

## Board of Trustees Meeting Conference Call May 28, 2019

- **Welcome & Call to Order**
  - Called to order 5:04pm
  
- **Roll Call**
  - Present:
    - Heather B.
    - Brent L.
    - Nat E.
    - Tiana B.
    - Bob R.
    - Ron D.
    - Ryan W.
    - Mike O.
    - Brycen W.
    - Ed T.
  
- **Approval of Minutes of Previous Meeting**
  - *Motion:* Heather Baldwin moved that we approved the minutes from October 20, 2018 and was seconded by Bob Reinhart. The motion was adopted unanimously.
  
- **Finance Update**
  - 2018-19 Year to Date Financial Statements
    - Presented the current as April 30<sup>th</sup>, 2019 statements
    - The A/R for Oregon DECA was shared. Chapters that have a balance need to submit payment to Oregon DECA to bring their accounts up to date.
    - Still has a few open invoices from ICDC
    - Same position as we were last year
  - 2019-20 Proposed Operating Budget
    - SCDC registration staying the same. ICDC projected smaller attendance due to Nashville (not Disney city). New affiliation model taken into consideration.
    - *Motion:* Heather Baldwin moved to approve the 2018 – 2019 financial documents and the approval of the 2019 – 2020 proposed operating budget and seconded by Nat Ellis. The motion was adopted unanimously.
  - Changes to signers of Oregon DECA Accounts
    - Wanting to add Ryan Underwood, Joanne Lucas, and Brett Arnold (in addition to the current Tanya and Marci) as the organization's authorized representatives and/or authorized signers for the all of the organization's bank accounts.



- *Motion:* Nat Ellis moved to approve the updated authorized individuals to all of Oregon DECA's bank accounts with a second by Bob Reinhart. The motion was adopted unanimously.
  - Checks are currently done by mail. Wanting to move to a more digital and online. TRI already has a deposit machine to handle electronic deposits. Would need a holding account in Oklahoma, that funds will not stay in more than 24 hours, and then send over to Oregon DECA account.
    - *Motion:* It was moved by Heather Baldwin and seconded by Bob Reinhart to authorize the creation of a checking account for the purpose of electronic processing of deposits under the OR DECA TAX ID with Board Treasurer/Chair and Executive Director Ryan Underwood as signer with bank designated by Management Team and reported to Board; with the intention to process deposits electronically and transfer funds expeditiously to Oregon DECA's primary checking accounts. The motion was adopted unanimously.
- **Membership Update**
  - ICDC Allocation
    - 1,041 members as of May 23. Increase 135 YoY. Stay same allocation for ICDC. Would need another ~500 members for next bracket for additional placement to ICDC. To be received for the following school year.
    - For each additional 50 members that Oregon DECA's membership increases over the prior year's membership total, DECA Inc. will allow Oregon DECA to add one additional allocation to a single event for that year's ICDC (e.g. if Oregon DECA had a prior year membership of 2,000 and this year's membership is 2,050 we can choose an event to add one additional allocation to, for example; sending the top 4 in ACT instead of the top 3). The increased allocation is only applicable for that year's ICDC.
  - Affiliation Model Finalization
    - Heather has concerns about Perkin verbiage. Look at adding it as "State Funds". Don't want to make it specific to "Pathway Funds" in case if it goes away.
    - If using affiliation model for OCTESLF Grant, that it's based on "100%" of the program growth. Total enrollment based on how many students are seen in a day/class. Discussion on how this is calculated by: advisor, class, day, CTSO alignment. Will need clarity from the OCTESLF Board.
    - With the move to the Affiliation Model, there is talk from the Board to allow with one-two year transition assistance to chapters. Help fund the difference on what they may have traditionally been paying at the flat rate.



- Tiers are based on what the Advisor/Chapter chooses. Based on which students are going to be truly members. Ex- A chapter may have 80 students but elect to only have 40 as members (only what you put into the Membership Portal).
  - *Motion*: Nat Ellis moved that we adopt the new membership program as shown in the document for 2019 – 2020. With the deletion of Perkins funds for payments. Heather Baldwin seconded, and the motion was adopted unanimously.
- **Program Updates**
    - State Conference
      - Current contract is through 2020.
      - Initial talks of moving up dates for 2021 and 2022.
      - President's Day, they do not have the weekend before or after. End of January makes it tight with class finals and getting registration in. Beginning of March makes it tight with ICDC turnaround.
        - Brycen is going to send out an email to the full Board to get a pulse on options and next steps.
      - February 13-15 expected for 2022.
      - May have to look at contracting out for 2023 as well to lower risk of missing out securing out the dates.
      - Board is open to shifting date pattern of conference to open up more date possibilities.
    - Champ Camp
      - Suggestions include: Getting it in early to get more participation. Ideally before spring break. Two at the same time or back-to-back. One in Portland and one in southern Oregon.
      - Management Team will work on cost and logistics.
    - Advisor Conference
      - Oregon state scheduled in-service day is October 11<sup>th</sup>. Need to confirm if that is the travel day or is that the content day.
      - OCTESLF grant does require a PD component, with the Advisor Conference as the primary option/choice.
      - In-service day may not be covered, or another have other PD obligations.
      - Would like it to be more than a half day. Alright with September and during the week.
      - Keep with joint OR CTSO this year. Look at moving towards the expectation for 2020.
      - Ed to generate survey and send out to all Advisors to get input for future.
    - Oregon ACTE
      - Voluntarily present and host session.



- Dates are close and may conflict with ICDC.
  - OLI
    - Roseburg and Pendleton. Need to add dates/location once confirmed.
  - 2019-2020 Tentative Calendar of Events
    - Just waiting on DECA Inc dates to be published.
    - *Motion:* Heather moved, and it was seconded by Nat Ellis that we approve the 2019 -2020 minutes with the change of “February 28 to say No refunds after this date.” The motion was adopted unanimously.
- **State Officer Election Process**
  - Changes to the process did not pass at the last State DECA business meeting.
  - Discussion was about how the interview process is important and should be included.
  - Management Team suggest having the Board Chair come out to State Officer August Retreat/Meeting to get their input and buy-in on what it should look like.
- **Annual Conflict of Interest Affirmation**
  - All Board members need to complete this and turn it in.
  - Brent will have a conflict as he is a Board member and also runs the scoring room and is compensated
- **Other Business**
  - In-person is always better. Would like an annual physical meeting. Full two-days ideally. Use to have a meeting following the Advisor Conference.
  - Board brought up the possibility of Oregon DECA helping with the processing of credit cards. It was shared that National DECA would not allow this due to our non-profit IRS status.
- **Adjournment**
  - *Motion:* Heather moved, and it was seconded to adjourn the Oregon DECA Board of Trustees meeting at 7:05 PM. The motion was adopted unanimously.

