



Board of Directors Minutes Tuesday, November 29, 2022

I. Call to Order

Board Chair Glenn Morris called the meeting to order at 4:03 p.m.

II. Roll Call

The following Board of Directors members were present:

- a. Glenn Morris, Board Chair
- b. Greg Fox, Vice Chair
- c. Danielle Tolentino Tuason, Secretary and Chief Operating Officer
- d. Molly Anderson, State Adviser and California Department of Education
- e. Shelsy Hutchison, Board Member
- f. Jeff Jordan, Board Member

The following guests were present:

- g. Annette Woo, CA FBLA Student State President
- h. Ryan Underwood, CA FBLA Executive Director
- i. Rauni Montoya, CA FBLA Finance Manager
- j. Laurie Looker, CA FBLA Student State Executive Board Adviser
- k. Patrick Frost, Prospective Board Member

III. Approval of Minutes from October 26, 2022 Meeting

Decision:

Board Member Jeff Jordan moved and it was seconded to approve the minutes of the October 26, 2022 meeting as presented. Motion passed unanimously.

IV. Updates

State Adviser/CDE Update



State Adviser Molly Anderson reported the following updates from the California Department of Education.

As mentioned at the previous meeting, a CTSO Guide has been developed in partnership with other CTSO state advisers in the state. The key elements included in this document are the affiliation process, clarification about involvement from virtual schools, and clarification about which industry sectors feed into the specific CTSOs.

This is the middle of the contract year, and in December/January is when discussions take place to determine what next year's contract will be. Funding is anticipated to continue at \$255,000.

Some members of the management team met with Molly and Glenn to share feedback about communication and sharing of information between members of management team and the board. They have expressed interest in strengthening this line of communication.

There has been interest from advisers who want to serve on the Board of Directors. One application has been received so far.

The review of chapter grant awards was recently conducted and we have a list of chapters who will receive grants this year. There are discussions about revisiting the process and criteria used to determine grant awards for next year.

Future events include a CTSO State Advisers Meeting with the CTE Director, which would likely include attendance from Molly, Glenn, and Danielle. In addition, a Capitol Leadership Experience event is also being planned for CTSO students to participate in a 2-day event to learn about the legislature and advocacy.

Discussion:

Ryan Underwood shared clarity regarding the organizational chart that the Management Team representative on the Board of Directors is the Chief Operating Officer.

The board also discussed the topic of advocacy and explored the possibility of CA FBLA partnering with other CTSOs to advocate to help redefine how CTSOs are supported, in regards to funding and policies/procedures.



Molly Anderson shared that as an employee of the California Department of Education, she is not able to participate in these type of advocacy activities.

Direction:

The board needs to explore how the Statewide Leadership Summit can be an all encompassing gathering of all CA FBLA leadership groups (Management team, Student board, Board of Directors) to strengthen relationships and communication between the groups. The summit should also be explored as an opportunity to align the groups on strategic planning.

For the next board meeting, the topic of Advocacy needs to be addressed so that the board can continue to strategize how CA FBLA will engage in advocacy activities.

Student State Executive Board Update

Student State President Annette Woo reported the following updates on the Student State Executive Board.

State officers are planning the Section Leadership Conferences that are coming up in February and Board Members are invited to attend.

The team has divided into three committees:

- Alumni and Community Support Committee: March of Dimes fundraisers at conferences.
- Membership Development and Retention Committee: Digital Feedback Box, Outreach to Middle School chapters.
- Membership Organization Support Committee: Collaborating with Management Team on the website, Statewide Remind account.

Discussion:

State Adviser Molly Anderson commended Annette in her leadership of California FBLA and shared that Annette was nominated for the U.S. presidential scholar award on behalf of CA FBLA.

Direction:

Board Chair Glenn Morris expressed interest in the Board of Directors receiving updates from the State Team regarding any feedback coming in from the Digital Feedback Box.



Management Team Update

Chief Operating Officer Danielle Tolentino Tuason submitted a written report to the Board of Directors. The report includes brief narratives regarding the overall health of the organization, financial updates, attendance statistics, and membership statistics.

V. Old Business

a. Proposed Budget FY23

Discussion:

Board Chair Glenn Morris shared that we need to ensure viability of the organization beyond the current year and need to drive for additional margin. Although he is in favor of the budget as presented, he is requesting the Management Team to revisit the budgeted expenses and find an additional \$5,000 – \$10,000 to cut from the expense side, specifically looking at staffing line items. Margin is needed for future cashflow purposes.

Board Member Shelsy Hutchison would like to see the board partner with state officers to develop alumni relationships and target alumni for giving campaigns.

Board Member Jeff Jordan would like the board to explore opportunities for other funding sources that we can educate schools to tap into, for example PSA marketing campaigns may be an opportunity for this.

Decision:

Board Member Jeff Jordan moved and it was seconded to adopt the 2023 FY budget. Motion passed unanimously.

Direction:

For future budgets, CA FBLA needs to budget for margin within the annual budget in order to grow savings/reserves. Goals – Budget \$4,500, Incredible \$15,000, Grand Slam 1% of operating budget. These are the goals for now, with the goal to grow these goals in future years.

Need to edit draft budget to switch the LDI support amount with the LDI speaking fee.



- b. Contract Proposal for 2022-2023 (Annual Services)
Agreement from TEAMTRI was presented at the last board meeting for consideration. In addition, Danielle Tolentino Tuason also provided an additional document as an attachment to the contract with more specifics regarding definition of “the client” roles as referenced in the contract.

Decision:

Board Member Jeff Jordan moved and it was seconded to approve the TEAMTRI Agreement for annual services. Motion passed. Board Member Danielle Tolentino Tuason abstained from vote.

VI. New Business

- a. Board Member Applicant

Discussion:

Candidate for the board, Patrick Frost, attended the meeting to introduce himself and share more about why he is interested in serving on the CA FBLA Board of Directors. Patrick is an adviser from the Los Osos FBLA chapter.

Direction:

Board will be adding this item to the January board meeting for further discussion and decision.

- b. Audit Updates

Discussion:

Executive Director Ryan Underwood updated the board regarding the Step Down letter that was sent from the Auditing firm and forwarded to Board Chair Glenn Morris.

Decision:

Board Chair Glenn Morris moved and it was seconded to allow the 2021 compilation and a full audit for FY 22. Motion passed unanimously.

The following board members were appointed to the new Audit Committee: Glenn Morris, Greg Fox, Danielle Tolentino Tuason.



c. Strategic Priorities

Discussion:

The following committees were discussed for board priorities. These committees will be further discussed at the next board meeting in January.

1. Advocacy Committee
2. Fundraising Committee
3. Audit Committee

VII. Other Items

Discussion:

We are accepting sign ups for volunteer judges at the State Leadership Conference in Sacramento.

Board member Shelsy Hutchison recommended revisiting the competition schedule to provide volunteer judges with time slot options that are partial day instead of the whole day (aiming for 2-3 hour increments.).

State Adviser Molly Anderson shared that advisory board committees would be a great resource for local chapters to help source judges. In the past, advisers were required to recruit 1-2 judges and they can use their advisory boards to recruit. Need to help advisers on how to message these asks about judging opportunities.

Direction:

The board will also receive dates for upcoming conferences, specifically the section conferences, and we are requesting all board members to look at their schedules and try to attend a local section conference.

Board members should have received an invitation to access the Board Group folder in Dropbox with all board files. Please access this file to reference board files.

VIII. Next Meeting

Direction:



The board will receive a Doodle poll for virtual meeting options in January.

The board is also interested in looking at an in-person retreat with other leadership boards for CA FBLA (Management Team, Student State Executive Board). Looking at the Leadership Summit as a potential option.

IX. Adjournment

Board Chair Glenn Morris adjourned the meeting at 6:05 p.m.