



**Nevada DECA, Inc.
Board of Trustees Meeting**

DATES: May 16, 2012
11:00 am -2:00 pm

PLACE: Southwest CTA
Las Vegas, Nevada

The following Trustees, constituting all of the initial Trustees named by the Incorporator and a majority of authorized number of Trustees (thereby establishing a quorum) of the Board, participated in the meeting:

Board of Trustees Members in Attendance

- Terry Ertman, DECA Advisor at Basic High School and Board of Advisors Representative
- Perry Annett, DECA Advisor at Southwest CTA and Board of Advisors Representative
- Melissa Scott, Nevada DECA State Advisor, Business and Marketing Consultant, Nevada Department of Education
- Victoria Cana, Nevada DECA State Officer
- Curtis Haley, State Director (proxy voting for Brycen Woodley, Executive Director)

Board of Trustees Ex-Officio Members in Attendance

- Ryan Underwood, Senior Director

Board of Trustees Guests in Attendance

- Cassandra Taylor, Nevada DECA State Officer (prospective Board of Trustees member)
- Daniela Sanchez, Nevada DECA State Officer (prospective Board of Trustees member)
- Crystal Lyon, Silver State Credit Union (prospective Board of Trustees member)
- Tory Teunis, KickJab.com (prospective Board of Trustees member)
- Laurel Cruz-Esau, Vons (prospective Board of Trustees member)
- Jeff Harmon, Harley Harmon Insurance (prospective Board of Trustees member)
- Greg Stoch, Cox Communications (prospective Board of Trustees member)

Board of Trustees Not in Attendance

- Mark Del Guercio, Prosperity Advisors
- Tricia Del Guercio, Prosperity Advisors
- James Kohl, Howard and Howard

CALL TO ORDER

The Nevada DECA, Inc. Board of Trustees meeting was called to order by State Advisor and acting Board Chair Melissa Scott at 11:20 a.m.



APPROVAL OF MINUTES

It was moved by Terry Ertman and seconded to approve the minutes of the January 2012 Board of Trustees Meeting. The motion passed unanimously.

STATE OFFICER TEAM REPORT

Daniela Sanchez, Nevada DECA State President and Cassandra Taylor, Nevada DECA Vice President of Southern Nevada, presented the State Officer Team report highlighting the key accomplishments of the officer team since the last BOT meeting.

The official written state officer report was submitted for review to all board members in attendance.

Some of the highlights from the report were their primary goals for the upcoming year to improve social media outreach, recruit DECA members from local middle schools, and support the Las Vegas DECA Picnic.

DECA NATIONAL VICE PRESIDENT WESTERN REGION REPORT

Victoria Cana thanked the Board for their support of her campaign for DECA Western Region Vice President, which resulted in her successful election at the 2012 ICDC. The National Officer Team already has its first assignments for their Orientation Meeting in July, including developing several speeches and workshops for use during her term in office. Victoria also shared that the National Officers will be heading to China for three weeks with the People to People ambassador program and will be at the DECA Emerging Leader Summit in Los Angeles in the summer.

STATE ADVISOR REPORT

Melissa Scott delivered the State Advisor Report providing the following updates to the Board:

Business and marketing education has gone through a major overhaul in the next year. New state standards for marketing, finance, and business management are going to the Board of Education on June 1 for approval. Documents will be developed for advisors to help them incorporate the standards into their curriculum. The standards were developed with input from teacher teams and are nationally and industry validated. All schools across the state will now be using the same course names with the same standards. Next year, entrepreneurship and administrative services standards will be addressed and reviewed in the fall. Melissa will be attending *MBAResearch* Conclave in June.

Melissa also gave an update on state and federal funding for CTE. Melissa believes Perkins grand funding will be held at current levels, and that state funding should be stable in the coming year.



STATE DIRECTOR REPORT

Curtis Haley delivered the State Director Report providing updates and information on the following items:

- Nevada DECA had an incredibly successful year across the board, with increased membership and record attendance at SCDC and ICDC.
- Nevada DECA will be losing advisors at Coronado and Shadow Ridge in 2012-2013, but anticipates that there will be two or three new chapters in the coming year. In addition, West CTA and North Valleys are anticipating increased growth in the coming year.
- Nevada DECA experienced several successes at the 2012 ICDC, including that two Davidson Academy students (Amy Bodner and Ikya Kandula) won First Place in Hospitality Team Decision Making, Victoria Cana was elected Western Region Vice President, three SWCTA students won the FIDM Challenge, and Nevada students won the Safeway and Western Region scholarships.
- Curtis shared that the Advisor Conference will be held Saturday, September 15, 2012 at the Rio, and that advisors will be consulted about possible topics for discussion in the coming weeks.
- The Dew Tour will not be held in Las Vegas in 2012, thus prohibiting Nevada DECA from continuing its involvement. Curtis shared dates and locations for the Fall Leadership Extravaganzas.
- Site selection is currently underway for the 2013 SCDC. The Monte Carlo has declined to continue hosting the event. Greg Stoch offered possible ideas for SCDC locations to be discussed and explored at a later date.
- Curtis shared the timeline for finalizing the next year's operating budget.

After his report, Terry requested that advisors be given as much paperwork and permission forms as possible by the September meeting for 2012-2013 events to allow for easier facilitation of getting forms signed and delivered. She also requested that Statement of Assurance forms be delivered before the Advisor Academy to allow for advisors to turn them in at that event. Curtis pledged to follow up on these items.

FINANCIAL REPORT

The board reviewed the current year to date financial reports reconciled through April 30. It was reported that Nevada DECA was on track to deliver the year on budget as anticipated with significant receivables and payables still remaining with International Conference just wrapping up two weeks ago.

Total assets were \$244,823 with \$113,276 still remaining in accounts receivable to be collected. Accounts payable is at \$915 but does not account for the majority of fees Nevada still owes from ICDC that have not yet been received for processing and payment.

The management team addressed questions about the financial reports and provided explanation. It was suggested that Nevada DECA consider adding pro forma estimates



as to anticipated income and expense when we know there is A/R or A/P expected so we can have a closer approximation of our standing. Staff will explore methods for doing this.

Cassandra moved and it was seconded that the financials be approved as presented. The motion passed unanimously.

Curtis Haley inquired of the board as to which financial statements they would like to see at the regular meetings during the year. The consensus of the Board was that they would like to see a Balance Sheet and P&L statement, with potential for other documents, including estimated actuals, vendor lists and other year-to-date expenditures. Curtis planned to follow up with the Board members to finalize which reports they will get before the next meeting.

BOARD MEMBERSHIP

It was moved by Perry Annett and seconded that Daniela Sanchez, Cassandra Taylor, Jeff Harmon, Tory Teunis, Laurel Cruz-Esau and Crystal Lyon be elected to the Nevada DECA Board of Trustees. The motion passed unanimously.

Greg Stoch asked to be temporarily withheld from consideration as he obtains approval from his employer to serve on the Board. Fred Kiser will also be considered but was not formally elected because he was not able to be present at the meeting.

James Kohl has reached the limit to the number of consecutive terms that he can serve on the Board per the association bylaws and is stepping down from the board.

Tricia and Mark Del Guercio did not ask to be considered as candidates for another term on the Board of Trustees.

NEVADA DECA TRAVEL COORDINATION

Curtis, Melissa and Ryan briefed the Board on travel coordination conversations, as well as advised the Board that the 2012 Advisor Meeting will feature a discussion and vote on whether Nevada DECA will continue to coordinate group travel for the chapters in future years. A few chapters have indicated a desire to coordinate their own travel logistics for DECA conferences. Under our current scenario all chapters travel together to achieve group purchasing power and overall delegation coordination. Chapters have agreed to make certain sacrifices of accommodation and personal logistics in order to achieve the lowest possible price and easiest coordination overall for Nevada DECA. The Management Team reported that travel coordination takes a significant amount of time and resources to organize and that without cooperation and support from chapters, that perhaps this time would be better utilized to serve the many other needs of the state association. Nevada DECA will walk through this conversation and the pros and cons at the Advisor Meeting. In the end, the management team wants to serve the chapter needs as outlined by the Board and recommended by advisors.



REVIEW OF NEVADA DECA CHAPERONE POLICY

Curtis shared that the management team will be focusing more effort on enforcing the DECA chaperone policy for events in the coming year. Specifically, each chapter will be expected to have a 10:1 student-to-chaperone ratio for Nevada DECA events in effect for 24 hours a day while an event is happening. For ICDC, the ratio will be 8:1 as set by DECA. This will be enforced on a per-chapter basis, though chapters can join efforts to meet the chaperone requirements for their chapters. Melissa requested for this policy to be formalized and posted on the Nevada DECA website. It was also noted that for our larger DECA chapters that the state may need to help support compliance with this policy to ensure the broadest possible participation for members.

CORONADO HIGH SCHOOL HARDSHIP REQUEST

The Board reviewed a hardship request from Coronado High School for one of its students who withdrew from school after the ICDC registration deadline due to hardship that had fallen on the family. The Board was sensitive to this consideration as its unfortunate anytime a student, family, or chapter has to pay funds for events and then for understandable reasons cannot attend.

The Board consideration of this request centered on the idea that many chapters have issues like this and all have equally telling and convincing explanation of real hardship, misfortune, and circumstances beyond a student and/or chapter's control. Both Board of Advisor representatives shared stories from this year and recent years of similar scenarios in their own chapters and related the many other stories they've heard over the years from colleagues. It happens each year and with each event.

The Board confirmed that the reason for the non-refund policy is that Management Team and Board could spend endless hours fielding reimbursement scenarios, ruling on them, justifying them, and working through the logistics. It also creates potential audit issues that are avoided completely in regard to fund disbursement and rationale.

The Board re-iterated that the advisor's primary resolution mechanism is for another student from the school or from Nevada DECA to substitute in place of the withdrawing student thus returning funds to the chapter or school and also giving the added benefit of another student being able to attend the event. This is communicated in our documents for events and is well known, especially for veteran advisors.

It's vital for DECA to maintain the non-refund policy so that the primary route for return of funds to a withdrawing student is through substitution not through reimbursement from the state. This substitution practice is easier, quicker, and requires advisors to communicate to each other and to implement strong local practices that ensure students take seriously the intent to compete and registration commitment. A non-refund policy also contributes to equity and fairness for all.



There can be no perception that Board members, top chapters, or other considerations are entering into the refund process and thus Nevada DECA “playing favorites” among advisors. No undue influence is allowed to enter the process and there is only one route for return of funds--substitution.

Because of these core beliefs about refunds or hardship requests, the Board decided initially not to consider any hardship support nor take a vote. Staff clarified again that there was essentially a dual request for hardship consideration: return of funds to the student and return of funds to the chapter. The Board was asked to reconsider at least a partial hardship funding based on returning funds to the student’s family in this extreme circumstance. The Board looked at the issue again through this perspective.

It was moved by Victoria and seconded to refund \$125 to the Coronado student for ICDC. The motion failed 1-2 with Curtis abstaining from the vote and Melissa not voting as no tie breaker was necessary.

The Board also briefly discussed the possibility of setting up a Chapter Grant or Chapter Support Fund to deal with similar challenges and hardship situations in future years, but decided to postpone this conversation until the September meeting.

OTHER ITEMS

Discussions about the Chapter Awards Program, Chapter Scrapbook event, and State Officer elections process were postponed until September.

Future Board of Trustees meeting dates were tentatively scheduled for September 14, 2012 and January 10, 2013.

Curtis and Melissa pledged to follow up with the Board of Trustees to set up an orientation webinar for the incoming Board members in the coming weeks.

ADJOURNMENT

It was moved by Victoria and seconded that the meeting be adjourned. The motion passed unanimously and the meeting was adjourned at 1:47 pm.

Respectfully Submitted, NEVADA DECA, Inc.

Curtis Haley, State Director (Acting Secretary)

5/16/12
Date