



Nevada DECA, Inc. Board of Trustees Meeting

DATES: January 11th, 2008 **PLACE:** Nevada State Bank
9:05am - 11:09 am

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

- Victor Paglio, Jr. Vice President, Nevada State Bank, Board Chair
- David Gass, CEO, Business Credit Services, Board Vice Chair
- Joshua Campa, Nevada DECA State Historian, Board Secretary
- Ed Brown, Nevada DECA, Economic Development Specialist, U.S. Small Business Administration
- Perry Annett, DECA Advisor at Eldorado High School & Board of Advisors Representative
- Don Shumaker, DECA Advisor at Spring Valley High School & Board of Advisors Representative
- Melissa Scott, Nevada DECA State Chair, Business and Marketing Consultant, Nevada Department of Education
- Ashleigh Sprague, Nevada DECA State President
- Ryan Underwood, Executive Director, Nevada DECA, Inc.
- Katherine Jacobi, Board Vice Chair, Director of Education, Nevada Hospitality Foundation
- Delia Gomez, U.S. Small Business Administration

Board of Trustees Not in Attendance

- Mariclar Reyes, CUDL Sales Specialist, West Star Credit Union

Board of Trustees Ex-Officio Members

- Brycen Woodley, State Advisor
- Phyllis Dryden, Director of Career, Technical, and Adult Education, Nevada Department of Education

CALL TO ORDER

The Nevada DECA, Inc. Board of Trustees meeting was called to order by Board of Trustees Board Chair Victor Paglio at 9:05 am.



APPROVAL OF MINUTES

It was moved by Joshua Campa and seconded to approve the minutes of the September 14th, 2007. The motion passed unanimously.

STATE OFFICER REPORT

State President Ashleigh Sprague presented the State Officer Team Report. She reported that officers had visited 15 chapters to date. She also noted that the book drive had doubled participating from the previous year and that ATA was the largest contributor. It was also reported the officer's attendance of both the ACTE & WRLC Conferences. Over 8,000 educators attended this Las Vegas event. Officers played c-host to the event, had a lunch meeting with DECA Executive Director Dr. Edward Davis; and worked to expand visibility through a promotional booth. State officers had also completed three newsletters and hosted three regional leadership conferences in Elko, Tahoe, and Las Vegas.

BOARD OF ADVISOR REPORT

Perry Annett gave the report from the Board of Advisors meeting. It was noted that the meeting of the Board of Advisors was effective and productive with 19 advisors attending; in which the advisors were pleased.

Board of Advisors received a report on SCDC future sites. Many options were being explored in order to keep the cost down. The biggest challenge we have with SCDC is that advisors are used to paying \$40-50 so processing \$75-100 is a challenge especially when you have many members in your chapter. The concept of a Friday conferences was floated to advisors and well received. It was noted that school districts are likely to have major resistance from to events taking teachers out on Fridays and Mondays due to substitute teachers. All advisors were working to ensure that SCDC models ICDC as closely as it can and appreciated receiving registration information so early so that there is plenty of time to plan.

Advisors also noted their appreciation for receiving the ICDC information so early and that the costs had come down. Advisors recommended dividing the \$10,000 BCS donation by the number of confirmed students based on deposit. Advisors were very appreciative of BCS contribution and that everyone can participate. It was noted the fees to attend this year were noticeably less based on the sponsorship donation from BCS and State Advisor Brycen Woodley's efforts to secure low cost airfare to Atlanta.



FINANCIAL REPORT

July 07 – December 07 Financial Report

Discussion

The financial report for the period between July 1, 2007 – December 31, 2007 was presented by Joshua Campa to the Board of Trustees for review, question, and clarification. It was reported that the total amount in the checking account stood at \$48,890, with total assets of \$48,915 and liabilities and equity at \$48,915. The reported income of \$38,050 combined with the total expenses of \$36,703 brought Nevada DECA of the total of \$1,347 of Net Income.

It was noted that the Bank of America CD Account had gone up at least half of a percent in interest rates. The discussion of shopping for new rates was issued when it was noted the account had been setup three years ago. Ryan Underwood noted that the goal of the CD accounts was to maximize money management. Victor Paglio urged members to make the decision based upon how much money would be needed. It was suggested to track rates via cdinvest.com to find the best rates.

Decision

It was moved by Perry Annett and seconded to approve the July 07- December 08 Financial Report; the motion passed unanimously.

Direction

The Board would like to look at a Pro Forma Financial Schedule in September/November 2008 to look at the results of the CD and do some projections on cash flows so we can further discuss vehicles to maximize idle funds.

Member Balance Sheet

Discussion

The issue of Chapters not in good standing being unable to attend was noted due to the fact of it being included in the Nevada DECA Constitution. Brycen Woodley reported that some schools still owe money from the Clark County picnic because the chapter they gave it for submission is holding the money.

Direction

Brycen Woodley will follow-up with each of the chapters who owe money prior to the State Career Development Conference in March. A reminder including the exact date to submit the remaining costs would also be sent to chapters who have yet to pay.



INSURANCE LIABILITY POLICY UPDATE

Directors and Officers Insurance

Executive Director Ryan Underwood reported that Directors and Officers Insurance has been secured at \$1,300 with Darwin National Assurance Company. Event insurance has also been secured.

The policies purchased are called Management Liability Insurance for Not for Profit Organizations. Coverage includes:

- Directors and Officer Liability @ \$1,000,000
- Organization Liability (included in Directors and Officers Liability Limit)
- Employment Practices Liability @ \$1,000,000
- Third Party Liability (included in Employment Practices Limit)

There is no Retention (similar to a deductible). The comparable policy of Nevada Career and Tech has a \$1,000 retention. Defense costs are inside the policy.

(B) "**Claim**" means:

- (1) any written demand for monetary, non-monetary, or injunctive relief;
- (2) any written request to toll or waive any statute of limitations;
- (3) any civil proceeding in a court of law or equity, including any appeal there from, which is commenced by the filing of a complaint, motion for judgment, or similar proceeding;
- (4) any criminal proceeding which is commenced by the return of an indictment or similar document;
- (5) any administrative or regulatory proceeding or investigation, including a proceeding relating to allegations of wrongful dismissal, discharge or termination of employment brought by or before the Equal Employment Opportunity Commission or any similar state or local agency, commenced by the filing of a notice of charges, formal order of investigation or similar document; or (6) any arbitration proceeding.

The "Third Party Discrimination Wrongful Act" covers:

- (1) harassment (including sexual harassment);
 - (2) discrimination based upon age, gender, race, color, national origin, religion, sexual orientation or reference, pregnancy or disability or any basis prohibited by federal, state or local laws; or
 - (3) humiliation, invasion of privacy or infliction of emotional distress.
- (V) "**Wrongful Act**" means:



- (1) any actual or alleged act, error, omission, misstatement, misleading statement or breach of duty, including any **Personal Injury**, by an **Insured Person** in his or her capacity as such;
- (2) any matter asserted against an **Insured Person** solely by reason of his or her status as such;
- (3) any actual or alleged act, error, omission, misstatement, misleading statement or breach of duty by an **Insured Person** in his or her **Outside Capacity**; or
- (4) any actual or alleged act, error, omission, misstatement, misleading statement or breach of duty, including any **Personal Injury**, by the **Organization**.

NON DISCRIMINATION POLICY

Discussion

As part of the insurance process the underwriters required a sexual harassment policy and non discrimination policy in place.

Decision

It was moved by David Gass and seconded to adopt the following Non Discrimination Policy for Nevada DECA, "Nevada DECA does not knowingly discriminate against any person on the basis of race, color, creed, religion, national or ethnic origin, sex, age, or disability in admission to, gender preference or treatment of participation in its programs and activities." The motion passed unanimously.

Direction

Investigate getting Civil Rights training and orientation from the state and noting Board attendance and participation in this annual activity.

SEXUAL HARRASSMENT POLICY

Discussion

As part of the insurance process the underwriters required a non discrimination policy be in place.

Decision

It was moved by David Gass and seconded to adopt the following Sexual Harassment Policy, "Nevada DECA prohibits sexual harassment of its employees."



Direction

Incorporate our policies into our policy manual and schedule for annual review by Board members each year and for easy reference. Post policies online in governance section.

Delia Gomez suggested the idea that the Board should go through a training each year to ensure that each of the members are aware of the precautions that needed to be taken in order to protect the association.

Nevada DECA should investigate getting Civil Rights training and orientation from the state and noting Board attendance and participation in this annual activity. Melissa Scott volunteered to coordinate with the other CTSOs to do something for all the organizations.

CORPORATE DEVELOPMENT PLANNING

Scholarship Program

Discussion

Brycen Woodley presented and update of a marketing package to be used to reach out to potential sponsors from the community. The packet was designed based on recommendation and feedback from the Board. Materials in this package included DECA Ink and a sponsorship package summary. Brycen pointed out the goal of this package was to have every DECA Competition sponsored.

The board was pleased with the fact that DECA Ink was included in the package, and the overall image of the final product. The Board also suggested that a \$250 level be added in order to help encourage the next giving jump between \$100 and \$500. The Board pointed out that when "range" giving is done, people tend to give at the low end of the range.

Direction

Victor Paglio volunteered to follow up with Vince Farese, Nevada State Bank, and a contact at the North Las Vegas Chamber to setup a meeting between Ryan Underwood, Brycen Woodley, and representative from the State Officer Team to continue the sponsorship efforts. It was also noted that we should add the Latino Chamber of Commerce to our list of targets for partnership.



Ed Brown suggested to look at the "CFC Campaign".

Include language about members asking parents about contributions on behalf of their students so we're "receiving a contribution" that we then ear mark for the student as a scholarship, but, we get to do it in double format. Add

Melissa will follow with Delia on information SBA recently received on grants.

AUDITING & GRANTS

Discussion

Katharine Jacobi brought up the idea that a higher level of auditing would enable Nevada DECA to obtain additional grant opportunities. Ryan Underwood noted that setting up a partnership with a bank in which they doubled any donations made would be a great way to maximize funds for the students.

Direction

An article will be added to DECA Ink to advertise funding opportunities would be added by the Nevada DECA State reporter to increase overall awareness, and Additional information would be sent to Delia Gomez by Melissa Scott.

CONFERENCE UPDATE

SCDC 2008 & 2009

Discussion

Brycen Woodley updated the board on the progress of recruiting judges; noting that they are currently further along than last year around the same time. The goal of making SCDC similar to the ICDC experience was noted as well.

For 2009 it was reported that the Rio, Suncoast, and UNLV had been contacted for date and pricing availability.

Davis Gass presented the idea of training the judges of each competition in some way would increase the consistency of judging throughout the conference. Ideas of ways to do so included; a conference call, and online forum, in-depth review process, and an online video.



ICDC 2008

Discussion

ICDC 2008 was noted to have gone down in cost from the previous year from \$940 to \$870. We've also increased budget for spirit items and Nevada DECA branding materials for ICDC as requested by the advisors. Flight costs were initially coming in at over \$1000 with no direct flight schedules. DECA finally received a great price from ATA at just below \$400. Nevada DECA does a stipend for running Quick Serve Restaurant event management of \$250 for Director and Assistant Director. Karen Jacobi offered the assistance through the connection to the National Restaurant Association in Atlanta to help with judges. Don commented on how valuable it is to run and event how it gives insight into advisors.

WRLC 2009

Discussion

Brycen Woodley reported the date change of the 2009 Western Regional Leadership Conference did not affect the room rates. Brycen Woodley's election to the Western Region board was also noted.

The meeting was adjourned at 11:09 am

Respectfully Submitted,

NEVADA DECA, Inc.

Josh Campa, Board Secretary

1/11/08

Date