

Leadership Team
SkillsUSA
Washington County Community College
September 13, 2008

Members present: Don Jalbert-High School Director, Kevin Quist-College Director, Roland Hannaford-Past President, Hal Casey-Secretary/Webmaster, Darlene Bruns-Treasurer, Nancy Cole-Officer Advisor, Emily Hughes-Officer Advisor, Katie Canavan-State President, Jay Desmond-National College President, Norm Jamison-Region 9, Pete Barlow-Region 9, Bob McShane-SCRTC.

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

Secretaries report:

The last secretaries report was from the April meeting and will be presented at the Executive Meeting for approval.

Treasurers report:

A treasurers report was presented for review and will be presented at the Executive Meeting for approval.

State Directors Report:

Charter Fees:

A conversation about charter fees and how carry forward funds are to be used was held. Don has received questions from MACTE about our carry over amounts and how we plan to earmark it. Darlene mentioned she had conversations with her director and he did not see our carry over as a large amount for us to have in reserve. MACTE also gave us \$2000 to be used but needed to be spent by the end of June 2008. This amount was used as a down payment for the Civic Center for the 2009 March Conference.

Recommendation:

A) The 2008-2009 charter fees will remain at \$350 per school with a member benefit of paying the charter fee once again this year being every paid school will receive the newest Technical Standards CD.

B) That any school that is a new charter or has not been an active chartered school by 5 years or more would receive their first years charter waived.

Skill Point Certificates, Skill Connect Certificates, and Workforce Ready:

MACTE has shown great interest in the Workforce Ready System that is being developed by SkillsUSA. To help with further understanding of the benefits of this program, Mr. Tim Lawrence, Executive Director of SkillsUSA has been invited to be a speaker and presenter at our October 10th Statewide Professional Development Day.

The Workforce Ready System is once again field testing 13 assessments in September. Everyone should have received an email from National's about being a field test site. They are hoping to have the system fully functional with 40 areas of testing by May of 2009. The cost will be \$5 for SkillsUSA Members and \$15 for non-members.

Perkins IV & TPP:

Carl Perkins funds can be used to pay for Total Participation Plan since this is considered an Institutional Membership.

National SkillsUSA strongly encourage states to consider Skill Connect Assessments as a documenting vehicle for technical attainment under Perkins IV. They are available to help sort through the many considerations in meeting these requirements. .

MACTE:

Don reported that they would like to have a formal relationship with us. They are asking us to define the role and responsibilities of their representative on our board. The position currently exists on our leadership team. Darlene and Doc will work on drafting the role and responsibilities for presentation for consideration.

Membership:

Membership kits were mailed on August 1st to all school that affiliated last year, if anyone needs a membership kit please contact Don Jalbert. Membership materials are also available online at <http://www.skillsusa.org/join> . This year, advisors who register at least 20 student members plus one professional member by November 15 will receive a free SkillsUSA chapter banner, Chapters with 100 percent membership will also receive a free SkillsUSA planning calendar.

Online resources for Instructors:

SkillsUSA has developed 13 new online training modules on managing successful SkillsUSA chapters. The modules are at: <http://championsforchange.org/changinprogress.html> .

Also new, free and online is the Chapter Activity Planner that will help your students master six steps from organizing to reporting an activity can be found at: <http://skillsusa.org/educators/cap.shtml>

There is also a module for instructors on how to put the Personal Leadership Inventory into action in the classroom can be found at <http://skillsusa.org/educators/pli.shtml> .

Alumni:

Don reported that Brittany Cockayne has been appointed as the National Alumni's Coordinating Committees Executive Secretary. We have received paperwork on 13 more memberships for Maine.

Grant Opportunities:

Timberland will provide an opportunity for SkillsUSA chapters to “go green” and apply for service project grants. Projects will focus on community greening initiatives. Visit <http://skillsusa.org/educators/timberlandsvc.shtml> .

In late October, watch for announcement of new chapter grants up to \$10,000 from Lowe's Charitable and Educational Foundation. Current information on the grant program is on view at <http://skillsusa.org/educators/lowes.shtml> . This grant is a service project grant and we have passed on the information to Emily Hughes and Mike Jellison to see if we could also submit an application for this grant to be used for a statewide community service project. Watch for more information about the statewide project.

State Officers:

State Officers Budget:

The state officers presented their proposed budget for the 2008-2009 year. They explained each line of the request. They also explained about reducing the number of overnight meetings so that their would be money available for the next officer team to use towards their trip to nationals, since the officers serve as national delegates for the state's interest. Darlene asked if it would possible separate the general supplies and conference expenses. The officers will make that change for the presentation to the executive board.

Recommendation:

That the state officers budget be adopted and included in the overall budget with the corrections made.

Old Business:

State Conference Planning:

Don informed us that Deb Gilbert has resigned her position as the conference coordinator. Further discussion was held about the responsibilities of the coordinator and ways in the past it was handled. Darlene mentioned that in the past the State Directors shared the responsibility. Different names were discussed as possible candidates for this position. An email will be sent out to all advisor looking for a candidate for this position with a one week response window.

Emily reported that the state officers have already started to work on the state conference and more information about what the state officers had discussed could be found in their minutes.

Hal reported that we will be sending out RFP's to any lighting and sound companies that are recommended by the Civic Center as an authorized vendor.

Fall Leadership Conference Planning:

We reviewed the state officer minutes about the fall leadership recommendations. We reviewed the draft conference package for possible changes and omissions. Nancy mentioned that a presenter from Best Buy and FAME would round out the list of presenters. She also mentioned that the National Guard was planning to have an inflatable obstacle course available for the students that day. Don mentioned the cost for the conference and we needed to try to keep it

low. If we are able to have the Guard donate the lunch then the cost is fine and if they cannot we will be really pushing it. The Guard will not know until after their new budget year has started in October if they can do the lunch for us. Don will check into if our National Insurance will cover the insurance requirement of the facility rental or if we need to add a rider to our policy for this event. The conference packet will be changed as recommended and email and mailed within the week to all schools.

Budget Proposal 2008-2009

The basic template was passed out so the group could start to look at and recommend the 2008-2009 expenses and revenues. Kevin lead us through the process by having us look at the past trends of the actual revenues to try to forecast our 2008-2009 revenues. The group went down through each line and fill in the amount through consensus. We then continued through the regular expenses and the state conference expenses in the same format. Conference expenses for the National Conference should be a wash and the discrepancy from last year was noted. When this was completed the budget was not balanced and the group did not see how it would be possible to do without cutting services to the members or raising additional income. Hal asked why we did not include the balance forward in the budget, thus increasing the income without any further discussion.

Recommendation:

- A) Increase the state conference registration fees on all lines.
and /or*
- B) Go with an unbalanced budget.*
- C) That Kevin brings to the October meeting an accounting from the national conference to explain the discrepancy noted.*

Strategic Plan:

Kevin presented the basic work that was done while Tom Holdsworth was here to help us with our strategic plan. This work came up with three goal areas for our plan: Fiscal integrity, Membership and Promotion, and Association Services.

Recommendation

- A) Bring forth the Strategic Plan work for review of the Executive Board.*
- B) That the committees suggested in the recommend plan be formed in October. These committees would meet in between executive board meetings to conduct their work and would present out at the meeting as standing committees.*
- C) That a meeting be scheduled using the Statewide ATM system. Kevin has offered his school to be the host site for the December meeting. We would still use UTC as a site if their ATM system is available for this. Other sites are to be discussed.*

New Business:

Website:

Don mentioned that our website was submitted for SkillsUSA "Best of Brand". Even though we didn't win we will continue to improve our site for the benefit of our membership. Hal reported that we are currently building a blog to share fund raising ideas. Darlene asked if a blog could also be created for community service projects. Check our website

<http://www.skillsusamaine.org> for these additions.

National Advisor of the Year Packet:

A discussion was started around the national advisor of the year packet and how to make our submission a more viable candidate on the regional and national level. Darlene talked about her experience with the packet and the trouble she had trying to fill out the information. Kevin reported that Spencer had the packet for this years submission. Further discussion was about having someone help our advisor of the year fill out the packet.

Other:

Requests from the Treasurer:

If you send any requests, receipts, documentation, etc. to Darlene please include and explanation and your contact information.

Discussion was held around moving our money from the current savings and checking account to a money market checking account that would pay us a higher return through interest on the account as long as there was at least \$10,000 in the account. If the money market account falls below \$10,000 we could then move the money back into our current savings account until we were above that amount again, enabling us to continue to collect interest at a lower rate.

Recommendation:

That we open and transfer money into a money market account, leaving enough in our old accounts to keep them open in case we need to use them again in the future.

State Farm Insurance:

Don reported that he has been in conversations with State Farm Insurance about being a sponsor for the 2009 Fall Leadership Conference and their commitment looks hopeful.

Statewide Community Service:

Emily will be in contact with Mike Jellison about his plans for a state wide community service project and hopefully he will have further information for us at the October meeting.

Don mentioned that work is being done to increase the USA's presence at the World Skills Competitions. Currently we have about 5 competitors at this level and they are trying to increase it to 16. States have been asked to help support this endeavor.

Recommendation:

That each school puts out change cans to collect change to help support this attempt to increase Team USA's exposure at the World Skills. The change could then be brought to the state conference in March.

Adjourn:

The meeting adjourned at 1:35 p.m.

Respectively submitted:

Hal Casey