

FBLA/PBL Arizona, Inc.
Board of Trustees Minutes
June 10, 2021

OPENING: The meeting was called to order by Jens Eltze, Board Chair at 6:03 pm virtually via Microsoft Teams.

PRESENT: Jens Eltze, Laurie Urich, Debbie Cross, Tami Melton, Bill Babyar, Traci Jones, Gregg Pelka, Donald Shelton, Brandon LeBlanc, Kel Vrana, Stephanie Romo, Gaspar Mata, Yvette Perez, Mahesh Vinayagam, Nancy Okabe, Missey Goodman, Boston Siddoway, Mike Manion, Lucero Vargas, Linda Friedel, Tracy Rexroat, Elena Sobampo, Julie Ellis. Absent: Mike Fox

APPROVAL OF MINUTES: The November 7, 2020 minutes were reviewed and approved. Motion by Julie Ellis. Second by Bill Babyar.

NEW BUSINESS

NEW BOARD MEMBERS FOR COMING YEAR: Names of new members were announced. Julie Ellis moved that all new members be approved listed on the membership list. Bill Babyar seconded the motion. Motion approved.

Members introduced themselves and shared a brief bio on themselves.

Board changes and positions: Jen's announced that Tami Melton will service as our secretary for 2022.

FBLA Nationals: There is no longer a Professional Development Division. It has been suggested that it be renamed an Alumni Network/Division. The bylaws will need to be adjusted and amended as these positions are no longer valid. Debbie Cross and Donald Sheldon held these positions previously but have been moved to different positions on this year's board. Missey will look into the logistics of the renaming and reorganizing of this position as more information will come from nationals in the upcoming months.

PBL HIGHLIGHTS THIS YEAR, STATE OFFICER/MIKE MANION: Mike Manion introduced Lucero Vargas, PBLA state officer to share PBL highlights for the year. She reported that on April 17th, 16 members and advisors attended a workshop. They worked in groups to set new year plans and set goals. The focus was on recruitment, networking ideas and establishing new chapters. Recruitment packages are being created that will hopefully increase enrollment. The membership numbers for 2021 were about 105. They are hopeful with school reopening back up that membership numbers will increase.

Jens Eltze asked what the board members could do to help with recruiting and enrollment.

Donald Shelton suggested that PBL do a presentation at Metro Tech and Phoenix Union High Schools to help with recruiting.

Julie shared that she just sat in on a board meeting with Maricopa Community Colleges. They are choosing DECA. She suggested a committee be formed and meet and work on pushing PBL more at the community college and university levels. DECA is rocking it right now.

Would a name change from PBL be a benefit? Many students think of it as a sorority and not a business organization? Since it is the national name of the organization this cannot be changed.

Yvette Perez shared that perhaps her company could organize and help with advisors for PBL.

Julie Ellis recommended that a PBL committee be formed with former teachers.

PBL CALENDAR OF EVENTS: Mike shared 2022 PBL information. The calendar has not yet been established but is being worked on.

PBL BUDGET APPROVAL FOR 2021-2022: The 2022 PBL budget was shared with members. There is over \$10,000 as a cushion. Membership fees will be set at a minimum of \$20.00, however colleges can choose to charge their own amount as a membership fee.

PBL national fees are \$10.00 per member. Julie stated that this is high, and she is going to visit with them about the membership fee. Because numbers are down, perhaps they will adjust?

Kel Vrana moved to approve the PBL budget. Debbie seconded the motion. There was no discussion. Motion passed.

FBLA HIGHLIGHTS THIS YEAR – STATE OFFICER/MISSEY GOODMAN: Missey introduced Dolores Vasquez, State Officer to share FBLA accomplishments and upcoming plans. Dolores reported that there were 13 state officers for 2021 that met and discussed goals and prepared a program of work this past year and this is what they worked on throughout their term. FBLA students were provided with lots of opportunities for events and competitive events. The goals for sponsorships were difficult this year due to business closures and shut downs, however, we were still able to do ok on sponsorships, but because competitions were held virtually, she felt goals were accomplished with minor adjustments. Members seemed engaged event competing virtually. Both regional and state competitions were successful even though they were held virtually. Membership enrollment was down 17%, but overall we not affected as bad as we thought we would be due to COVID. We were able to offer virtual leadership opportunities and competitions and there was something made available for students throughout the year. It was a good learning year to learn new technology and things like virtual meetings and chapter visits even though virtual was not something preferred. A lot of good things came out of this year. A 60-member alumni database was established. There were a lot of chapter resources made available with monthly newsletters, virtual webinars, and State Officer virtual workshops and get togethers for chapter members.

2022 will function with fewer officers with some positions being combined into one. Presently, officer training has been provided. A theme has been discussed and the team is preparing their program of work for the upcoming school year.

Missey discussed the success of FLE (Fall Leadership Experience) and the ability to offer a virtual platform of various workshop videos to the teachers covering all the leadership skills standards. We had 129 chapters participate. Competitions we also felt were a success and we learned how to run these virtual conferences so our students could still compete and have the experience. Missey talked about the progress and success of the state officer team and what they accomplished with what Dolores had said and how proud she was of this years team in completing many chapter visits, establishing the alumni group, and the virtual and social media presence we had this year. She talked about the training the state officers had in April and the virtual training in June as well as the upcoming training they will have in person in July.

FBLA FINANCIAL REPORT – JULIE ELLIS: Julie presented the 2021 FBLA Financial report comparing Budget to Actual which reflects over budgeted areas highlighted. Our accounts receivables are still missing some outstanding membership fees. We will continue to push to collect. The budget is in good shape and there are no write offs. The on-line FLE was a huge success. Missey will identify the \$100.00 uncategorized income item and apply where appropriate. There were \$5,000 in funds that were just received. Overall, the budget is in really good shape. It was noted that assets are really high—they should not be. Arizona benefited from overages for lower enrollment in memberships reported to nationals this year. We also had higher participation in teacher conferences that was not expected due to the virtual nature. We also had ADE help in the platforms which lowered our expense costs and was a huge asset for all the CTSO's.

The PPP loan was used to pay Lupita's salary. Nothing was normal this year.

The contracts for hotels and convention center were relieved this year. There was some major sweating, but because of COVID, we were released from the commitment. We could have had suffered an \$89,000 loss for cancellation. The contracts have been renewed through 2025. Lori Urich shared that sometimes the extra funding is needed for unexpected expenses.

It was asked if the FLE will continue for 2022. Missey shared that after discussing, it will be continued. It was very cost effective and will be split between six CTSO's. Julie will cover the cost of the platforms again. The presentations are a great way to cover the Professional Skills.

Debbie Cross moved to approve the 2021 FBLA financial report. Kel Vrana seconded the motion. There was no discussion and the motion carried.

FBLA CALENDAR OF EVENTS: Missey directed members to the calendar of events located in the documents submitted for the meeting. Bill Babyar asked about the Advisor Leadership Conference. It is currently planned in August and will be held in person in Tucson this year. We will be there at the same time as Skills USA. Leadership Camp is scheduled for September 16 – 19th and will be added to the Board Calendar as it was not currently on there. It was noted that the date for the March 6th board meeting should be changed to March 5th as March 6th is a Sunday. There was no further discussion.

A motion was made by Gregg Pelka to pass the calendar of events with the changes discussed above and Donald Sheldon seconded the motion as presented.

FBLA Budget Approval for 2021-2022: Julie presented the 2022 budget proposal. Debbie asked about the 10 X 100 amount. Should be \$1,000 and not \$10,000. It will be changed. The FBLA store has projected income of \$5,000.00. The budget proposed is the same budget as before COVID and has been updated. Gregg Pelka asked about the remaining money left over from events. The money is not in the budget proposal, but the money is there. It will be carried over to the next fiscal year.

Mahesh Vinayagam offered to assist with the online sponsorship program and finding something that we could use to take a direct credit or debit card donation as right now we are taking checks as it costs us money to use debit/credit for donations. Possibly setting up an online giving system that could be used by a 5013C. He will do some investigating. PayPal is very involved with 5013C's that are involved with students. We are aware that sponsorships would work better with some sort of online payment system.

Kel Vrana asked if the judges could possibly be provided the opportunity for the event(S) they judge to cover the expenses for the winners fees to go to nationals. Jens Eltze asked if it would deter from judges wanting to judge if they felt obligated to cover the cost. Talk continued about providing the information and making it available but not making judges feel obligated. Missey discussed that when judges sign up they are asked the question if they would like to be an event sponsor and they are given the option to ask for more information or they can check the option to not be a sponsor this year.

Mahish Vinayagam asked about the software subscriptions for the competition platforms. It was noted that Teams was free. Zoom was a shared cost. We also have website subscriptions, newsletter and social media costs, and other subscription costs that are shown on the budget.

Jens Eltze motioned to approve the 2022 budget with the \$10,000 correction. Debbie Cross seconded the motion. There was no further discussion and the motion carried.

FBLA-PBL Bylaws Approval: Missey shared that there were updates to the bylaws in November. Board members were asked to review the bylaws and bring changes/updates/adjustments to the next meeting. The proposed bylaws are in the board meeting packet.

Julie moved to table the review of the bylaws to the September meeting (9/11/21). Yvette Perez seconded the motion. There was no discussion and the motion carried.

APPROVAL

COMMUNICATION STIPEND: –Missey indicated that there are two contracts to approve. Julie proposed that we help cover the cost of Missey’s personal cell phone in the amount of \$75.00 per month for the use of business-related costs. It would be a one-time payment. Lori asked if the \$75.00 per month covered the cost. Missey indicated yes.

Debbie Cross motioned to approve the \$75.00 per month expense. Mahesh Vinayagam seconded the motion. There was no discussion and the motion carried.

LUPITA’S CONTRACT: Missey shared information concerning Lupita’s contract. She will be paid \$16.00 per hour, which is a capped amount. She will work 35 hours per week. This position is considered an intern position. It was suggested that Lupita might check with her school to see if she could get credit for her work as an intern.

Gregg Pelka moved to accept the cost of Lupita’s contract. Brandon LeBlanc seconded the motion. There was no discussion and the motion carried.

ANNOUNCEMENTS

NEXT MEETING: The next meeting is scheduled for Saturday, September 11, 2021. We will try to schedule this as an in-person or a hybrid for those who don’t want to meet in person. Other meeting dates are Saturday, November 6, 2021, Saturday, March 6, 2022, and Saturday, June 4, 2022 (new board members).

Final comments—Lori announced an upcoming event for MBA Research; Donald shared he was excited about the new board.

Julie Ellis moved to adjourn the meeting. Debbie Cross seconded the motion. Meeting adjourned at 8:10 pm