

NC FCCLA BOARD OF DIRECTORS MEETING MINUTES

Koury Convention Center – Greensboro

July 24, 2017 11:00 AM – 1:00 PM

Members present:

Delores Ali, DPI Curriculum & Instruction Section Chief

Michael Holman, FACS Teacher/FCCLA Adviser, East Chapel Hill High School
NCACTE FACS Division President (2016-2017)

Janet Johnson, NC FCCLA Adviser

Angela LeMay, FACS Education Consultant

Kelly Painter, FACS teacher/FCCLA Adviser, Topsail High School

Reno Palombit, FACS Education Consultant

Regan Rhymes, NC FCCLA Vice-President of Middle Schools, Southeast Middle School

Dale Richardson, FACS teacher/FCCLA Adviser, East Mecklenburg High School

Andrea Shealey, NC FCCLA President, Millbrook High School

Gabrielle Taron, NC FCCLA Vice-President of Parliamentary Law, Topsail 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

Meeshay Williams Wheeler, NCAFCS President, NC A&T University

Members absent:

Maia Schweikert, NC FCCLA Vice President of Correspondence, Elkin High School

1) The NC FCCLA Board of Director's meeting was called to order and greetings given by Delores Ali at approximately 11:06 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 set policy relating to program and fiscal matters, and to ensure that NC FCCLA is on task towards meeting organizational goals.

4) Reports

- **Approval of last BOD meeting minutes**

Angela read the minutes from the April 5, 2017 meeting. Amy White moved to accept minutes, Michael Holman seconded. Minutes stand as posted.

- **Financial Report**

-Janet Johnson reviewed the 2017-2018 proposed budget that was provided to all members.

-Current assets were reported at \$99,099 with \$1,000 expected to be removed from the 6541 money market account for a student scholarship.

-NC FCCLA affiliations expected to produce \$17,500. FACS Summer Conference T-shirt sales expected to produce a \$500 profit.

-NC FCCLA State Leadership Conference combined with NC FCCLA merchandise sales expected to total \$75,440.

-Perkins allocation for 2017-2018 is expected to be \$18,790 with a total revenue of \$147,912.00.

-Expenditures for 2017-2018 are typical of previous year's with the exception of an additional \$450 hotel cost for CTE Summer Conference for state officers, a \$29.95 fee for the Wufoo account for processing the CTE FACS SC T-shirts, and liability insurance of \$400 that was added last year. Cost of medals for State Leadership Conference came down significantly due to change of vendor initiated by Amy White. Trading pins are budgeted at \$5,000, but if Amy can get the medals vendor to produce, hopefully the cost can be cut from \$1.35 each to \$.85 each.

-The 2017-2018 expenditures are expected to total \$116,513.00, creating a surplus difference of \$31,399.00.

-Suggested edits from the Board:

- 1) Reno suggested adding columns for previous year's budget for proposed and actual costs.
- 2) Delores suggested removing the term "Personal" from "Personal Service Contracts"
- 3) Dance is listed twice on page 4 and then again on page 5. Remove from page 4.
- 4) Funds to support a "Red Jacket Initiative" was discussed by Board members. Delores asked for the discussion to be tabled and a Financial Ad Hoc Committee be created.

Michael Holman made a motion to accept the budget as presented with minor edits as noted, Dale Richardson seconded and the motion carried.

- **Goals of State Officers**

Andrea Shealey, NC FCCLA State Executive Council (SEC) President reported goal for NC FCCLA for 2017-2018 to be:

- 1) Increase overall membership by 4%
- 2) Increase NC FCCLA social media usage on Snapchat, Instagram and Facebook. Would like to increase Instagram by 500 followers.
- 3) Increase NC FCCLA awareness and knowledge

- **Update on NC FCCLA**

Andrea Shealey reported that the NC FCCLA SEC attended a successful Leadership Academy early July 2017 in Apex, NC. The focus was to build teamwork and leadership and to develop the NC FCCLA state goals.

- **Report on FCCLA National Meeting**

-Janet provided a handout that reported 300 NC attendees at the FCCLA National Leadership Conference, July 2-6, 2017 in Nashville, TN. Out of 199 student competitors from NC, there were 44 gold medal winners, 107 silver medal winners and 48 bronze medal winners.

-National Program Award winner for their "Let's Count on Kindness" STOP the Violence campaign was awarded to Southeast Middle School in Winston-Salem/Forsyth County.

-Spirit of Advising Adviser from NC was Lacey Grogan-Davis from Clyde A. Erwin High School.

-Master Advisers from NC:

- 1) Nadra Hunte from Mount Tabor High
- 2) Amy White and Stephanie Griffin from North Buncombe High
- 3) Susan Wollett from Northern Nash High

- 4) Valerie Williams from Southeast Guilford High
 - 5) Jessica Gaff from Southeast Raleigh Magnet High
 - 6) Denise Ewart-Purvis from Terry Sanford High
- National FCCLA Outstanding Educator was awarded to Christy Cheek, Buncombe County CTE Coordinator.

5) Committee Reports

- **Communication Report-** No report
- **Executive Report-** No report
- **Operating Policy**

-Delores Ali shared the draft of the NC FCCLA Operating Policy Manual for Board of Directors. Board provided suggested edits in the Google document. Additional edits suggested were:

- 1) Meeshay Williams Wheeler suggested providing consistency between wording and numbering from the table of contents and the rest of the document.
- 2) Kelly Painter suggested on page 11 to change term length to 3 years.
- 3) Reno Palombit suggested adding a statement to page 5 that a Board member could fulfill more than one role.

-Dale Richardson made a motion to accept the NC FCCLA Operating Policy Manual as presented with suggested edits. Michael Holman seconded and the motion carried.

- **Nominating Report-** No report
- **Membership Report**

-Janet Johnson reported that the annual NC FCCLA Membership Report for 2016-2017, as of May 31, 2017, was 3,416 affiliated members which comprised 130 chapters (8.44% increase from 2015-2016 affiliation of 3,150).

-As of July 24, 2017, (due to schools paying late dues) NC FCCLA affiliated membership stood at 3,438, affiliated chapter advisers were 242 resulting in 131 affiliated chapters.
- **Program Report-** No report
- **Strategic Work Plan Committee**

-Reno reported that the strategic plan work committee met on May 13th to develop a strategic plan and work to develop a work plan template.

-Reno sent out a spreadsheet of findings and asked the Board to rank them in order of importance. Reno will gather data and send to committee to review by mid-August.

- Reno will work with the Strategic Work Plan Committee to develop a draft strategic plan complete with tasks and goals and develop a corresponding evaluation tool to assess the strategic plan.

- Reno will send to the Board for review at least two weeks prior to the fall board meeting.

6) Old Business- None

7) New Business

- **Filling of Board Vacancies**

-Amy White assumes the role of Chair-elect for 2017-2018.

-Nominating Committee Chair- unfilled

-Heather Oakley was nominated to serve as the B&I Board member. Amy White moved to approve nomination, Michael Holman seconds, motion carries.

-Recommendation was made for Jenny Watson to chair the Membership Committee.

-Reagan Rhymes made a motion to amend the Operating Policy Manual, page 10, to reflect that the chapter adviser to the state officer serves as Chair of the Membership Committee. Amy White seconded the motion and the motion carried.

- **District Realignment**

-Angela LeMay presented FCCLA affiliated membership data to the Board. These numbers reflected a disproportionate number of members when disaggregated by district and thus resulted in problems for Districts 1 and 3. Conversation ensued about realignment of districts. DLC meetings at the 2017 CTE Summer Conference were combined for District 1 and 2 for the 2017-2018 school year in an attempt by FACS state staff to alleviate the issues arising from lack of participation in District 1.

-Delores Ali, Chair, created an ad-hoc District Alignment Committee to be chaired by Kelly Painter.

8) Announcements

-Next Board meeting is TBD and will be communicated as soon as it is confirmed.

9) Delores Ali adjourned the meeting at 12:57 PM.

Submitted by: Angela LeMay, Secretary

Note: See Page 5 for Board Member Action Items

ACTION ITEMS FROM JULY 24th NC FCCLA BOARD MEETING

Board Member	Action
Janet Johnson	<ol style="list-style-type: none"> 1) Complete edits to NC FCCLA 2017-2018 budget document to include: <ul style="list-style-type: none"> • adding columns for 2016-2017 budget for proposed and actual costs. • remove the term "Personal" from "Personal Service Contracts." • remove from "Dance" entry from page 4 ("Dance" is listed twice on page 4 and then again on page 5). 2) Email revised budget to Angela for distribution to the Board by mid-September. 3) Send Delores list of contact information for FCCLA teacher advisors for 2016-2017 by mid-September.
Delores Ali	<ol style="list-style-type: none"> 1) Complete edits to the NC FCCLA Operating Policy Manual to include: <ul style="list-style-type: none"> • proposed edits contained in Google doc. • provide consistency between wording and numbering from the table of contents and the rest of the document. • on page 11, change term length of chapter adviser to 3 years. • add a statement to page 5 that a Board member could fulfill more than one role. • amend page 10, to reflect that the chapter adviser to the state officer serves as Chair of the Membership Committee. 2) Email updated NC FCCLA Operating Policy Manual to Angela for distribution to the Board by mid-September. 3) Set date for fall meeting. 4) Email FCCLA Advisers an interest survey to indicate those who wish to serve on a FCCLA BOD committee by mid-September. 5) Email committee chairs list of teacher advisers who wish to serve on a committee by September 30th. 6) Appoint chairs for the following committees: <ul style="list-style-type: none"> • Financial Ad Hoc Committee • Nominating Committee (need a teacher adviser nominations to go before school advisers for vote at the 2018 FCCLA SLC).
Reno Palombit	<ol style="list-style-type: none"> 1) Gather data from Board ranking of strategic task items and send to Strategic Planning Committee by mid-August. 2) Schedule meeting for Strategic Planning Committee in Sept/Oct. 3) Committee will draft a strategic plan and corresponding evaluation tool and send to Angela three weeks prior to the fall meeting.
Angela LeMay	<ol style="list-style-type: none"> 1) Distribute revised NC FCCLA 2017-2018 budget to the Board by mid-September. 2) Distribute revised NC FCCLA Operating Policy Manual to the Board by mid-September. 3) Notify Board members of fall Board meeting at least 15 days prior. <ul style="list-style-type: none"> • Include draft agenda • Include the Strategic Plan and Evaluation tool 4) Create committee chart to include chairs and committee members

	5) Schedule meeting (October) with Communications Committee to discuss opportunities and develop proposed strategies to present to the Board at fall meeting.
Kelly Painter	Schedule meeting (October) with District Alignment Committee to discuss opportunities and develop proposed strategies to present to the Board at fall meeting.
Jenny Watson	Schedule meeting (October – February) with Membership Committee to discuss opportunities and develop proposed strategies to present to the Board at the spring Board meeting.
Amy White	Schedule meeting (October – February) with Program Committee to discuss opportunities and develop proposed strategies to present to the Board at the spring Board meeting.
Financial Ad Hoc Committee Chair (TBD)	Schedule meeting (October) with Financial Committee to discuss opportunities and develop proposed strategies to present to the Board at fall meeting.
Nominating Committee Chair (TBD)	Schedule meeting (October – February) with Nominating Committee to discuss teacher adviser nominations. Nominations need to go before school advisers for vote at the 2018 FCCLA SLC to select one teacher advisor to serve on the NC FCCLA Board of Directors for SY2018-2019.