

FBLA/PBL ARIZONA, INC.

Board of Trustees Minutes

June 6, 2020

OPENING: The meeting was called to order by Debbie Cross at 10:12 a.m. virtually via Microsoft Teams.

PRESENT: Debbie Cross, Jens Elitz, Laurie Urich, Karen Klein, Greg Pelka, Michael Fox, Steve Gonzales, Yvette Perez, Missey Goodman, Mike Manion, Amelia Brackett, Don Sheldon, Tracy Rexroat, Elena Sobampo, and Julie Ellis.

APPROVAL OF MINUTES: The December 7, 2019 minutes were approved as amended to reflect the correct spelling of Laurie Urich's and Jens Elitz's name.

NEW BUSINESS:

1. New Board Members for the coming year: Sue Turner, Tamara Melton, Bill Babyar, Brandon LeBlanc. Terms ending (Karen Klein, Efrain Filerio, Bud Evans). Position updates: Board Chair (Jens Eiltze), Vice Chair (Laurie Urich) Board Secretary (Sue Turner) Board Treasurer (Debbie Cross).
2. PBL Highlights: Mike Manion shared registration for the state conference and membership were strong before the abrupt closing of campuses. The number of paid members consequently was impacted. School year 20/21 PBL leadership will be strong with four officers returning. Bylaws are still being looked at. The budget will be presented in September. A discussion pursued generating ideas for collaboration between FBLA/PBL to increase efficiency and planning. Virtual alternatives are being explored.
3. FBLA Highlights: Amelia Brackett on behalf of the officers shared membership statistics, the success of Leadership Camp, expansion of the Coyotes network, FBLA Middle level growth, FBLA Flex highlights, Caring for Kids Diaper Drive success, newsletter and social media implementation, State Council updates, Regional Conference execution (high school and middle level), BAA achievements, attendance at Denver FBLA conference, membership statistics, and her National Treasurer Candidacy. Missy Goodman provided insight into the AZ 2020 State Conference forced changes as well as the planned virtual competition strategy that ultimately had to be abandoned.
4. FBLA Calendar of Events: Ms. Goodman presented the FBLA Calendar of Events for the 2020/2021 school year. A fifth region has been added for regionals.

5. FBLA Budget 2020-2021 - Ms. Ellis pointed out the improvement and hard work that has gone into collecting and minimizing outstanding accounts receivables. How and when schools will reopen remains uncertain making budgeting difficult. Karen Klein moved and Elena Sobampo seconded that the 2020/21 Budget approval be tabled. Motion passed.
6. AZ FBLA State Officers 2020-2021 Team Election Process: Missey Goodman announced the officer team and explained the modified selection process for 2020/21 since the State Conference was not held.
7. Paycheck Protection Program (PPP): Julie Ellis clarified details of the program to members. The \$5,700 loan applied for was approved through the Small Business Administration as part of the Cares Act. The loan for payroll will be fully forgiven when used for approved costs.
8. National Membership: Arizona has been asked to pilot a membership/dues program through FBLA nationals. Ms. Ellis explained the need to streamline the invoice and payment process for dues. Advisors will need to be trained on the change.
9. Tri Financial Services budget estimate. Julie Ellis provided historical information why outside financial services are used. She also described the process of dealing with numerous school districts and the logistics: funding sources, purchase orders, invoices, etc. Customer service remains a priority to members and advisors while at the same time striving to reduce expenses and improve processes. Gregg Pelka moved to accept the contract as explained and Karen Klein seconded the motion. Motion passed.

APPROVALS:

1. Communication Stipend: Motion made by Karen Klein to reimburse the State FBLA Director \$75 a month for cell phone charges. The motion was amended to reimburse the advisor **up to** \$75. Don Sheldon seconded. Motion passed as amended.
2. Assistant's Compensation: Elena Sobampo moved to approve a compensation package for the assistant to the FBLA State Advisor (up to 35 hours per week, \$16/hour). Laurie Urich seconded the motion. Motion passed. It was suggested that the State Director research and recommend needed changes to bylaws and compensation for board consideration in the future.
3. New website: A proposal was presented to update AZ FBLA's web site (web editor, host, domain, etc). Postings will routinely be made by the FBLA staff. Gregg Pelka moved to proceed and Don Sheldon seconded. The \$200 contract was approved.

4. Competitive Event Coordinator Stipend: Julie Ellis explained the responsibilities of the Competitive Events Coordinator for high school and middle school events. The need for a range of compensation correlated to actual work performed is needed. A discussion followed. Jens Elitz moved to table the stipend agenda item; it was seconded by Yvette Perez. Motion passed.

5. Authorization of contracts over \$5,000 and approval of 2020/21 assignees: the AZ state signature process was discussed. Yvette Perez moved to approve Jens Elitz (Board Chair) be assignee and Laurie Urich (Vice Chair) in event the Chair unable for contracts over \$5,000. Motion was seconded by Elena Sobampo

ADJOURNMENT: 12:40 pm.