

**Future Business Leaders of America
Board of Directors' Meeting
September 6, 2017
Minutes**

Call to Order:

The regular meeting of the Colorado FBLA Board of Directors was called to order at 8:51 a.m. on September 6, 2017 by Jennifer Flummerfelt.

Roll Call:

The following members were present:

Name and Position	Present: Yes/No	Name and Position	Present: Yes/No	Name and Position	Present: Yes/No
FBLA State Adviser Jen Girvin	Yes	District 6 Cathy Tkacik	Yes	State Officer Team Adviser Tonya Davies	No
District 1 Jennifer Flummerfelt Chair	Yes	District 7 Shawna Frankmore	Yes	CO FBLA President Tyler Wylie	Yes
District 2 Sean McCoy	Yes	District 8 Kana Condon	Yes	Judges Coordinator Sharon Seger	Yes
District 3 Ali Houston	Yes	District 9 Jane Nelms	Yes	Program Director Dana Anderson	Yes
District 4 Jeanette Lambrecht	Yes	District 10 Lawson Miller Secretary	Yes		
District 5 Steve Fromme	Yes	District 11 Janna Robinett	Yes		

Handouts Available:

<https://drive.google.com/open?id=0B97gnZv3KxCYQmFXMC12MlpCR2s>

Approval of agenda:

Cathy moved and Jeanette seconded to approve approve the agenda. Motion passed.

Approval of minutes:

Minutes from the May 3, 2017 meeting approved as presented and filed.

Reports:

CO FBLA State Adviser, Jen Girvin:

Financial Update:

Checking: \$37,981.60
Savings: \$51,370.24
CD: \$108,883.72
Open Invoices: \$12,701.41

Recently went through an audit. Several missing receipts prior to Dana stepping in. Jen wants to streamline CO FBLA's accounting codes so they are consistent from year-to-year and therefore more accurate data can be generated.

FY 17 P&L Link:

<https://drive.google.com/open?id=0B97gnZv3KxCYLS1Ld0I3WHdpSWs>

Experiencing a deficit over the last five years. More details included here:

<https://drive.google.com/open?id=0B97gnZv3KxCYY1Vzb2FVQWxGbKE>

Proposed Budget for 2018. More details included here:

<https://drive.google.com/open?id=0B97gnZv3KxCYVEZoaGZhTlc3a0k>

Colorado Handbook Updates

Jen then reported out on recent updates and additions to the CO Management Handbook. Items in red were specifically added or updated. More details here:

<https://drive.google.com/open?id=0B97gnZv3KxCYV0ZHbVIQWIRLbHc>

District Officers: Jen surveyed what the roles were for each district's officers and how students came into their district roles. This will gain attention in a future project.

Board Member Titles and Responsibilities: Jen surveyed what the roles were for each district's board member and State Officer Adviser.

Tabled for the next meeting: creating consistencies among district conferences; bump up procedures, preliminary rounds at DLC, etc.

District Expenses: Steve moved and Cathy seconded to change the districts' invoice for testing expenses to reflect the true cost from year to year. Motion Passed.

Emergency Procedures and Policies: these were added/updated particularly to address medical and weather emergencies and threats.

Payment Policy: Updating policies to reflect added late fees to missing payments and

looping in respective administrators for advisers with missing payments. Also, chapters with balances past due 60 days will be unable to compete or participate in events until the outstanding balance is paid.

State Officer Reimbursement: State officers get a uniform reimbursement and potentially an NLC reimbursement.

Officer/Board Expenses: Opened a discussion on eliminating mileage and hotel reimbursements. There was a universal agreement that the board would monitor these expenses for a year and see if these were expenses that each CO FBLA district could eventually acquire.

CO FBLA Constitution and By-Laws

Sean moved and Steve seconded to amend the constitution to specifically define the middle level to read: “The purpose of FBLA – Middle Level Chapter shall be to further the goals of FBLA within the State of Colorado. The Chapter shall provide as an integral part of the instructional program additional opportunities for middle level students (grades 5-8) in business education to develop career and technical supportive competencies and to promote civic and personal responsibilities”. Motion Passed.

Kana moved and Jennifer seconded to recommend that the State President take all of the proposed amendments to the by-laws, as outlined and presented by Jen Girvin, be presented to the CO FBLA State officers for review. Motion passed. More details provided here:

<https://drive.google.com/open?id=0B97gnZv3KxCYMXJuclNYcW41NXM>

Jen then highlighted some upcoming calendar dates and fundraising opportunities with Denver Nuggets. Looking at a date in December and January/February. Avalanche “Beyond the Ice” program on March 22nd which covers the business operations behind the team.

New Competitive Ethics Event

CO FBLA is partnering with Daniel’s Fund to pilot a new ethics event that looks different from NLC.

Components to the event:

- 1 page executive summary, pre-judged, that will be provided by Daniel’s Fund in December.
- 50 question M/C Test that each individual member will need to take; qualifying scores will receive a Daniel’s Fund digital badge
- Prepared oral presentation 7 minute time limit
- Top 3 places receive cash prizes

More details on the piloted events can be found here:

<https://drive.google.com/file/d/0B97gnZv3KxCYcG9oOTNZcGx4S0U/view?usp=sharing>

Database for Industry Partners

Jen asked Lawson to create a spreadsheet that documents partnerships between schools and business/industry (Classroom Speakers? Advisory Boards? DLC or SLC judging?)

CFLC Announcement:

Using new venues. 20 different workshop options chosen by students. Tri-Leadership will be hosting 15 out of the 20 workshops. Dress code for CFLC this year has been changed from formal business attire to casual attire. **It was discussed that “shorts” should not be considered for allowable attire.**

NFLC:

Jen is going to St. Louis and surveyed if anybody else had plans on attending.

NLC:

Jen said it was a “banner year” for CO FBLA. More details provided here:

<https://drive.google.com/file/d/0B97gnZv3KxCYb1VuM3RiY0Y0amM/view?usp=sharing>

State Officer Team Adviser:

Tonya-Officers are off to a great start. She wants to encourage all schools to attend CFLC and that all students participate in the t-shirt and pin design for NLC 2018. Some officers have already done chapter visits. Board members should have already been contacted by District VPs.

Program Director of Business and Marketing:

Dana- Gave accolades to Jen for digging underneath the layers of massive information to find areas of growth for CO FBLA.

Highlighted new partnership with Sector to identify core curriculum that will be vetted through business and industry as “high need” pathways that fill job demands relevant to varied geographies in the state. Developing opportunities for apprenticeships and industry certifications.

MBA Research is still a partner but we did not purchase the Learning Labs this year based on demand.

CO FBLA State President:

Tyler- Reported on NLC 2017 and highlighted the positive feedback received from the “Congratulations Cards” given to NLC winners. State Officers are meeting tomorrow. They are all making progress on their Program of Work. Tyler has been in touch with National FBLA officers about staying current on the States’ program of work. Highly recommended the speaker from IFL, Jeff Kaylor.

District Reports:

Districts did not report out.

DLC 2018-

If districts are interested in partnering with Independent Bankers of Colorado, then email Jen for the new contact person's information.

Jen asked Board Members to update their DLC information as she is beginning to get many emails regarding individual conferences.

An additional column has been added to the DLC 2018 General Info Spreadsheet. Board members need to update the # of pins needed for each district.

SLC 2018-

There will be more space this year. Using nine other properties. All the same properties as last year except Sebastian plus more.

New registration portal for lodging.

The dates have changed from original dates. New dates are April 18-20 with a Wednesday, Thursday, Friday. This change is to work around scheduling conflicts with DECA's Nationals dates

Students were charged \$115 last year but it actually cost \$173.31 per person. This is a large deficit per person that is accruing every year.

RFPs have been distributed for 2019 for various locations around the state. Gaylord Hotels presented a presentation for their new properties.

Jon Korosi presented an RFP pitch for hosting CO FBLA SLC at Gaylord Rockies. Here is a link to the Gaylord Rockies presentation:

<https://drive.google.com/open?id=0B97gnZv3KxCYanU5N2VsVnY2cDQ>

Kana moved and Steve seconded to move the location and lodging of the CO State Leadership Conference to the Gaylord Rockies & Convention Center at the earliest possible date given that rates are competitive and negotiable. Motion Passed.

Lawson moved and Sean seconded to increase the SLC registration cost from \$115 to \$130 for the 2018 conference. Motion passed.

New Business:

Board Members who are also attending the State Officer Meeting on 9/7/17 will be heading up the new guidelines for CO FBLA PEAK awards.

NLC 2018-

Baltimore, MD

Upcoming dates:

Date	Event	Time
September 6, 2017	BOD Meeting	8:30am-3pm
September 7, 2017	State Officer Meeting	8:30am-3pm
December 6, 2017	State Officer Meeting	8:30am-3pm
March 7, 2018	BOD Meeting	8:30am-3pm
May 2, 2018	BOD Meeting	8:30am-3pm
May 3, 2018	State Officer Meeting	8:30am-3pm

CFLC 2017 Dates:

Date	City	Venue
October 2, 2017	Grand Junction	CMU
October 3, 2017	Pueblo	Pueblo Convention Center
October 4, 2017	Denver	Arapahoe County Fairgrounds
October 5, 2017	Greeley	CMU
October 6, 2017	Sterling	NJC

Colorado Business Educators

Fall CBE conference is September, 14-16, 2017.

Lawson moved and Cathy seconded to adjourn. Motion Passed.

Meeting adjourned at 4:06pm.