

**NC FCCLA Board of Directors Meeting Minutes**  
Monday, April 9, 2018 10:00 AM -11:30 AM Eastern Standard Time  
Edinburgh, Koury Convention Center  
Greensboro, NC

**Members present:**

Delores Ali, DPI Curriculum & Instruction Section Chief  
Janet Johnson, NC FCCLA Adviser  
Angela LeMay, FACS Education Consultant  
Kelly Painter, FACS teacher/FCCLA Adviser, Topsail High School  
Regan Rhymes, NC FCCLA Vice-President of Middle Schools, Southeast Middle School  
Andrea Shealey, NC FCCLA President, Millbrook High School  
Karly Plemmons, NC FCCLA 1<sup>st</sup> Vice President, North Buncombe High School  
Gabrielle Taron, NC FCCLA Vice-President of Parliamentary Law, Topsail High School  
Maia Schweikert, NC FCCLA Vice President of Correspondence, Elkin High School  
Jenny Watson, FACS teacher/FCCLA Adviser to State Officer, Southeast Middle School  
Amy White, FACS teacher/FCCLA Adviser, NCACTE FACS Division President (2017-2018)  
North Buncombe High School  
Dale Richardson, FACS teacher/FCCLA Adviser, East Mecklenburg High School  
Meeshay Williams Wheeler, NCAFCS President, NC A&T University  
Heather Oakley, Business/Industry Representative

**Members absent:**

Reno Palombit, FACS Education Consultant

**Others present:**

Madison Wells, NC FCCLA Vice-President of Membership, Overhills High School  
Farin Allen, NC FCCLA Vice-President of Programs, Southeast Guilford High School  
Kerri Weddle, Incoming NC FCCLA Vice-President of Middle Schools, Southeast Middle School

- 1) The NC FCCLA Board of Director's meeting was called to order and greetings given by Delores Ali at approximately 10:23 AM.
- 2) Roll Call of Members by Angela (See above)
- 3) Delores Ali reviewed the mission and purposes of the NC FCCLA BOD. The NC FCCLA BOD primary function is to approve and provide feedback and guidance of the direction of NC FCCLA and to help grow the organization. Also, to ensure adequate resources are available, to promote activities and the FCCLA image, and to provide oversight of outcomes of NC FCCLA. Delores commended Janet's willingness to hear strategies to move the organization towards growth.

#### 4) Reports

- **Approval of last BOD meeting minutes**

Angela emailed the minutes from the November 14, 2018 meeting and reviewed them briefly. Angela asked if there were any corrections. Hearing no corrections, Amy White moves to accept the minutes, Dale Richardson seconded. Motion carries and minutes filed.

- **State Adviser Report**

-Janet Johnson reported that there were 930 registered participants for the 2018 NC FCCLA State Leadership Conference. There are 661 STAR Events competitors in 76 events, 106 additional students, 128 chapter advisers, and 35 guests.

-As of date, there are 3,336 affiliated members, 98 pending, 210 advisers and 117 chapters.

-Red jacket: National FCCLA averaged last three years attendance at Nationals and gave 210 jackets to NCFCCCLA. The red jackets will range in sizes 2-10 for females and 32/34 – 48 for males. Janet is waiting on the form from Tree Hill, a subsidiary of Mens Warehouse to order. It was suggested that chapter advisers are given the cost and guidelines for renting and that it should be on a first-come, first-served basis.

#### 5) Committee Reports

- **Communication Report**

-Angela LeMay reported that the NC FCCLA Communications Committee met virtually on March 13, 2018. The goal of the meeting was to review, evaluate, and recommend the organization's methods for communicating with its stakeholders. The committee identified FCCLA stakeholders as students, parents, FCCLA advisers, FCS teachers, school administrators, CTE Directors, post-secondary colleges/universities, business and industry partners, and the general public. Communication tools already in place for NC FCCLA consist of social media, state and national FCCLA website, and the FCS Education Moodle. The committee evaluated tools already in place and came up with additional strategies to increase communication with stakeholders.

**Strategies:**

- Increase social media platforms for students (Karly Plemmons, 1<sup>st</sup> Vice-President)
- Add BOD Members list and picture on the NC FCCLA website
- Provide link/access to BOD meeting minutes on the NC FCCLA website
- Create NC FCCLA SLC Survey and post to the NC FCCLA website for students to evaluate experience. (Survey provided to Board members. Survey will be active April 11-25, 2018)
- Create end of year teacher feedback survey for FCCLA advisers (evaluate experience with FCCLA) and FCS teachers (find out if they are involved in a

CTSO.....is it FCCLA? If not, why not? What support do they need to start a chapter?)

-Suggested edits from the Board concerning the survey included: Add district 1-8 question and add a comment box for district meetings. Angela indicated that she would update the form to reflect suggested changes.

- **Executive Report**

-No report

- **Operating Policy**

-Delores Ali reported that Dale Richardson accepted the Chair position for the Nominating Committee.

- **Nominating Report**

-Dale Richardson reported that communication went out on March 14<sup>th</sup> to teachers who indicated their interest in a position on the NC FCCLA Board of Directors. The following teachers were selected to serve on the Board effective at the NC CTE Summer Conference BOD Meeting on July 23, 2018:

- Valerie Williams, Jamestown, NC, Southeast Guilford High School, District 5
- Melissa Yeary, Raleigh, NC, Pine Hollow Middle School, District 3

- **Membership Report**

- Jenny Watson reported that the Membership Committee met in November and brainstormed to work on suggestions pertaining to how to recruit additional members. Discussion ensued among Board members and some suggestions included:

- Create an adviser recruitment campaign to recruit current FCS teachers to become advisers,
- Integrate/align more FCCLA resources to NC DPI curriculum,
- Promote and remind about NC FCCLA often,
- NC FCCLA Membership Card Template (set up and given to advisers so that they may print and give to students),
- Pins for FCCLA Induction Ceremony (paid for by chapter),
- and NC FCCLA State Officers visit three new schools during their term.

- **Program Report**

-Amy White reported that the Program Committee will meet within a month after the NC FCCLA State Leadership Conference to discuss concerns and make recommendations to the Board at the next meeting.

- **Strategic Work Plan Committee**

-Delores reported on behalf of Reno Palombit concerning the two documents that were emailed to the Board prior to the meeting: 2018 – 2023 Strategic Plan Evaluation and the State Adviser Performance Evaluation effective July 1, 2018 – June 30, 2019. Jenny moved to approve the 2018 – 2023 Strategic Plan Evaluation and the State Adviser

Performance Evaluation. Karly Plemmons seconded. Motion carries and documents filed (see attached).

- **District Realignment Committee**

- Kelly Painter reported that she sent out an email to all FCCLA District Advisers to request input concerning realignment. She stated that she only received two return emails and District 1 asked for more time. Districts 1 and 2 will combine again for their Summer Conference District Meetings and discuss the potential of District 1 having their own Fall Leadership Meeting or combining again with District 2.

- **Financial Ad Hoc Committee**

- No report

6) Old Business

- Amy White reported that she is still working on the trading pins quote from AB Emblems for the NC Delegates packet for the FCCLA National Leadership Conference.

7) New Business

- **Aligned CTSO: FCCLA**

- Delores Ali reported that NC DPI can't require/enforce a specific CTSO for specific courses; however, she suggested that consultants/teachers stay diligent when communicating expectations around Family and Consumer Sciences courses/FCCLA alignment.

- **Ad Hoc National FCCLA Officer Review Committee**

- Meeting to be held on Tuesday, April 10<sup>th</sup> at 2 PM in Arrowhead A

- Committee members will include Delores Ali, Angela LeMay, Reno Palombit, and Dale Richardson.

8) Announcements

- Janet announced that NC FCCLA will have their own NC STAR Events Recognition session at Nationals.

9) Adjournment

- Delores Ali adjourned the meeting at 11:45 am.

## ACTION ITEMS FROM April 9<sup>th</sup> NC FCCLA BOARD MEETING

Board Member	Action
<b>Janet Johnson</b>	<ol style="list-style-type: none"> <li>1) Distribute NC FCCLA Operating Policy Manual to new Board members by July 1, 2019.</li> <li>2) Complete the NC FCCLA Strategic Plan Evaluation prior to the July 23, 2018 Board meeting to be provided to Director's during the meeting as part of the State Adviser's Update.</li> </ol>
<b>Delores Ali</b>	<ol style="list-style-type: none"> <li>1) Set date/time for July meeting. (Done by Angela and Reno)</li> <li>2) Create agenda for July meeting. (Recognize Chairs and member of Strategic Planning Ad-Hoc Committee)</li> <li>3) Reach out to Valerie Williams, Melissa Yeary, and Heather Oakley for Board Orientation.</li> </ol>
<b>Reno Palombit</b>	Create agenda for Financial Ad Hoc Committee to discuss opportunities and develop proposed strategies to present to the Board at July meeting.
<b>Angela LeMay</b>	<ol style="list-style-type: none"> <li>1) Distribute April 9<sup>th</sup> Meeting Minutes and submit to Board for edits.</li> <li>2) Notify Board members of July Board meeting at least 15 days prior. <ul style="list-style-type: none"> <li>• Include draft agenda</li> <li>• Include minutes from April 9<sup>th</sup> Board meeting</li> </ul> </li> <li>3) Create FCS/FCCLA Adviser Survey and send to teachers prior to June 15, 2018.</li> <li>4) Compile survey data for review by the Communications Committee for the July meeting.</li> <li>5) Update BOD Contact and Committee List sheets.</li> <li>6) Create agenda for July Communications Committee meeting to discuss opportunities and develop proposed strategies to present to the Board at July meeting.</li> </ol>
<b>Kelly Painter</b>	Create agenda for July District Alignment Committee meeting to discuss opportunities and develop proposed strategies to present to the Board at July meeting.
<b>Jenny Watson</b>	Create agenda for July Membership Committee meeting to discuss opportunities and develop proposed strategies to present to the Board at the July Board meeting.
<b>Amy White</b>	<ol style="list-style-type: none"> <li>1) Meet with Program Committee to discuss opportunities and develop proposed strategies to present to the Board at the July Board meeting.</li> <li>2) Create agenda for July Program Committee meeting to discuss opportunities and develop proposed strategies to present to the Board at the July Board meeting.</li> </ol>
<b>Dale Richardson Nominating Committee Chair</b>	<ol style="list-style-type: none"> <li>1) Create agenda for July Nominating Committee meeting to discuss nominations for vacancies.</li> <li>2) Create ballot for slate of officers (Secretary) for July Board Meeting.</li> </ol>

**North Carolina Association of  
Family, Career and Community Leaders of America  
State Adviser Performance Evaluation**

**Name:** Janet Johnson

**Start Date:** July 1, 2018

**End Date:** June 30, 2019

**Directions:** This document is designed to facilitate constructive feedback and talent development. It provides an opportunity for the NC FCCLA State Adviser to set performance goals, reflect, and identify opportunities for improvement. The NC FCCLA State Adviser completes the Approved Goals section with the Board Chair and FCS Education State Supervisor. At the end of the year, the State Adviser completes the Results section and submits to the Board Chair and FCS Education State Supervisor. The Board Chair and FCS Education State Supervisor complete the Comments and Concerns section and provides a Rating.

**Performance Responsibilities:**

1. ***Board of Directors Development***

- Works closely with Board of Directors leadership to train, and maintain a strong, balanced Board of Directors
- Assist in the development of Board of Directors meetings – agenda, policies and procedures, new member orientation, strategic planning, etc.

<b>Approved Goals:</b>
<b>Results:</b>

<b>Comments/Concerns:</b>	<b>Rating</b> N/A 1 2 3 4 5
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## 2. *Fiscal Management*

Ensure that NC FCCLA, Inc. is fiscally sound

- Prepare a budget to be approved by the Board of Directors
- Make decisions based upon plans and policies developed by the Board of Directors
- Secure contributions, grants, etc. to support projects and services
- Ensure compliance accountability to the Board of Directors, donors, and regulatory bodies

<b>Approved Goals:</b>	
<b>Results:</b>	
<b>Comments/Concerns:</b>	<b>Rating</b> N/A 1 2 3 4 5

## 3. *Program Planning & Operations Management*

- Provides leadership in choosing which tasks to undertake to achieve the goals and objectives and assigns priorities to those tasks
  - Tracks state membership affiliation reports
  - Facilitates the activities of the state executive council
  - Supports NC FCCLA advisers and chapters
- Maintains official records and historical documents of NC FCCLA
- Ensures NC FCCLA is legally compliant regarding state and federal laws
- Develops volunteers and staff to achieve success for the organization

<b>Approved Goals:</b>	
<b>Results:</b>	



<b>Comments/Concerns:</b>	<b>Rating</b> N/A 1 2 3 4 5

**4. Fundraising and Marketing**

- Develops and sustains a diverse funding base
  - Emphasis on corporate and foundation giving with additional development of individual donor base
- Raise the visibility of the organization through the development and implementation of sustainable marketing campaign geared to the public
  - NC FCCLA website and social media monitoring and management
  - Implement creative strategies to increase public awareness and potential donors
  - Responsible for public relations and image of the association

<b>Approved Goals:</b>	
<b>Results:</b>	
<b>Comments/Concerns:</b>	<b>Rating</b> N/A 1 2 3 4 5



# NC FCCLA 5 YEAR STRATEGIC PLAN EVALUATION

**2018 – 2023**

**Directions:** To be completed by the State Adviser prior to each board meeting as part of the State Adviser's Update.



1.0 Refine and Strengthen						
Performance Standard 1.1: Strengthen adviser development and training.						
1.1.1	Develop and provide resources to Family and Consumer Sciences Teachers to start, maintain, or develop a FCCLA chapter.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
1.1.2	Train NC chapter advisers in intra-curricular chapter management, best practices, leadership mentoring, and integrating programs and competitive events into classroom instruction.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
1.1.3	Provide ongoing support to advisers via a structured FCCLA PLC including, time with a mentor, monthly webinars to learn and collaborate, and recognition of contact hours.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
1.1.4	Strengthen the FCCLA State Management Team by providing job descriptions and expectations, ongoing communication, and recognition.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
1.1.5	Develop a toolkit/resource for high school advisers to use in reaching out to middle school Family and Consumer Sciences teachers to help them start a chapter.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					



# NC FCCLA 5 YEAR STRATEGIC PLAN EVALUATION

**2018 – 2023**

Performance Standard 1.2: Refine leadership and career development activities of NC FCCLA.						
1.2.1	Create a target list of 3-5 schools in each district for the state officer and adviser to visit and mentor.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						
1.2.2	Train chapter officers to develop leadership skills including, communication, teamwork, problem-solving, public relations, promotion and recruitment, etc.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						
1.2.3	Facilitate local and regional support by providing opportunities for students to explore Family and Consumer Sciences careers pathways and leadership development.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						
1.2.4	Survey teachers and students to gather feedback for refining State Leadership Conference, state officer experience, and other services provided by NC FCCLA.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						
1.2.5	Increase participation in FCCLA National Programs and the number of applicants for National Program Awards.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						



# NC FCCLA 5 YEAR STRATEGIC PLAN EVALUATION

**2018 – 2023**

2.0 Promote						
<b>Performance Standard 2.1: Promote FCCLA as the premier student organization for North Carolina Family and Consumer Sciences Education.</b>						
2.1.1	Increase membership 15% by 2023.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
2.1.2	Develop a consistent NC FCCLA elevator speech to be used by state officers, board members, and chapters.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
2.1.3	Build a database of Family and Consumer Sciences teachers who are interested in starting a chapter and provide ongoing and scheduled communication to inform, persuade, and remind of FCCLA.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
2.1.4	Capture and share alumni success stories to North Carolina Career and Technical Education Directors, Family and Consumer Sciences Teachers, and NC FCCLA members.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
<b>Performance Standard 2.2: Promote awareness and understanding of FCCLA among North Carolina communities and stakeholders.</b>						
2.2.1	Build partnerships with statewide media to provide recognition for FCCLA members and advisers.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5



## NC FCCLA 5 YEAR STRATEGIC PLAN EVALUATION

**2018 – 2023**

	<b>Evidence:</b>					
2.2.2	Build partnerships with Family and Consumer Sciences related business and industry to provide financial support for NC FCCLA.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
2.2.3	Provide recognition (plaque) at State Leadership Conference for statewide business and industry partners and promote recognition via media.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
2.2.4	Engage business, industry, and allied organizations to provide opportunities for FCCLA members and advisers.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
2.2.5	Build a database of business and industry partners and provide ongoing/scheduled communication to inform, persuade, and remind of FCCLA.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
2.2.6	Develop an NC FCCLA plan of action for such events as National FCS Day, FCCLA Week, and CTE Month to include, but not limited to, declarations (governor, general assembly, state board of education, etc.), legislative days, social media campaigns, etc.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					



# NC FCCLA 5 YEAR STRATEGIC PLAN EVALUATION

**2018 – 2023**



3.0 Expand and Invest						
Performance Standard 3.1: Expand opportunities for NC FCCLA alumni.						
3.1.1	Build a database of NC FCCLA alumni and provide ongoing and scheduled communication to inform, persuade, and remind of FCCLA.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						
3.1.2	Engage NC FCCLA alumni in judging competitive events at the State Leadership Conference.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						
3.1.3	Develop an FCCLA Alumni and Associations Foundation to build support for current FCCLA members and provide ongoing opportunities for alumni.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						
3.1.4	Encourage local family and consumer sciences programs to build their own alumni foundations to function as boosters for their Family and Consumer Sciences program.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						
Performance Standard 3.2 Invest in Say Yes to FCS campaign to recruit Family and Consumer Sciences Teachers.						
3.2.1	Partner with colleges and universities to expose students to programs that offer Family and Consumer Sciences Education degrees.					
<b>Goal Progress:</b>						
No Action						Completed
0	1	2	3	4	5	
<b>Evidence:</b>						



**NC FCCLA  
5 YEAR STRATEGIC PLAN  
EVALUATION**

**2018 – 2023**

3.2.2	Facilitate opportunities for students to visit colleges/universities with Family and Consumer Sciences Education degrees.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
3.2.3	Provide recognition at State Leadership Conference for students who pledge to major in Family and Consumer Sciences Education.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					
3.2.4	Provide a Say Yes to FCS workshop presented by a former NC FCCLA member and current family and consumer sciences education major at State Leadership Conference.					
	<b>Goal Progress:</b>					
	No Action					Completed
	0	1	2	3	4	5
	<b>Evidence:</b>					