



Board of Directors Meeting Minutes

Thursday, June 22, 2023 | 4:30 – 7:00 p.m.

I. Call to Order

The meeting is called to order at 5:03 p.m.

II. Roll Call

- Glenn Morris, Board Chair
- Danielle Tolentino Tuason, Secretary & CA FBLA Chief Operations Officer
- Molly Anderson, CA FBLA State Adviser with the California Department of Education
- Shelsy Hutchison, Board Member
- Jeff Jordan, Board Member
- Edward Youngblood, Board Member
- Patrick Frost, Board Member
- Jacob Hutchison, CA FBLA Student State President

Guest:

- Laurie Looker, CA FBLA Student State Executive Board Adviser

III. Approval of Minutes from January 24, 2023 Meeting

Decision:

Board Member Molly Anderson moved and it was seconded to approve the minutes of the January 24, 2023 meeting as presented. Motion passed unanimously.

IV. Updates

State Adviser/CDE Update

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

The CDE is providing a 3-year contract to California FBLA. All CTSOs receive contracts in the amount of \$225,000 annually. The contract includes funds for chapter support grants, section support grants, and support for conferences.

There is an additional CDE contract with a start date of September 1 for Professional Development for Business & Finance and Marketing, Sales & Services. This contract includes funds for conferences and for professional development activities for Business and Marketing, including review of the state's Business and Marketing standards.

From a content perspective, the CDE would like FBLA to have a "back to the basics" approach and focus programming on leadership and professionalism. There is a need to



promote and encourage FBLA chapters to participate in leadership and recognition programs, just not the competitive events.

Student State Executive Board Update

State President, Jacob Hutchison, reported updates from the California FBLA Student State Executive Board.

Jacob shared a brief reflection of the State Leadership Conference and expressed gratitude to everyone involved in the planning and organizing of this event. He also shared that the Student State Executive Board, in collaboration with Dr. Looker, met in Zoom over 2 days (9 hours) for a productive, working meeting to prepare the Program of Work and engage in Team Building activities for the team.

Jacob shared about the three main committees established within the Student State Executive Board based on their Program of Work –

1. Member Outreach
2. Community Outreach
3. Professional Development

1. Member Outreach:

- Establish communication channels and provide resources for CA FBLA members, with a focus on middle level engagement.
- Explore the creation of a middle level council for sharing and community building among middle school FBLA chapters.

2. Community Outreach:

- Strengthen community partnerships with businesses and organizations.

3. Professional Development:

- Enhance professional development opportunities through competitive events, leadership training, and career resources.
- Host three career development webinars throughout the year, seeking guest speakers from various industries.
- Topics for webinars to cover different industries and provide live sessions.

Direction:

After this report, the Board shared a few directional action items:

- MBA Research will be at the Adviser Conference in September. They have new middle school curriculum that will contribute to the Member Outreach priority. We need to ensure this middle school curriculum is highlighted at the conference. Shelsy Hutchison also has contacts that may be able to help with this priority.
- As it relates to the Community Outreach efforts, California FBLA statewide is also a part of an effort to update the CTE standards. Industry will be involved with this and there could be synergy between the industry members engaged with the standards update efforts and the Community Outreach priority.



- For the Professional Development priority, two board members expressed interest to be a resource for the webinar initiatives. Jeff Jordan can lead a webinar focusing on entrepreneurship and marketing topics.

Management Update

Chief Operations Officer, Danielle Tolentino Tuason, provided the Management Team update in the form of a Dashboard Report. In addition to the Dashboard, Danielle also presented the Financial Reports, and the Proposed Budget for FY 2023-2024.

Decision:

Board Member Jeff Jordan moved and it was seconded to approve the budget with adjustments to incorporate the increase in National dues from National FBLA. Motion passed unanimously.

Direction:

For the budget, the board discussed the following adjustments:

- The board requests that the affiliation fees be adjusted to incorporate the increase in National dues from National FBLA.
- California FBLA needs to find ways to help educate our advisers about context on the pricing and how to advocate for funding with their administration/district, conduct fundraisers. Shelsy Hutchison will present at the Adviser Conference on the topic of funding.
- Need to explore how advisers/chapters can be equipped to create a proforma budget to share with their key stakeholders before the new school year for budgeting/planning purposes.

V. New Business

TEAMTRI Agreement Review

The TEAMTRI Agreement for Leadership Services was presented and discussed.

Discussion:

Historical context was discussed and a need for role clarity within the management team shared. In addition, it was discussed that there is a need to define and clarify expectations and conduct performance evaluations/measures for all members of the Management Team (individuals and TEAMTRI as contractor)

Decision:

Any decisions regarding the 2023-2024 TEAMTRI Agreement is on hold to spend more time on exploring other key elements for the organization. This means that the existing contract from 2022-2023 will continue in the meantime, until a decision is made otherwise.

Two committees were created in order to further explore important areas of California FBLA's management. #1 TEAMTRI Agreement committee. This committee will convene to



further process the TEAMTRI agreement presented and determine questions/requests/needs that need to be addressed in order for the board to reach a decision regarding the contracted presented for 2023-2024. Members of this committee are: Jeff Jordan, Molly Anderson, and Edward Youngblood. #2 Governance and Structure Committee. This committee will convene to further explore the organizational structure of California FBLA and review role clarity for the different roles on the Management Team. Members of this committee are: Glenn Morris, Shelsy Hutchison, and Patrick Frost.

Direction:

Both committees need to meet and conduct work from now until the next board meeting in September and be prepared to present their findings and recommendations at the September board meeting.

Annual Policy Review

Discussion about existing Policy Manual and other potential policies to consider incorporating into the manual:

- Privacy and Data Protection Policy
- Volunteer Management Policy
- Diversity, Equity, and Inclusion Policy
- Social Media and Communications Policy

Direction:

California FBLA will be conducting their annual collection of Conflict of Interest agreements signed by all board members. Board members should look for this request soon and plan to review and sign the CA FBLA Conflict of Interest agreement.

Approval of the 2023-2024 Calendar

The 2023-2024 Calendar was presented to the Board. Including all official conferences/events for California FBLA this year.

Decision:

Board Member Edward Youngblood moved and it was seconded to approve the 2023-2024 Calendar as presented. Motion passed unanimously.

Onboarding of New Board Members

New board members need to be apprised of the roles, responsibilities, and expectations of their board member roles.

Discussion:

Need to have a process in place to get commitment to the board, onboarding to the board, and clear expectations.

For future State Leadership Conferences, Board Members need more details about which elements of the conference they should plan to be a part of and engaged in. Prior to conferences/events, we need to consider having quick calls/Zoom meetings to help board members learn about their roles at the conferences and have an opportunity to seek clarity with questions.



Board Meeting Schedule

COO Danielle Tuason presented a proposed Board Meeting schedule/rhythm for the year that could be utilized each year.

Discussion:

Need to consider moving the proposed May board meeting to be in April in conjunction with the State Leadership Conference. This would be more optimal for industry board members to take one trip to participate in and support the conference, while also gather for the board meeting.

Direction:

COO Danielle Tuason will continue to seek feedback and propose a new updated Board Meeting schedule/rhythm for review and approval.

Strategic Priorities

The board currently has the following committees:

- Advocacy & Fundraising
- Audit & Finance
- Governance

Direction:

For the near future, the priorities need to be to address the two committees set by Board Chair Glenn Morris, #1 TEAMTRI Agreement committee and #2 Governance and Structure Committee.

VI. Next Meeting

The next meeting will be held in conjunction with the Adviser Conference in Santa Clara, California on September 14th. Times to be determined.

In addition, TEAMTRI is offering complimentary 100X Virtual Board Trainings. A flyer was shared with the dates/descriptions and all board members were invited to participate as their schedules allow.

VII. Adjournment

The meeting adjourned at 9:00 p.m.