should stay as the college director or revert back to an assistant director position.

*Motion: To keep the College Director position.
Made by Susan Taylor, seconded Charlie Fountain.
Vote – 32 Yes - Abstaining Robert Zabuerak, Kevin Quist, Hal Casey and Deb Gilbert.
Motion Carries.*

A discussion followed about when is the best time to hold this election. Some feedback was received that things are too busy during the conference and maybe it should wait until the April meeting. It was also stated that the bylaws state the elections are to be held before the conference and that the results are announced during the conference. After everything was discussed, it was decided to hold the meeting during the conference, with the candidates having the opportunity to

address the advisors during the advisor meeting and the voting will be held on Friday by noon. Both candidates will post their information on the state website in advance so that those who want more information can have a chance to look at it before the conference.

Conference Programs – The program is being done by Waldo County Technical Center and they are currently working on the layout. You can email items lfarmer@mlsn.net and all submission need to be in high resolution

Bus for Nationals – Deb has worked with a couple of bus lines to work out our best deal. Information was passed out. Everything is included except the hotel room for the bus drivers. See information passed out. Price per person will be \$285.

Susan Taylor is willing to share a bus for state competitions.

The t-shirt company cannot print the t-shirts for this year. As of this time the t-shirt is not available at this years conference. Keith and Lyndsy will see what they can do.

Closing / Awards Ceremonies / Scholarships & Prizes -Please try to get the prizes and scholarships as soon as possible. If you bring them to closing ceremony for presentation you need to wait until they have been logged in and property tagged. Please tag them for the contest and medalist position and put the name and address of the donor on the prize.

New Business:

None

Other:

Upcoming meetings –

March 11 and 12	Thursday/Friday	State Conference
April 13	Tuesday	Executive Committee

All meetings are held in the Bangor area.

Adjourn:

Respectfully Submitted:

Harold L. Casey, Jr.