

**Business Professionals of America, Ohio Association
Executive Board Meeting Minutes
December 9, 2016**

Call to Order

The regular semi-annual meeting of the Business Professionals of America, Ohio Association was held on Friday, December 09, 2016 at 9:31 am, in the large meeting room of the Drury Inn & Suites, the Chairperson being in the chair and the Secretary being present. The minutes of the last meeting were sent to all members via email, read and approved.

Roll Call

CEAC Members Present: Peter Clark (1), Mike Davis (2), Carrie Wiant (3), Nate Greene (4), Angela Wright (5), Andrea Davis (6), Amy Stauffer-McNutt (8), Kristofer Doran (11), Rebecca Landen (13), Lisa Bycynski (14), Mary Leonard (11), Christie Leis (17), John Stalcup (19), Kristina Howell (ML), Tina Krosse (9)

State Officers Present: Carlos Boyd, Miriam Velazquez, Aston Gerber, Dylan Guth, Zachary Rush, Bryce Fryman.

State Staff: Amy Burris, Sarah Crist.

Approval of June 2016 Minutes

Secretary Aston Gerber did not read the December Executive Board Meeting Minutes during the meeting. The December Executive Board Meeting Minutes were instead, emailed to each member present. Rebecca Landen discussed if there were to be any additions or corrections. There were no corrections and was approved.

Financial Report

Treasurer Dylan Guth read the 2016 Fall Leadership Conference budget report. As shown on the report, membership income is above the projected amount for this year. At state officer screening, we were under budget in many different aspects. The Fall Leadership Conference Income was under what we projected to collect this year. We were also under budget for numerous expenses except contract services such as Wi-Fi, Guidebook, and DLG. In summary, our Fall Leadership Balance for 2016 is at negative \$782.31.

The copy of the financial report was given to all in attendance. There were no questions to the report, which stood approved. There was information provided to the representatives about the proper way to set up the regional financial accounts.

Membership Report

Vice President Miriam Velazquez read the membership report. The report stated currently our membership is up to 8,820 members. This total is made up of 311 advisor members, and 8,509 student members. Both are up from the previous year. There are 445 chapters, with 20 being new this year, as well as an additional 2 pending approval.

State Officer Team Report

President Carlos Boyd shared the State Officer report. The state officers created a new State Officer Mission Statement, which reads as follows: "The Mission of the Ohio Association State Officer Team is to be dedicated to leave a positive impact among the Ohio Association by inspiring and empowering others to lead with passion, and to instill professionalism within the organization." The state officer team discussed their goals, such as reaching out to all regions in Ohio and reaching out to middle level students. There is a conference call planned for next month to discuss how to accomplish these goals.

State Officer Screening

Historian Zachary Rush shared the State Officer Screening Report. There were 59 officer candidates that screened, with 52 attending. The survey results were shared, which were very positive. There were suggested changes of placing orientation before the interviews, as well as a location change for the interviews, which took place in the hotel rooms. Teachers of screening students found the candidate handbook, candidate screening documents, and communication helpful. All teachers found the state officer candidate screening toolbox helpful, however, the majority of all teachers remain neutral on having their students participate in the screening process next year. The current state officer team found the screening process highly satisfying.

Fall Leadership Conference (FLC)

Parliamentarian Bryce Fryman and Secretary Aston Gerber gave the Fall Leadership Conference report.

The officer team gave their opinions on the FLC, with very positive reviews. There was a suggestion on more time being given for officers to talk to voting delegates. A total of 1,560 of all 8,509 Ohio association attended. This year Ohio BPA used the same registration system as the SLC. However, there were functional issues with the system that did not allow the advisor to see how many sessions were selected for a member. We plan to use the same system next year with all issues fixed. On December 8, 2016 the new state officer team gave their input on what they thought of the FLC: It was very successful and a positive experience for all, coming from the all candidates running, campaign managers, and members.

Ohio BPA is looking to increase its Guidebook usage by 50% for the State Leadership Conference. We encouraged the promotion of the app to reach the goal.

Secretary Aston Gerber shared the State Officer Orientation and Networking Session. It was shared that there were 12 candidates and 12 campaign managers present for the sessions. The process for the officer's schedule for the day was given, and shared that the group interviews were an enjoyable atmosphere. Officers agreed that talking to the candidates, and talking to the former officer team was a comforting experience.

The new voting method for the Fall Leadership Conference was discussed, electionsonline.com. There were pros such as getting live results, as well as the process saving time. There were negatives such as technical bugs. Advisors also couldn't give absent voting delegates I.D. to another student. Online voters were mentioned as there were 40 members that were registered and eligible. Only 21

participated. It was brought up if the online voting process should continue. Secretary Aston Gerber shared the officer's opinion, stating that the online experience should be enhanced with more online content for the online members. The floor opened for discussion.

There were problems brought up of the online voting being closed at 1pm, as there were some classes that were unable to vote. There was an error with sharing the correct link, but after the correct link was given, Christie Leis stated that it was a good experience. Rebecca Landen stated that there was a new advisor unable to access the online voting. He was unsure of a password, and wasn't sure what was need. There were comments of there being background noise for a few of the online speeches. Ms. Burris stated that the bugs could be fixed for next year.

Mr. Doran brought up prerecording the speech before the Fall Leadership Conference. The downside discussed to that was someone could have advantages over other candidates with microphones and camera equipment. Mr. Clark suggested to follow the Nationals video guide, which is specific so everyone is on the same playing field. Livestreaming was also discussed, although unsure of how technical it would be. Ms. Burris brought up the possible change of November 2nd being the date for next year's Fall Leadership Conference, to break away from the Thanksgiving holiday. It is not a 100% change yet. If that is the change, there will be a tighter window between State Screening, and the Fall Leadership Conference. There was a comment of how the Guidebook performed, Mr. Greene suggested that the link to the app to be sent out in advance to where everyone has the link for the app. Ms. Burris is going to continue the pushing of the app for the State Leadership Conference.

Ms. Leonard suggested for the social week, that there should be more prep time to prepare for the advisors and students. Ms. Burris forgot to send out an email about the social week to the advisors. She hopes for the students to be resourceful and take advantage of the social media to check for updates, but there will be more prep time. Ms. Leonard also suggested to put the presenters name in Guidebook, so students would have the name for use in Torch Awards. Mr. Stalcup mentioned that substitutes should work. Ms. Burris replied that the student not attending needs to give their I.D. badge to the student subbing in. Mr. Doran brought up expanding session times, or implementing a few more. There were some comments on the Officer Training session to have some more activates aimed toward students, and not so much for advisors. Ms. Burris suggested having an Officer training session aimed at advisors, then one aimed to members to improve or learn more knowledge on a position.

Ms. Landen called for suggestions for any session ideas.

- Ms. Krosse suggested a round table for Torch Awards where members could log their points and talk to others about what they've done to earn them.
- Mr. Doran suggested having a media workshop, which was met with good response.
- Ms. Stauffer-McNutt suggested that there could be a session for people to learn how to actually log their Torch Awards for those that haven't used the service before.

State Screening.

- Mr. Clark stated that having 3 weeks between State Screening and the Fall Leadership would be a time crunch. Ms. Burris went through dates to try to make the schedule more flexible.
- Ms. Wiant also shared the concern of there not being enough time to explain to her students on what BPA is, due to the starting time of the school, which could take away opportunities for members. Ms. Burris stated that the reason why some advisors/schools don't participate is that the school isn't supporting or funding it.

- Ms. Stauffer-McNutt asked if there were any Webinars that show advisors more of what's involved, or what you need to discuss with the school. Ms. Burris agrees that a Webinar would be very helpful to advisors, also that a way to explain to advisors of if a student makes a State Officer Candidate of what's expected.
- Mr. Green brought up to the board how to get the students involved in State Screening.
 - Ms. Landen stated that finding out their personality, finding out who has more of a commitment, and pushing the screening towards them.
 - Ms. Burris understands the time commitment, and called upon current officers who are involved in AP classes and getting together about sharing how it's possible to manage responsibilities like an officer position, and taking advanced classes.

Competitive Events Update

Treasurer Dylan Guth shared the Competitive Event report. There have been changes to events at the National Level. Within Finance, economic research and financial analyst team will both be permitted to use digital presentation materials, as well as the topic for financial analyst team is provided prior to competition. Within Business Administration, we will be piloting a new event named business law and ethics and allowing the administrative support project to use digital presentation materials. Within Digital Communication and Design, Microsoft Publisher is now prohibited and digital presentation tools are permitted for graphic design promotion. Also, the rubric for the parliamentary procedure team has been updated.

Virtually, the Fair Trade Challenge has been removed and we will be piloting the Start-Up Enterprise Team. The startup and wrap-up time of 5 minutes for judged events has also been reduced to 3. We can look forward to Microsoft Office 2016 being offered and the payroll accounting test to be changed from 90 minutes to 60 minutes beginning in the 2017-2018 membership year.

In addition, BPA has developed guidelines on submitting files and other important information. The most important resources for submission include YouTube, Vimeo, Dropbox, Google Drive, and Microsoft OneDrive. These can be further reviewed on page 15 of the Workplace Skills Assessment Program.

State Leadership Conference

Ms. Burris discussed how we are moving forward to the State Leadership Conference. There will be an email given out as a reminder on weather and cancellation policies. There will also be an official posting on the Ohio BPA website.

Vice President Miriam Velazquez discussed the Ohio Internship Program, which is available for active members of a secondary chapter. Registration is on OhioBPA.org, which former interns have praised the experience. Sixteen to 18 positions are expected.

Ms. Burris explained that advisors need to be aware of how to watch their students, as well as what's expected from advisors. Also to report any incidents that may occur, as there were a few incidents that happened the previous year.

President Carlos Boyd shared the plans for the State Opening Session. Throughout the State Leadership Conference, we will be continuing use of the Guidebook app as a means for members to have access to a schedule of the day's planned events. The plan is for the morning to consist of advisors registering for the conference, and members preparing for and then competing in their respective individual and team competitions. Since the morning is strictly for competitions, the Opening Session will be held during the evening. During the Opening Session we will hold our Torch Awards Ceremony. After the ceremony has concluded we plan to implement something creative and new by following the ceremony with a professional speaker to present in front of our members. After the conclusion of the speech there will be an invitation only dessert reception for members who have worked hard to acquire their Statesman Torch Award.

Committee Work Time

Ms. Burris announced that host and service learning is now combined, with their mission to find a public speaker for the State Leadership Conference. Membership and Strategic Planning groups have also been combined. Sponsorship and Ethics groups have been combined as well. We are in need of Sponsors. Ms. Burris is asking for hopefully three sponsors, so that students can get more out of the conference, without raising prices. There was a brief mention that construction in the food court is also completed, and won't be an issue for State Leadership Conference. At 11:02 am, we broke apart to our groups.

Lunch Break at 12:00 pm

Resume at 12:29 pm

Committee Reports

Host and Service – Talked about raising money for Special Olympics by doing the Chain of Love. A Change War was also mentioned to raise money for a Veteran foundation (Not a finalized on a foundation yet). A Seatbelt pledge will be offered as well for Torch Awards points. Still unsure of who would be running those activities, possibly chapter or region officers? We discussed designated shifts, with interns managing it and sharing the responsibilities to the new member coming in. For an entertainment option, a gaming center was brought up, as well as having movie areas. Have the gaming room similar to the way it was last year, and have some video games/board games active, then some movies (Toy Story?) to keep members entertained. They went over ideas for guest speakers, such as a member from Kick-It-In, Roman Atwood, who is well known on YouTube, as well as the founder of the Everyone Eats Foundation. A guideline for an appropriate time to be in rooms and out of the halls was also suggested.

Sponsorship- One of the items discussed was getting a letter together to send out to different targets. Universities were also brought up as possible sponsors. With three months, there needs to be reasonable goals. Having a long term goal is ideal. If the Pins and Shirts could be covered by a sponsor, it would help out the students by receiving them for free. Vendors were brought up to charge them for a table, for some possible new revenue. There was also a discussion of having advertisements in Guidebook. Regions were a possibility to reach out to local businesses and report it back up to the State level. Promoting BPA's mission would really interest companies.

Membership and Strategic Planning- Questions they came up with were, would you want to move regions and why? Do you feel there aren't enough opportunities for your region? Would you support the proposal, yes, no and why? They would like to open it up next week, and have a week ½ or so to have it run.

There was a presentation on contests to help get through them in a quicker manner for contests that have pre submissions. (Computer animation, graphic design, etc.). The proposal is to speed up the times by a couple hours. Ms. Krosse from Region 8 explained the idea, which was met with a great response from the other present members. Due to there being multiple displays next to each other, headphones, and headphone splitters were suggested for judges to use. Ms. Wiant suggested that some of the CEAC members help set up the process, and to help answer any questions. There is convenience added to judges by this method, but we don't want to sacrifice student's performances. Showcasing times were suggested to be placed in the Guidebook app, which would be convenient for members to see. A Facebook livestream with all the officers was also brought up. There is going to be a limit put in place of one electronic device on the table up to 32 inches (No speakers or projectors).

Honorary Life Membership

Historian Zach Rush requested nominations for the honorary life membership award. Carrie Wiant moved to nominate Mary Dziczkowski. Mike Davis seconded the nomination which was then approved with a unanimous vote.

Scholarship Applications

Parliamentarian Dylan Fryman discussed the Scholarship Applications. There are a total of 4 scholarships available to members. The applications are now online on the Ohio BPA website (ohiobpa.org). Each scholarship is valued at \$1,000. One scholarship is set aside for a student whose advisor is a member of the BIT division and the remaining three to Ohio BPA members. The deadline for the scholarship applications is January 17, 2017.

Additional Business Items

Ms. Burris provides an update on new post-secondary chapters, with two new chapters joining.

Adjournment

Rebecca Landen adjourned the meeting at 2:21 pm.
Minutes submitted by: Aston Gerber