



ELECTION/APPOINTMENT OF NEW BOARD MEMBERS

Organization Chart Review

Discussion

The organizational chart for Nevada DECA was distributed to review with the new Board of Trustee members. The role of Nevada Department of Education as charter holder for DECA was clarified. Nevada legislature provides restricted funds of \$20,000 reimbursable to each CTSO in Nevada. Funding from Federal Perkins funding for administration is also allocated to compensate independent contractors to provide services to the organization. TRI Leadership Resources has been secured by Nevada Department of Education as the association managers of Nevada DECA.

The security and check signing process was reviewed. It was reported that dual signatures are required on all checks. Check requests are generated which are approved by the State Advisor and Finance Director who send the request and official documentation to the State Chair for review and approval. All original documentation is filed in Carson City at the Nevada Department of Education.

The Board recently changed its structure to add two advisors and two students to the Board of Trustees to represent the two critical aspects of the youth adult partnership in education.

Board of Advisor Representatives

Discussion

Four initial candidates were nominated for the Board of Trustees as Advisor representatives. Two candidates asked for their name to be taken off the ballot as an eligible candidate. A concern was raised that not enough advisors were present at the May meeting to vote on candidates. The nominated advisors submitted statements about their candidacy and plans. The advisors agreed to vote via email for nominees.

Decision

Melissa Scott moved and it was seconded to affirm the Board of Advisors vote to confirm Perry Annett and Don Shumaker as the Board of Advisor Representatives to the Board of Trustees.

Direction

State Adviser Brycen Woodley will make the announcement to the local chapter advisors and post the updated Board members to the state website.



Board of Trustee Term of Service

Discussion

The question of the term of service was discussed by the Board members. Clarification was requested on when members officially begin and end their term of service.

Decision

It was moved by Victor Paglio, Jr. that:

1. All Board of Trustees nominees are made and determined annually at the May meeting of the Board;
2. The term of service for Board of Trustee members shall run from September to September;
3. Elections for corporate officers of the Board of Trustees are in September;
4. The term of service for corporation officers shall begin at the end of the September meeting and shall run through the end of the next September meeting.

The motion passed unanimously.

Direction

The Executive Director shall update this policy in the association Policies and Procedures manual and confirm this information with newly elected members of the Board each year. Additionally, Board of Advisor nomination forms shall be updated to include this policy.

Confirmation of State Officer Appointment

Discussion

The State Adviser submitted State Officer Josh Campa as the second state officer to join the Board of Trustees.

Decision

It was moved by Victor Paglio, Jr. to affirm the appointment of Josh Campa as the second state officer representative to the Board of Trustees. The motion passed unanimously.

Direction

The State Adviser Brycen Woodley will update the website this appointment information to the Board of Trustees.



Election of Corporate Officers

Discussion

The positions of Chair, Vice Chair, and Secretary/Treasurer are open for election for the corporate board. Executive Director Ryan Underwood clarified prior to the vote that he would abstain from voting for corporate officers of the Board to maintain the ethical distance between voting for officers that then would be negotiating the management team contract annually. The Board thanked the current officers for their service to Nevada DECA and for successfully setting up the governance structure for DECA over the past few years.

Decision

It was moved by Ed Brown and seconded to approve the following slate of candidates the corporate officer positions on the Board of Trustees: Victor Paglio, Jr. Board Chair, David Gass Vice Chair, and Josh Campa for Board Secretary/Treasurer. The vote for the slate was unanimous with one abstention by Ryan Underwood.

Direction

The state website will be updated with the new corporate officers and local advisors and state officers informed.

FINANCIAL REPORT

FY 2006-07 Financial Statements

Discussion:

The 2006-07 financial statements were presented to the Board of Trustees for review, question, and clarification. It was reported that Nevada DECA total revenue for the year was \$256,421.37 with expenses of \$265,158.31 resulting in a loss of \$8736.94. Total assets as of June 30, 2007 were \$50,031.06 with liabilities of \$3,774.83. Accounts receivable was \$0 and accounts payable was \$4,758.39 and a detailed schedule was presented.

It was noted that the Board had approved the use of Nevada DECA reserve funds to help defray the cost of National Conference Travel for members. The projected loss was approved at nearly \$13,000 and the Board was pleased to find that through careful management of ICDC and association expenses that the loss was only \$8,736.

The Board questioned the nature of outstanding AP to TRI Leadership Resources. It was noted that TRI had financed operations or meeting expenses of Nevada DECA, had provided original documentation, and that the reimbursement procedure was in process.



The Board questioned the nature of the Bank Fees on the P&L statement. It was reported that these fees were not for late fees, but for bank services. The NDE Auditors require copies of actual check written and the bank charges were for the cost of returning these checks with the monthly statement.

The Board asked to see closer tracking of membership dues income to break out associate, professional, and members in the dues reporting.

Decision

It was moved by Kathy Jacobi and seconded to approve the FY 2006-07 financial statements as presented. Motion passed unanimously with Ryan Underwood abstaining.

Direction

The State Chair will file the financial records with the official minutes of Nevada DECA and will direct the Finance Director to complete and file IRS 990 statement and file with National DECA.

NEVADA DECA BUDGET 2007-08

Discussion

The Nevada DECA Management Team presented the proposed budget for 2007-08. The budget for income of \$275,180 with expenses \$273,613 for a projected net income of \$1,566.00.

The Board was pleased to see the expenses for the CTSO Summit were less than previous years and inquired as to the nature of the savings. It was reported that NACTE moved its conference location which moved the CTSO Summit to a location that cost less and saved DECA funding on lodging, meals, and meeting space.

It was reported that storage space went down from \$534.00 to \$357.00 and is shared with DECA. This was due to consolidation, cleaning up of storage, and move to a smaller facility.

The Board requested that the CCSD District Expense and Revenue items be removed from the budget as these transactions will not be flowing through Nevada DECA's accounts this year.

It was reported that based on the projected growth in Nevada DECA from interest in prospective chapters that the chapter grant fund had been increased from 3 to 6 bringing category on budget to a total of \$1500.



The Board inquired about SCDC budgeting and how it works. The Board also asked about returning to UNLV and their new facility to see if it would save costs on this conference expense. The Management Team reported that they had actually investigated UNLV as a site prospect today. The space had been unavailable the past two years and is not available for 2008. The team was exploring for 2009 and reported that scheduling for the UNLV calendar opens in Spring and that Nevada DECA would consider for 2009 which could possibly lend us lower cost in terms of space and meals. Henderson Convention Center was proposed for a SCDC location. Feedback from some board members indicated that an earlier DECA District Conference was not as pleasant at this facility and that maximum comfortable capacity for the type of conference we run at 300.

The Board requested previously that expenses related to TRI Leadership's management of Nevada DECA be broken out. The management team provided extensive detail in its agreement for 2007-08 in response to this request. The Board was pleased to see this detailed out and appreciated the response to their request.

Decision

It was moved by Victor to approve the budget with corrections to chapter grant, storage rental, and removal of CCSD District expenses/income items. Motion passed unanimously with Ryan Underwood abstaining.

Direction

The updated and approved budget will be presented to the Finance Director for entering into the accounting program.

MONEY MANAGEMENT

Discussion

The Board previously requested the Management Team to look at cash flow management techniques and the possible use of Sweep Accounts to invest idle funds on a short term basis. The Finance Director researched these possibilities and found the fund balance regularly maintained by Nevada DECA to be too low for a traditional sweep account. However, the bank suggested placing our idle funds in no-penalty for withdrawal CD accounts. Nevada DECA took action on this opportunity and moved \$20,000 into this special type of CD in four \$5,000 bundles.



DEPARTMENT OF EDUCATION AUDIT RESULTS

Discussion

The Department of Education Auditors completed their official audit of Nevada DECA for the FY 2004-05 and 2005-06 report number 06-2676-935. Nevada DECA's audit for this time period was accurate and no findings were reported by the auditors.

Decision

It was moved by Perry and to accept the audit report by the Nevada Department of Education. The motion passed unanimously.

Direction

The State Chair will file the Nevada Department of Education audit for 2004-05 and 2005-06 in the official minutes book of Nevada DECA, Inc.

CORPORATE BYLAWS

Discussion

Suggested changes to the Nevada DECA Corporate Bylaws were prompted by local chapter requests that Nevada DECA policy in regard to lodging for conference events be clarified by the Board.

Decision

It was moved by Victor Paglio, Jr. and seconded to change Article V to Article VI and to create new Article V Chapter Governance. New Sections 5.1 defining Active Chapter Status (previously determined); new Section 5.2 defining Chapter in Good Standing (previously determined); and new Section 5.3 requiring members of DECA required to stay at the designated conference hotel to participate in DECA conferences were added to the new Article V. The motion passed unanimously.

Direction

The Executive Director and State Adviser will update the corporate bylaws to reflect these new bylaw changes and will post them to the website and distribute to chapters.

CORPORATE DEVELOPMENT

Discussion

As requested at the May 2007 meeting, the Management Team presented the draft of the sponsorship program for Nevada DECA to the Board for review.



The Board inquired as to the current distribution of the state newsletter DECA INK. The current circulation is to advisors, members, judges, alumni reaching 1500 people every 2 months.

The Board inquired as to whether sponsors be able to do what they want to do with their contribution. It was clarified that the sponsorship program was designed to package giving in ways that were easy for donors to understand how their funds would be used to benefit DECA members. It was also clarified that donors always had the option of designating their funding to specific areas they had regardless of the established giving program.

Kathy Jacobi suggested partnering with mission related organizations to do database exchanges to broaden DECA's reach to corporate friends and for those organizations to expand their reach to DECA volunteers and chapters.

The Board was pleased to see the progress of the giving program and that it contained good thoughts and was long needed by Nevada DECA.

The Management Team requested further information as to what was needed in future evolutions of the sponsorship program. The Board suggested areas to include as follows: Answer the question "Ask where does your money go?" and show how funds are allocation. It was suggested to add additional categories like sponsor team to national, sponsor our whole competition, etc. It was also suggested to answer the question "How do I get on to your Board?" and "Ways to give other than funding." It was also suggested to add a category for "wish list" in the event that donors could make in-kind contributions.

The Board also asked to clarify on website that professional members are not just advisors. The Board also suggested that the Management Team look into issues of requiring credit to a school.

Decision

Board encouraged continued development, and to emphasis on professional membership.

Direction

The Management Team will print color copies of the final program and distribute to the Board at the next meeting.



INSURANCE

Discussion

Liability insurance and board insurance has been researched at 2 locations. Initial quote we are getting is about \$1300. Event insurance has been requested for SCDC 2008.

Direction

The Management Team expected to be able to bind Directors and Officers insurance and general liability policy by the next Board meeting.

STATE OFFICER REPORT

State President Ashleigh Sprague presented the State Officer Team report. Highlights of the report included the publishing of two newsletters and their work on a third; attendance at the WROTC in Arizona and the CTSO Summit in Lake Tahoe. A chapter visit was completed to Boulder City. It was also pointed out that the State Website shows who's servicing each local chapter from the officer team. The officers highlighted outreach efforts for the book drive book drive and their goal to send 2-3 emails to chapter advisors in the fall and their goal to visit every chapter. Ashleigh reported her regular communication with the Western Region National Vice President and that the Board receives the DECA Ink Newsletter and Monthly State Team report. The officers also reported their completion of the DECA Week Promo packet.

The Board was very pleased with officers efforts and growth. They noted that their leadership was coming along very well and their communication impact is being felt in the chapters.

ICDC RATIO OF CHAPERONES TO STUDENTS

The management team reported that National DECA had requested Nevada DECA be more diligent on the enforcement of the 1:10 ratio of delegates to advisors for ICDC. National DECA reported that it will be enforcing this policy more closely with Nevada DECA and requested that the Board of Trustees and Board of Advisors help promote this policy and self enforce it for 2008 and future events.

MANAGEMENT CONTRACT

Discussion

TRI Leadership Resources presented a detailed contract illustrating all fees and expense costs for 2007-08 to supplement the Nevada Department of Education contract through Great Basin College. The Board was pleased to see this detail as well as the efficiency



that the new contract would bring in terms of relieving work in the reimbursement process.

The Board requested that a "cooling off period" clause be added to the agreement so that a clear and fair process for the management team and Nevada DECA could be in place in the event of early contract termination. This request was met with favor and agreeance by the Board and Management Team.

The Board requested additional time to review the agreement more closely and to send any concerns and suggestions to the new Board Chair. The Board Chair would then call for an electronic vote to bind the agreement. The State Chair also requested that the final agreement be reviewed by the Department of Education to ensure compliance with the state auditor.

Decision

It was agreed that TRI would update their contract, submit to the Board for review, and that to vote electronically on the agreement for 2007-08.

Direction

TRI will update the agreement and submit to the Board. The State Chair will review the agreement with the state auditor. The Board Chair will facilitate an electronic vote whose results will be reported in the minutes of the next Trustee meeting.

Due to time, the Board agreed to table other matters for next meeting or be informed via email.

The meeting was adjourned at 2:29.

Respectfully Submitted,

NEVADA DECA, Inc.

Josh Campa, Board Secretary

9/14/07

Date