

## **FCCLA Board of Directors Meeting**

Thursday, June 2, 2016 ■ 4 p.m. to 5:30 p.m.

Conference Call

### **Strategic Initiatives**

Membership

Quality Programs

Financial Stability

## **MINUTES**

### **Call to Order**

The meeting was called to order by Pro-tem Board Chair, Barbara Hereford, at 4:17 p.m.

### **Roll Call**

Roll call indicated that the following members of the Board of Directors were present:

Julie Moen  
Karen Chessell  
Barbara Hereford  
Lucy Peters  
Dawne Schmidt

Mike Oechsner attended as a guest.

### **Approval of Minutes of Previous Meeting**

#### Decision

Julie Moen moved, and it was seconded to approve the minutes as corrected. The motion was adopted.

### **Election of 2016-17 Board Officers**

#### Decision

Karen Chessell moved to elect Barbara Hereford as the Secretary/Treasurer for the 2016-2017 Board of Directors year. The motion was seconded and adopted. Congratulations, Barbara!

Karen Chessell moved to elect Julie Moen as the Vice Chair for the 2016-2017 Board of Directors year. The motion was seconded and adopted. Congratulations, Julie!

Karen Chessell moved to elect Lucy Peters as the Chair for the 2016-2017 Board of Directors year. The motion was seconded and adopted. Congratulations, Lucy!

Our Board of Directors officers for the 2016-2017 year are as follows:

Lucy Peters, Chair  
Julie Moen, Vice Chair  
Barbara Hereford, Secretary/Treasurer

## **Old Business**

### Discussion—SLC Evaluation Form

The SLC 2016 evaluation form was inadvertently overlooked, and the process was discussed. Several options for including the evaluation process, such as providing a paper evaluation form during the Awards Banquet and an online form option available on our Web site, were discussed.

### Decision

An SLC 2016 evaluation form will be posted on our Web site within the week, and the link will be sent to all advisers.

### Discussion—CCSD Travel Package

Dawne reported that we are using Arrow Stage Lines for our CCSD Travel Package. The bus will pick up our competitors and advisers from Cheyenne High School on Sunday, July 3, at 6 a.m. The bus will make the return trip from San Diego on Friday, July 8, leaving the Marriott Marquis at 8 a.m. During both trips the bus will stop at Barstow for a short break.

There were 36 students who placed first in Clark County School District schools. Our CCSD Travel Package is providing for 31 students and advisers.

## **New Business**

### Discussion—Proposed Policy: Bill Payment

Mike presented the proposed bill payment policy. All transactions amounting to \$1,500 or less and are within our approved budget, and are not a payment to TRI can be paid by our finance team without going through the Secretary/Treasurer one at a time. This procedure will streamline the process and our Secretary/Treasurer will continue to see all transactions. Our Secretary/Treasurer will continue to get the reconciliation information from QuickBooks.

### Decision

Julie Moen moved to adopt the proposed bill payment policy that Nevada FCCLA transactions amounting to \$1,500 or less and are within our approved budget and are not a payment to TRI will be paid by TRI Leadership Resources Finance Team without individual approval by our Board's Secretary/Treasurer. The motion was seconded and adopted.

### Discussion—Proposed Policy: Small Purchase Receipts

Mike explained that this proposal will change the requirement for transactions under \$25 that go on the AMEX card that have a distribution and budget code listed. This proposal is removing the requirement for a receipt for these transactions.

### Decision

Lucy Peters moved to adopt the proposed policy that we will not require receipts for purchases under \$25 charged on the Nevada FCCLA AMEX card that have a distribution and budget code and will not require a receipt when a receipt is not easily obtainable. The motion was seconded and adopted.

### Discussion—Proposed Policy: Funds Transfer

Mike explained that with this policy our Finance Director, Rhonda, will be able to manage cash flow with an email to let our Secretary/Treasurer know when funds are moved from one account to another. This revision will allow Rhonda to manage our cash flow without having to fill out a Check Request to accomplish this task, thus reducing paperwork.

### Decision

Barbara Hereford moved to adopt the proposed policy to allow the Finance Director to manage our cash flow without completing a Check Request. The motion was seconded and adopted.

### Discussion—Meeting (Conference Calls vs. In-person Meetings)

Some people on our Board discussed the amount of time, costs, and concerns with missing school involved with travel to a specified location for our meetings. It was suggested that those in a common area could meet at a centralized place while others could call in.

### Decision

Karen moved that for the near future and until we want to have another discussion about meeting in person that we continue our Board of Director meetings by conference call. The motion was seconded and adopted.

### Discussion—Approval of 2016-17 Calendar

Corrections were made to the calendar. The name Leadership Fiesta was changed to Leadership Rally and the location of the State Leadership Conference was added to the calendar (The Grand Sierra Resort, Reno, NV).

### Decision

Karen moved to adopt the 2016-2017 Nevada FCCLA Calendar of Events with the noted changes. The motion was seconded and adopted.

### Discussion—Occupational, Senior, Junior Level Affiliations

There is a concern about the affiliation level of our Career and Technical Academies. Their intent is comprehensive in content, which aligns with the Occupational affiliation. Students are not always affiliated at the Occupational level, which creates a concern.

### Decision

The Board recommended that a committee of 5 advisers be put together to create a policy on determining Occupational affiliation level. This topic will be discussed at our next meeting.

### Discussion—State Officer Reports

Our State President will continue to give the Board an update on their goals in their monthly check-in report. The officers will be working with Think Kindness again as their State Outreach project.

The meeting was adjourned at 5:33 p.m.