

Leadership Team Meeting
SkillsUSA Maine
Westbrook Regional Vocational Center
September 12, 2009

Members Present:

Don Jalbert – H.S. Director, Hal Casey –Secretary/Webmaster, Darlene Bruns, Treasurer, Doc Hannaford – Past Director, Deb Gilbert – Conference Coordinator, David Barry- UTC, Jeanette Vanidestine- LRTC, Andrew Trowbridge – State Officer Advisor, Clarissa Westleigh – State Officer

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

Secretaries Report:

The secretaries report was presented.

Recommendation: We recommend approval at the October meeting by Deb Gilbert, seconded by Doc Hannaford. Vote Unanimous.

Treasurer's Report:

The treasurer's report was presented.

Recommendation: : We recommend approval at the October meeting by Deb Gilbert, seconded by Andrew Trowbridge. Vote Unanimous.

Items given to Treasurer at this meeting:

IRS Reporting form 2
SkillsUSA Insurance bill
State Liability Insurance - Cross Insurance to be renewed.

Appropriate expenditures for contests:

We receive correspondence from Oxford Hills about paying for a substitute for a teacher that judged a contest. Supposedly Mike Schroeder told her that the state would pay for a substitute. Discussion was held with an agreement that we do not compensate for volunteers – judges or other for any of the state conferences. Always considered judges as volunteers.

Recommendation: This issue be brought to the full board in October by Darlene Bruns and seconded by Andrew Trowbridge.

State Directors Report:

State Directors Training - Don attended this training in August. He reported that they had good breakouts and sharing with other state directors. One of the opening night speakers former VICA member now a multi millionaire – how do you define success –it doesn't matter if you are successful you need to be significant. Don would also like to complete the State Director

Certification. Don would like to apply to have state director training in Maine. ***The question for the state organization is: How do we move from being successful to being significant?***

The New SkillsUSA Store is Open Now - The all-new SkillsUSAStore.org is open with an array of new products including fashion apparel, accessories and gift items. Log on then to order stylish clothing and accessories that help you show your pride in SkillsUSA!

On Sept. 18, the SkillsUSAStore.org site expands to include all chapter supplies and competition uniforms. Inventory transfer from our previous supplier should be complete by this date.

We will be ordering the medals for conference now. Need to be ordered by 9/13 in order to receive the discount, which will be over \$1 per medal.

National Conference Pin and T-Shirt Contest - February 1, 2010 is the deadline for the 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 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.

Call for SkillsUSA Talent - Do you have a talented singer in your state who would enjoy a special performance opportunity? SkillsUSA seeks talented 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 a capella 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.

Free SkillsUSA Advisor Membership Incentives - Register at least 20 student members plus one or more professionals by November 16, 2009, and you will receive a free SkillsUSA DVD plus an 8.5x11 SkillsUSA logo podium sign. These materials allow instructors to showcase their SkillsUSA affiliation in a classroom or at special events (total value: \$20.00).

Instructors who submit a roster with 100-percent membership plus one or more professionals will also receive a SkillsUSA Program of Work calendar (value: \$5.95). **This can be done by signing your school up as a Total Participation School (TPP)** Deadline: Your roster must be submitted online or postmarked by November 16, 2009, to receive these free items.

Regional PDP, CMI and CSEP Training Seminars Update - State Farm Insurance is, once again, generously sponsoring regional Professional Development Program (PDP), Chapter Management Institute (CMI) seminars and Career Skills Education Program (CSEP) seminars. There will be one training session (CMI, PDP or CSEP) per region. All materials and training will be free to participants. The only cost is \$30 for lunch and breaks. PDP participants will receive a complete

set of PDP materials and free licenses for each level. CMI participants will receive an ASK CD, a *SkillsUSA Leadership Handbook* and the *SkillsUSA Championships Technical Standards CD* package. CSEP participants will receive one free CSEP license.

- Chapter Management Institute (CMI), **October 10, 2009**, Columbia, South Carolina
- Chapter Management Institute (CMI), **October 22 – 23, 2009**, Mohican, Ohio

If you would like to sign-up for or host a regional PDP training seminar, CMI training seminar or CSEP training seminar, please contact Stephanie Bland at 703-737-0622 or sbland@skillsusa.org. A minimum of 25 participants is needed to conduct the training.

National Hotel Lottery - We drew #28 in the lottery and have received the form to rank the hotels. We recommend that our first choice be our current hotel. This hotel caters to our state and being the only state has its positive points.

Work-Force Ready System Update - Fee for testing will be appropriate expenditures from Perkins. This is due to the work of Nationals working with lawmakers in Washington. The Workforce Ready Site is up, more tests are available and they are looking for field test sites. There are also 10 questions sample so you can see what those test look like.

Cool tools for schools – This year will be for the automotive cluster. This once again will be through Lowe's.

State Officers:

Fall Leadership – Fall leadership theme is Connecting the Opportunities through Community Service. The state officers feel it is important for members to understand their responsibility in their local community and in their local SkillsUSA Chapter. During the conference students will have the opportunity to map out connections within their community and local SkillsUSA, along with time to set goals and create an action plan. The place again this year will be the Armory in Augusta. They have more space available to us for the breakouts. Deb is working on seeing if they will supply lunch and have the blowup obstacle course available. If lunch is provided then they can keep the cost at \$10 per person. Once again t-shirts will be provided.

In conjunction with the Fall Leadership Hal Casey will be offering a one-day local officer training. This will cost \$5 per person (to cover lunch). More information will be sent out in the late September mailing.

All registrations and payments will go to Darlene with a deadline of 10/23 (Friday)

State Officer Advisor– Andrew has received a resignation from Emily Hughes as state officer advisor. She will be taking time with her new son, Aiden Leo Furrow, that was born on September 3rd. The leadership team wishes Emily and her new family all the best

Advisor of the Year Award – The information for the Advisor of the Year was given to the state officers. This is for the nominations for the award that will be presented at the conference in

March. The Maine Advisor of the Year that we will be submitting to the national level is Spencer Bragdon. Kevin is working with Spencer on completing the national packet.

National Anthem Singer – The officers are looking for national anthem singer for the state conference in March. A recording of the person needs to be submitted to the officer advisors by February 2nd.

State Officer Elections – Election of officers happens twice a year, one in March and again in November, with half the team serving from March to March and the other have serving November to November. The officer application packet will be sent out in the late September mailing. The packet will need to be either brought to the Executive meeting on October 21st or postmarked by October 19th.

Recommendation: That the bylaws be changed to reflect the number of state officers as 8.

Nationals Report – While in Kansas City the officers met and talked about how to get more involvement on the state level, the local level and talked about national delegate sessions. They looked at how to get more students involved along with giving back to their local community like visiting at nursing homes, book reads in kindergarten, etc. They believe the effort has to be started on the local level.

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.

We also need to get info out about our weblog, where you can submit your local community service projects and fundraisers. The more we share the stronger we help make each chapter.

New Business:

New Technical Standards CD - Don has ordered 30 of the tech standards CD. Each school will get a copy once they have paid their chapter fee.

Budget Development – Carry Over Balance: The leadership team reviewed the actual expenditures of our 2008-2009 fiscal year. Using this information and historical data, they created a budget to propose at the October meeting. Darlene will put the budget into the correct format. Due to the carry over balance, discussion was held as to where we might be able to save the local chapters money, either to reduce the charter fees or to reduce the registration fees for the March conference. Both items will be presented to the Executive Committee for discussion and vote.

Recommendation: That the budget be adopted as presented.

Strategic Plan / Committee Activity (Competition Committee): - Doc has collected information about pro's and con's and will compile them for presentation at the October meeting. This committee was charged with looking at low enrolled contests, how to add contests, post-

secondary involvement, and contests on the local level that is not on the national level,

You can send him your input at: rhannaford@mainerr.com

Meeting Schedule '09-'10: - A survey was conducted at the end of last year on the best way to hold our meetings. 60% of those responding said they would rather meet face to face – of that most said they would rather meet at a single location.

This years meeting dates are:

September, 13	Saturday	Leadership Team
October 21	Wednesday	Executive Committee
November 2	Monday	Fall Leadership
December 16	Wednesday	Executive Committee
January 9	Saturday	Leadership Team
February 9	Tuesday	Executive Committee
March 11 and 12	Thursday/Friday	State Conference
April 13	Thursday	Executive Committee

The 10/21 meeting will be at UTC.

Recommendation: That each meeting be held at a single location and that this site be UTC in Bangor.

State Conference: - The signup sheet for contest and other responsibility will be available at the 10/21 meeting with space for possible new contests.

Other:

Propose bylaw change of chapter in good standing. – Since we have change the number of meeting for the Executive Committee from about 8 a year to 4 a year we need to look at the number of meetings a chapter must attend to be in good standing.

Recommendation: That the required number of meetings be changed to 3.

We also need to look at the conference responsibilities for each school.

State Conference T-Shirts – We discussed out sourcing t-shirts, having someone come in and print them on demand at the state conference. Darlene has a contact that she will work with that will print on demand during the conference. She will get us more information.

Adjourn:

Respectfully Submitted:

Harold L. Casey, Jr.