

Oregon DECA, Inc. Board of Trustees

Annual Meeting Minutes

Friday, July 21, 2023

ITEM 1: Call to Order

Board Chair Heather Baldwin called the Annual Meeting of the Oregon DECA Board of Trustees to order at 1:06 pm.

ITEM 2: Roll Call

Board Members Present

- Heather Baldwin, Chair, Advisor Representative
- Tiana Briones, Secretary/Treasurer, Industry Representative
- Ron Dodge, Oregon Department of Education (Ex-Officio)
- Tanveer Singh, State President
- Celine Farrimond, Advisor Representative
- Corina Moore, Advisor Representative
- Christina Clair, Industry Representative
- Kyle DeVos, Associate Executive Director (Proxy Ex-Officio for Executive Director Brycen Woodley)

Board Members Not Present

- Anita Lamourex, Advisor Representative
- Brycen Woodley, Executive Director

Staff & Guests Present

Donna Dail
Ryan Underwood

ITEM 3: Approval of the Minutes of the Previous Meeting

- November 2022 Meeting
- Motion from May 2023 Tactical Planning Meetings

It was moved by Christine and seconded to approve the November 2022 Board of Trustees Meeting Minutes. The motion was adopted unanimously.



It was moved by Christine and seconded to approve the following motions from the Board of Trustees from the May 2023 tactical work session meetings:

It was moved by Nat Ellis and seconded to ensure the 2023-24 budget includes funding to pay for the Oregon DECA State Officers to attend the Emerging Leader Summit in Washington, DC provided that they each contribute \$200 toward the professional and leadership development cost. The motion was adopted unanimously.

It was moved by Heather Baldwin and seconded that regarding the OCTESLF Grant to make the membership deadline a submitted deadline rather than paid since DECA Inc does not allow deletions once submitted. The motion was adopted unanimously.

The approval of these motions was adopted unanimously.

The Management Team will communicate these items to the state officers and chapters. The Oregon DECA website will also be updated with the approved minutes and updated to reflect past minutes not currently available on the website.

ITEM 4: Treasurer's Report

- Statement of Financial Position (Balance Sheet)
- Statement of Activity (Profit and Loss Statement)

It was moved by Tanveer and seconded to approve the July 1, 2022 – June 30, 2023 Financial Statements as presented. The motion was adopted with one abstention.

ITEM 5: State Officer Report

The State Officer Program of Leadership was presented to the Oregon DECA Board of Trustees and will be incorporated into the strategic plan.

ITEM 6: Oregon Department of Education Report

The legislature approved the ODE budget which includes the OCTESLF funding which flows to Oregon DECA and the CTSOs. The OCTESLF budget is subject to approval and the vote will be likely in the next six weeks.



ITEM 7: Management Team Report

Reports are located in the Board Group Folder for 2022-23 and 2023-24. The Holiday Inn Columbia Riverfront for 2024 has been finalized and deposit underway.

**ITEM 8: Oregon CTE Student Leadership Foundation (OCTESLF) Report
N/A**

ITEM 9: Affirmation of Board Members

It was moved by Heather and seconded to affirm the following Board Members for the 2023-24 fiscal year:

- Heather Baldwin, Chair, Advisor Representative
- Tiana Briones, Secretary/Treasurer, Industry Representative
- Ron Dodge, Oregon Department of Education (Ex-Officio)
- Tanveer Singh, State President
- Celine Farrimond, Advisor Representative
- Corina Moore, Advisor Representative
- Christina Clair, Industry Representative
- Kyle DeVos, Associate Executive Director (Proxy Ex-Officio for Executive Director Brycen Woodley)
- Anita Lamourex, Advisor Representative
- Brycen Woodley, Executive Director

The motion was adopted unanimously.

ITEM 10: Election of Oregon DECA, Inc. Corporate Officers

It was moved by Corina and seconded to approve the following slate of corporate officers for the Oregon DECA 2023-24 year:

- Chair Heather Baldwin
- Vice Chair Celine
- Secretary Christine
- Treasurer Tiana

The motion was adopted unanimously

The Management Team will update the Oregon DECA website noting the election of these corporate officers. For 2024-25, the Vice Chair for this year will ascend to Chair.



ITEM 11: Appointment of Oregon DECA OCTESLF Representative

It was moved by Heather and seconded to appoint Tiana as the Oregon DECA, Inc. representative to the Oregon CTE Student Leadership Foundation Board of Directors.

The Management Team will update the Oregon DECA website noting the appointment of this position as well as the OCTESLF Board Chair so they may be included in future Foundation meetings and deliberations.

ITEM 12: Approval of the Strategic Priorities and Indicators

The Board identified strategic areas to advance Oregon DECA for the next three years. Staff will compile and organize these and identify any cost estimates for budgetary consideration and recommended metrics. These will be distributed to the board for review, finalization and approval at a special meeting.

The Oregon DECA Management Team was directed to move forward with aligning the annual management agreement with these priorities in mind and submit the draft for review to the Board Chair for review and future vote by the Board. Strategy will be communicated to chapters as well as included in the officer handbook.

ITEM 13: Approval of the 2023-24 Calendar

It was moved by Tiana and seconded to approve the 2023-24 Oregon DECA Annual Calendar. The motion was adopted unanimously.

The Management Team will ensure these are on file and in alignment with Oregon DECA's insurance carrier.

ITEM 14: Approval of the Provisional 2023-24 Budget

A provisional operating budget for 2023-24 was presented by the management team for the Board's review and approval. It was noted that this is a provisional operating budget to get the year started and that future budgets are prepared for approval at the Spring Board Meeting (May/June). This year's budget was prepared as provisional to start the year and will be modified to reflect the Board's strategic priorities and any adjustments made at the next meeting.

It was moved by Tanveer and seconded to approve the 2023-24 Provisional Operating Budget. The motion was adopted with one abstention.



The Management Team will update the accounting program to reflect this budget until modified by Board approval. The Management Team will also provide a revised budget reflecting estimated income and expenditure reflecting the Board's strategic plan.

- ITEM 15: Approval of the Conference and Competition Policies**
It was moved by Tanveer and seconded to approve the Conference and Competition Policies as revised by the Board. The motion was adopted unanimously.

The Management Team will communicate with chapters and advisors these policies.

- ITEM 16: Approval of the State Officer Candidate Guide**
It was moved by Tanveer and seconded to approve the State Officer Candidate Guide for 2023-24 as revised. The motion was adopted unanimously.

- ITEM 17: Appointment of Additional Board Members**
Nominations will be made at future Board Meetings.

It was noted that the Corporate Bylaws have not been revised since 2011 and that several practices need to be updated to reflect current Oregon DECA governance. The Management Team was directed to work with the Board Executive Committee on proposals to consider and present to the Board during the 2023-24 fiscal year.

- ITEM 18: Next meeting of the Board of Trustees (Virtual)**
The next Board meeting will be held virtually in September.

- ITEM 19: Announcements**

- ITEM 20: Adjourn the Annual Meeting**
It was moved by Celine and seconded to adjourn the Annual Meeting of the Oregon DECA Board of Trustees at 1:27 pm. The motion was adopted unanimously.

Respectfully Submitted,

Tiana Briones, Board Secretary/Treasurer

