



Nevada DECA, Inc. Board of Trustees Meeting

DATES: August 21, 2006
3:07 – 5:10 p.m.

PLACE: Nevada Department of Education
Southern Nevada Office

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

- Perry Annett, DECA Advisor at Eldorado High School & Board of Advisors Representative
- Tina Fulks, DECA Advisor at Sierra Vista High School & Board of Advisors Representative
- Melissa Scott, Nevada DECA State Chair, Business and Marketing Consultant, Nevada Department of Education
- Kade De Simone, Nevada DECA State President
- Ryan Underwood, Executive Director, Nevada DECA, Inc.
- David Gass, CEO, Business Consulting Services
- Victor Paglio, Jr. Vice President, Nevada State Bank

Board of Trustees Not in Attendance

- Katherine Jacobi, Board Vice Chair, Director of Education, Nevada Hospitality Foundation
- Michelle Layton, Board Secretary Training and Communications Manager, Stratosphere
- Ed Brown, Nevada DECA, Inc. Board Chair, Economic Development Specialist, U.S. Small Business Administration
- Delia Gomez, U.S. Small Business Administration
- 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 State Chair Melissa Scott at 3:07 p.m.

APPROVAL OF MINUTES

It was moved by Perry Annett and seconded to approve the minutes of the February 1, 2006 meeting. The motion passed unanimously.



BOARD OF TRUSTEES MEMBERSHIP

The Nevada DECA Board of Trustees is pleased to welcome Tina Fulks and Perry Annett as our Board of Advisor Representatives to the Trustees for 2006-07. Nevada DECA is also pleased to welcome Melissa Scott to the position of State Chair at the Nevada Department of Education.

It was moved by Ryan Underwood and seconded to approve the appointment of Victor Paglio, Jr. of Nevada State Bank and David Gass of Business Credit Services to the Board of Trustees. Motion passed unanimously.

It was moved by Perry Annett and seconded to approve Kade De Simone as the State Officer Representative. Motion passed unanimously.

FINANCIAL REPORT

It was reported that the current financial standing of Nevada DECA is strong finishing the 2005-06 year with revenues of \$187,097 compared with expenses of \$186,673 for a total profit of \$424.00. The association had total assets as of \$55,871.89 with no long term debt or liabilities. The assets break down into \$35,191.89 cash in bank, \$10,000 invested in a certificate of deposit, and \$10,680 in accounts receivable still owed to DECA from ICDC registration fees owed by chapters. The proposed budget for 2006-07 reported a projected budget of \$232,100 in income and \$232,084 in expenses.

Victor raised question about restricted funds and asked for clarification about the nature of restricted funds. It was noted that the balance sheet indicated restricted retained earnings. It was clarified that the notation of "restriction" to retained earnings was a clerical error. The only restricted funds Nevada DECA has on hand are the Nevada Department of Education funds of \$20,000 which must be reimbursed to Nevada DECA according to state guidelines; funds collected for the special Katrina Relief fund; and the balance of funds from the CCSD District event. It was noted that future reports would show the restricted nature of funds.

Victor clarified that restricted funds are often through trust, endowment, grant or be designated by a donor. These funds can only be spent on the intended purpose and are therefore restricted from general use. Unrestricted funds on the other hand not allocated for expected expense, decision carrying fee, etc. may be put it in a major pool for rebate, investment in interest bearing account, etc. If there is a surplus it can be distributed based on budget authority.

It was also noted that Nevada DECA made an unexpected profit on ICDC due to a change in fuel prices that affected an additional booking of airline tickets. Nevada DECA exceeded its airline block and had to secure over 40 additional airline seats. The



cost of these seats was significantly lower than the block of seats originally reserved. The result was an overall profit from ICDC of which \$40 per person from each chapter was reimbursement to local chapters.

Perry voiced concern about the cost of CTSO Summit. Kade De Simone and Melissa Scott shared that it's the most valuable training provided by the association and is the place where the best planning and training occurs. It was also noted that the Nevada Department of Education does the CTSO Summit in a group process with the other organizations and that it was the state expectation that DECA participate.

A concern in regard to the SCDC budget was noted by the Management Team. Last year the event had an \$11,000 loss. This cost was primarily due to increase in facility fees (2 day event instead of one), meal expenses, insurance/security required by the facility, and increase in leadership component of the conference. It was suggested that at least a \$10 registration fee increase would be needed so that the state would not have to subsidize the conference with over half of its annual contribution.

Tina reported that she had information from 10 other advisors who asked to make every effort possible to keep the registration fees down. It was also noted from the advisor representatives that the chapters preferred a sit down banquet experience for SCDC. Tina acknowledged that costs do increase each year and that the fee for SCDC had remained constant despite expense increases and that state would need to embrace the idea of higher SCDC fees in the future. She also encouraged the Board and Management Team to move cautiously on increases and suggested that two proposals be made for 2008 SCDC for review and comment.

The Management Team agreed to do some research to do some cost comparison on other state conferences and to present a couple different concepts for SCDC 2008 and beyond.

Kade De Simone requested clarification on budget to make sure that state officers had access to funds for their program of work implementation and possible incentives to chapters for participation. It was noted that the budget currently provided for \$500 in general funds for officers to use for these purposes and encouraged Kade to present a proposal should any state officer concepts require funding over and above this amount.

The State Management team agreed to provide a revised budget at the next meeting showing income and expenses paid for using NDE funds vs. DECA funds. It was also reported that Nevada DECA finances are scheduled for audit this year by the Nevada Department of Education.

It was moved Perry Annett and seconded to accept the budget for 2006-07 as presented with the requirement that the SCDC budget and registration fee be approved



prior distribution and notes of explanation be presented on the proposed budget, balance sheet, and income statements. Motion passed unanimously.

National Officer Candidate Procedures

The Management Team presented the National Officer Candidate Procedures document for review and approval by the Board of Trustees. It was noted that the document did not require candidates to be a state officer prior to running for office. It was noted that this element was strongly encouraged and was consistent with national guidelines and the state still reserved the option of not allowing a potential candidate to advance in the process if they were not truly ready for the experience. Another question was noted about the GPA requirement of 2.5 on a 4.0 scale. The Board considered increasing the GPA requirement to 2.75 or 3.00. However, the financial decision was to keep the GPA requirement consistent with national organization.

Annual Calendar

The DECA Annual Calendar was reviewed and confirmed. It was noted that SCDC for 2007 was scheduled for March 8 at the Cashman Center and that ICDC would be held in Orlando, Florida this year.

State President Report

State President Kade De Simone reported on behalf of the state officer team that the team had attended the ICDC in Dallas, Texas and that the state experienced higher placement in competition than the previous year. State Officers attended the first stage of the DECA Leadership Education and Development Series conference, networked with fellow state officers, and were looking forward to a productive working relationship with the newly elected national vice president from Colorado and the national president from Oregon. It was reported that the State President made a dynamic speech about DECA at the Nevada Association for Career Technical Education meeting in Lake Tahoe and that the presentation was well received. It was also noted that Josh Pepper was recognized as the Nevada DECA Outstanding Student Leader by NACTE.

It was reported that state officers were exploring the concept of an MDA benefit concert as well as supporting the MDA Walk on the Las Vegas Strip that was successfully started last year.

Other key state officer goals for 2006-07 include:

- Chapter outreach with each officer visit at least 2 chapters
- All officers contact assigned chapters by the 20th of each month
- And encourage participation in National Marketing Honor Award, Advisor the Year, Who's Who, and Administrator of the Year
- Publishing at least 3 newsletters to chapters



- At least 2 new chapters chartered/reactivated
- Increasing state membership to 1,250
- Having at least 5 chapters complete the membership campaign
- Increasing participation in DECA scholarships
- Increasing participation in DECA conferences

Management Team Report

Executive Director Ryan Underwood delivered the DECA Management Team report and noted the following results from 2005-06:

Total Membership Growth to 1,211

CCSD Districts Participant Counts:

Student	517
Advisor	29
Chaperone	12
TOTAL	558

SCDC 2006 Participant Counts:

Student	391
Advisor	34
Chaperone	12
TOTAL	437

ICDC 2006 Participant Counts:

Student	132
Advisor	19
Spouse	1
TOTAL	152

Accomplishments this year:

- Troy McClain of the Apprentice Spoke at SCDC (able to negotiate a dramatically reduced fee from \$17,000 to \$2,000)
- Historical registration for ICDC (37 more attendees than last year)
- 1 student placed in finals at ICDC and Valley's Christian Ollano placed 3rd in the nation in Entrepreneurship
- 5 State Officers in Vegas and 1 in Sparks. Officers met in April to begin planning for the year and to receive initial training. Officers attended ICDC and led the state at the two State Meetings. Officers attend CTSO Training Camp in Lake Tahoe. Officers have set an aggressive plan of action for the year including a Competition Training Day, State Picnic, Chapter Visits and outreach, Membership Recruitment, Sponsorships, and more!



- BCS came on board as a new sponsor and contributed \$10,000 to be used for scholarships and the Nevada DECA Winner's Dinner Night in May
- Held the first annual Winner's Dinner in May at Jillian's where outstanding students, advisors, and supporters were recognized for their accomplishments and contributions to Nevada DECA.
- Nevada DECA was among states to pilot National DECA's new online membership reporting system.
- Held meeting with Advisors in May to review the accomplishments during the 2005-06 school year and to solicit recommendations for the 2006-07 school year. Advisors expressed a strong interest in adjusting the format of the State Conference to allow students to compete in the morning and depart and then come back in the evening for an awards dinner and celebration.
- NV DECA rolled out a new online testing format for the District Competition which helped reduce facility needs for testing on site at the competition and increased the state's ability to run statistical reports on tests
- The State Officer team debuted and distributed two issues of "DECA Ink" Nevada DECA's state newsletter.
- Nevada DECA managed the QSRM event at ICDC and did an outstanding job thanks to the leadership of Tina Fulks and Don Shumaker
- Nevada DECA created and provided chapters with detailed guidelines for the following awards: Advisor of the Year, Chapter of the Year, Student of the Year, Chapter Sweepstakes, and Outstanding Chapter Advisor.
- Nevada DECA sent two students to the Camp CEO entrepreneurship program in partnership with Girl Scouts
- The first annual competitive events day training was held at Foothill High School with close to 60 participants.
- Nevada DECA streamlined the process for collecting permission/medical forms for students to attend conferences during the year so that all in state conferences can be covered by one form rather than having to create multiple forms. This greatly reduced the paper shuffle for chapter advisors.
- Nevada DECA had great success in recruiting judges for the State Conference and even had several reserve judges because numbers had been met.
- First annual Las Vegas Leadership Extravaganza was held
- Nevada DECA created a scholarships page on the Nevada DECA website so that students and advisors have one location to gather all of the information they need regarding DECA scholarships.
- Held a new advisor meeting in the fall where we introduced advisors to the DECA program and events for the year, answered questions and provided information to help the advisors get their start
- Nevada DECA Participated in the Each One Reach One campaign for Hurricane Relief to the Gulf Coast DECA Chapters raising over \$1,400 (the fourth highest in the nation)
- Nevada DECA Published the first ever "Back to School Packet" with valuable information and resources for DECA chapters.



- Nevada DECA had one chapter (Eldorado) complete the Chapter Management Academy requirements and attended ICDC for training
- Online state officer reporting was introduced for state officers to modernize their monthly reporting process

The meeting adjourned at 5:10 p.m.

Respectfully Submitted,

NEVADA DECA, Inc.

A handwritten signature in black ink, appearing to read "Ryan Underwood", is written over a horizontal line.

Ryan Underwood, Acting Board Secretary

9/15/06

Date