

Executive Board Meeting
SkillsUSA Maine
United Technologies Center
April 13, 2010

Members Present:

Don Jalbert – H.S. Director - LRTC, Hal Casey –Secretary/Webmaster, Deb Gilbert – Conference Coordinator, Doc Hannaford – Past Director, Melissa Williams – FTC, Juanita Campbell – CTC, Wayne Jackson- UTC, Robert Zabierek – Region 2, Dave Morse – SJVTC, Amy Bragg – BRCTC, Amy White – PIRTC (with guest Noah), Les Stackpole – EMCC, Don Wade – EMCC, Herman Ammerman – Region 3, Pete Barlow – Region 9, Norm Jamison - Region 9, Jeanette Vanidestine- LRTC, Carol Pelletier – MCST, Keith Trafton – SMCC, Rick Thomas – SMCC, Susan Taylor – MVR10, Fred Steeves – OHTS, Lindsay Farmer – WCTC, Holly Scribner – WCTC, Tim Fecteau – SRVC, Nancy Cole – State Officer Advisor Consultant, Leilani Cyr – State Officer Advisor, Jess Denis – State President, Katelyn Mosely – State Vice President, Andrew Braley – State Secretary, Rebecca Schneider – CATC – Treasurer; Amy Macomber – Reporter – TCTC; Angelica Beek – LRVC – Historian/Webmaster; Tyler Hawksley – HCTC – Parliamentarian; David MacDonald – LRVC – Sargeant at Arms.

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 secretary's report of 2/9/10 was presented.

Motion: Approve the February 2010 minutes as presented.

Made by Rick Thomas second by Dave Morse

Vote Unanimous

Treasurer's Report:

The treasurer's report was presented.

Motion: Approve the treasurer's report as correct.

Made by Herman Ammerman seconded by Amy White

Vote Unanimous.

The board forwards their thanks to Darlene Bruns for the fantastic job she does in keeping our accounts.

State Officers:

Introduction of New Officer Team - The officer team is: Jessica Denis – LRTC – President; Katelyn Mosely – HCTC - Vice President; Andrew Braley – TCTC – Secretary; Rebecca Schneider – CATC – Treasurer; Amy Macomber – Reporter – TCTC; Angelica Beek – LRVC – Historian/Webmaster; Tyler Hawksley – HCTC – Parliamentarian; David MacDonald – LRVC – Sargeant at Arms.

Nomination of State Officer Advisor – As of the closing gavel at this year’s championship, Andrew Trowbridge would no longer serve as one of the State Officer Advisors. We wish to thank him for his service to our organization and wish him the best. Nominations for this position were accepted.

*Motion: To appoint Debra Gilbert as the new State Officer Advisor.
Made by Leilani Cyr seconded by Nancy Cole.
Vote Unanimous*

Secretaries Report – The secretary presented a verbal report of their meeting the night before. Some of the topics were the summer training, agenda for nationals, national pep items, state conference overview, and they went through basic officer training.

Treasurers Report – No report. The treasurer will be setting up a meeting between herself, the state officer advisors and the executive board treasurer to set up a system.

State Wide Community Service Program Final Report – Raised \$1623.09 for the Maine Veterans Home. The check was presented during the awards ceremonies.

NLCS Expenditure for Travel – The officer budget includes a line to help defray the costs of the state officers attending the national conference. The team looked at their costs and the status of their current budget and felt it to be prudent and fiscally responsible to request that the amount of \$225 be allocated for each person.

*Motion: To allocate each officer (8) and the officer advisor (1) \$225 each from the officer budget to help defray costs to Kansas City.
Made by: Leilani Cyr seconded by Rick Thomas
Vote: Unanimous*

National Pep Ideas - The officer team is planning a variety of things to help with our state spirit while we are at nationals. For opening ceremonies they will be making foam board letters spelling out Maine, to look like a bunch of potatoes and blueberries, along with wearing potato sacks and other costumes. They are looking into purchasing a moose hat with antlers, beak and ears for everyone to wear at nationals. They are also looking into getting t-shirts donated, decorating our contestant’s doors and being in the lobby the morning they leave to compete to cheer them on.

Summer Training - Will be held August 16th and 17th at Deb Gilbert's camp in Sydney.

Other – At this year's conference the plaques were not available to be presented. Plaques were presented to Hal Casey as Advisor of the Year; Kayla Blanchard and Clarissa Westleigh for their service on the officer team.

State Directors Report:

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 & Friends 5K Road Race - The SkillsUSA Alumni will be once again sponsoring the 5K SkillsUSA Champions Run, sponsored by Irwin Industrial Tools. This year the race takes place on Friday June 25 at 9 a.m. and the tentative location is the Parkville Nature Sanctuary. The park is about 15 minutes from downtown and offers more than 100 acres of nature, walking trails, barrel-vaulted cellar, shelter, stone cellar, overlook, waterfalls and wetlands.

Transportation to the park will be provided from the Convention Center (students can shuttle from hotels to the Convention Center on Friday morning and then ride a designated bus to the 5K race, or use private transportation). The new day and location provides an alternative activity for students and instructors on Friday, and a chance to enjoy a beautiful park in the greater Kansas City area.

Registration is \$15 per person and includes a unique t-shirt. Awards will be presented to the first 300 finishers. No headphones, strollers, animals, skates or skateboards will be allowed on the racecourse.

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>

Courtesy Corps Auction Fund-Raising Activity - We need your help with the National Courtesy Corps annual auction. The Auction Committee is collecting items and will hold an auction on June 25th to raise money to help support the National Courtesy Corps. As you know, the Courtesy Corps members work all week at the conference in many areas helping set up/tear down, run errands and assist the conference management committees and national staff wherever needed.

If you have items that you would like to donate to sell at the auction, please either mail them to the attention of: NCC Auction, SkillsUSA, 14001 SkillsUSA Way, Leesburg, VA 20176, or take them with you to the conference and drop them at Courtesy Corps headquarters in Lobby 3500. (Please note: the *NLSC Guide* states that items should be dropped off at an NCC Auction collection station that will be set up in the national conference registration area in Lobby 2100. This has changed. Items now need to be dropped off at Courtesy Corps headquarters in Lobby 3500.) Please also encourage your instructors to donate items, possibly student projects from their schools.

Please also plan to attend the auction and join in the fun. Remember, one person's trash is another person's treasure, so be sure and clean out your closets and garages and send us some treasures.

SkillsUSA Amazing Race - SkillsUSA's Amazing Race will take place on Wednesday, June 23, from 10:30 a.m. to 1:30 p.m. in connection with TECHSPO. This program will be similar to the TV show where participants are challenged to perform various tasks and move quickly through the TECHSPO territory in order to learn more about exhibitors and win prizes. In addition, SkillsUSA's Amazing Race will provide interactive fun for students and adults. The passport will be distributed through the state delegation conference materials included at the registration appointment at the beginning of the week. Participants will be challenged to find different SkillsUSA products in exhibit booths throughout the show in designated TECHSPO booths. Once at the correct booth, participants must either perform a task or duty in order to qualify for a stamp on their passport cards.

There are two roadblocks included in the race. Each roadblock will delay the participant and require a bit more effort to earn the stamp. After completing pit stops 1-11 (out of 12), the participant must report to the 12th and final destination and turn in the card at the last booth. The race will conclude at the SkillsUSA Alumni booth where membership will be encouraged. Prizes will be distributed at the alumni booth to participants who complete the race. There is a limited quantity of prizes, so it will be important to complete the race in a timely manner.

NLSC Name Badge Reminder - The SkillsUSA NLSC conference name badge is very important again this year. Each conference participant name badge will contain a bar code on the same side as the participant name. The badge will come with a larger badge holder and a complimentary lanyard provided by our friends from the Fastenal Company. The new badge design will allow tracking of participants when determining attendance to conference functions, contest meetings and competition events and for security purposes. The badge holder combined with the badge itself is the official entry credential for SkillsUSA conference participants. SkillsUSA will also offer the service of lead retrieval to our exhibitors and tracking of VIPs. To ensure proper use of the new badge design, participants should not attach pins, stickers or other types of interference to the name or bar code during the conference. Name badges will continue to be distributed through the registration process

Old Business:

State Conference Debrief –

Survey Results – The survey results were shared with everyone. These results are being attached to these minutes. Other comments made during this meeting are:

Judges Debriefing – Can it happen for all contests? Some students received feedback and some did not. Those that did receive the feedback at the end of their competitions found the information very informative and were thankful for the observations.

T-shirt Contest – Attendees of the conference would like to see all designs displayed for everyone to see. Judges also frustrated with how it went – paperwork was not clear to judges, space changes, and no place to display the design. The judges also were not sure if that is the way they would go if they had a choice, would rather not see the designs before doing the interview. Susan Taylor and Lyndsey Farmer will get together to work out some of these issues to make next year better.

Awards Ceremonies - During the awards ceremony show the winning bulletin board, chapter display, t-shirt and pin design when they are announced.

Written Test – there was a confusion on team tests – do all students take the test or only one student of the team and if the full team takes the test do they take them individually or taken as a team. Move contest poster of testing closer to the main entry door. Change when tests are due so we can email blast which contests have a test in advance.

Resumes – We need better information on how and when to submit resumes.

Opening/Closing Ceremonies – try to limit the amount of crowd shots during certain parts of the ceremonies. This was distracting, especially during the guest speaker.

Video Feed – Test and make sure the video feed to the prize area is working before the start of the awards ceremonies.

Courtesy Corps – Create the schedule so that contestants arrive earlier on Thursday for planning and deployment purposes.

On-Line PDP testing – Statesman Award – The question is now if this should count in anyway in the competitions or just be for tie breaking? Most advisors do not think it will change the results of those taking the test. The serious students will take it serious and the others won't. Some student's wait to the night before, some take time to study in advance. If we did make it count as part of the contest score then it needs to be done at the conference. No change would happen in the future on how to use the PDP testing.

The test was harder this year and only 49 people scored high enough to receive their Statesman. It was also mentioned that some questions did not match the leadership handbook. Next year we will have some advisor review the questions.

Judge – School Contact – Technical Committee Concerns – Concerns that school contact person is too close to the competition in some areas. It was reported that in some contests the contact watching the student, sitting with judges afterwards while tallying up the score, and even brought final scores not sealed in envelope. We need to be diligent about a separation between the school contact person and the judges/contest. We understand that the advisors need to be involved to make some contests run, but they should not be judging or scoring.

Conference Logistics Issues – We have been getting requests for more information on results. In some contests we get zero information except for gold, silver, and bronze. Other contests give us everything that they do. The executive board voted to stop giving information at an earlier board meeting.

Don and Hal have looked at an online software package, SkillsSOS. This is a product would be able to give contestants information about how they did. More information about this can be found at: <http://www.skillssos.com/>. Board approval is needed to move forward.

Motion: That we proceed as long as the cost for this program is based on conference registration only.

Made by Rick Thomas Seconded by Susan Taylor

Yes 27 – No 0 – Abstaining 1 (Wayne Jackson)

Contest Quotas and Costs – Do we need to look at those contests that cost us a larger amount per student, especially in contests where multiples from a single school are accepted? It was stated that contest costs need to be looked at individually. Should we put a cap on how much is spent per student? While we are still running in the black at the end of state competitions, many believe we should just stay the status quo. No further action was taken on this issue.

Should we put a cap on how many students per contest? How do we make the contest quotas fair across the board for all contests? A suggestion was made that if the contest has 3 contestants or under allow 3 per school, 4-6 contestants all 2 per school, 7 contestants or more 1 per school. Referred for consideration at a later date.

National Information -

Monday 6/21: State Registration, 4 pm- 6 pm in the Delaware room at the hotel.

Written testing, 6 pm – 8 pm in the Delaware room at the hotel.

Advisor meeting at 9 pm in the Delaware room at the hotel.

(Written testing will also be available after the breakfast for those coming in late.)

Tuesday 6/22: State Champions Breakfast, 7 am

(All other Conference events attached.)

National Registration – due by April 15th. Double check your registrations, print out the summary and NLSC1's. Make sure you send the NLSC1 and a copy of the insurance card to Don.

National Resumes – Every contestant needs to submit a one-page resume online by June 1st. Upload the resume at <http://www.skillsusa.org/resume> .

National Hotels – Get rooming and other deadlines from handout. May 7th for hotel information, rooming lists and checks. Everyone we have in our hotel from the state of Maine should be registered for the conference. Parents or others not registered can find out hotel information from Don.

Courtesy Corps Travel – Information is needed to get the tickets. Photocopies of ids, insurance cards, etc are needed. MCST has their student all set, LRTC needs to get information to Carol

Courtesy Corps Auction - Items are needed for the National Courtesy Corps Auction. Get to Deb and she will put in on the bus.

State Pins – Down to about 40 – first come first served.

Other –

Complaint - Doc said, people came to him and said the Advisor of the Year Award looked like it was a ploy to get Hal elected. Kevin has done a lot for this organization. Leilani said nominations were reopened at the last meeting executive board meeting and the deadline was extended. An nomination was receive from students and was given to the committee, the committee was asked if the application was worthy and the committee said yes.

Contests on the college level – They should not to be judged against high school students. We should award medals according to how well they have done period, so there should always be a gold, silver, and bronze. If we are not awarding a gold because they do not meet the standard, then they should be disqualified. Talked at the board level about standards and we have tried to make it fair across the board. We have volunteer judges and if they said there should be all medals awarded, then we are taking the commitment away from the judges. Post-secondary advisors feel that post-secondary contestants need to be judged separately for high school students. Maybe we can create a break down on how to judge secondary and post secondary.

We are sending this to the contest committee to research this further and make some recommendations to the executive board.

New Business:

Meeting Schedule for 2010 -2011 Year –

8/16-17	Monday/Tuesday	Officers training
9/11	Saturday	Leadership Team
10/20	Wednesday	Executive Board
11/12-13	Friday/Saturday	Student Leadership Conference CATC - Cony High School
11/14	Sunday	Local Officer Training
12/8	Wednesday	Executive Board
1/22	Saturday	Leadership Team
2/16	Wednesday	Executive Board
3/10-11	Thursday/Friday	State Championships - Bangor
4/13	Wednesday	Executive Board

Leadership team meetings will be held at CATC, Augusta
Executive Board meetings will be held at UTC, Bangor.

*Motion: To accept the calendar and meeting locations as presented.
Made by Dave Morse Seconded by Pete Barlow
Vote unanimous*

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 Secretary
State Webmaster
State Conference Coordinator

New Chapter Development – We are looking at trying to help get high school chapters at MSAD #24 (Van Buren), Region 2 (Houlton), BRTC (Biddiford) and PATHS (Portland). We are also looking at trying to help get college/ post-secondary chapters at CMCC, Husson, WCCC, Thomas, and Empire Beauty School.

Other:

none

Adjourn:

Respectfully Submitted:

Harold L. Casey, Jr.