



**Business Professionals of America Minutes
Board of Trustees Meeting
July 16, 2020**

CALL TO ORDER

Chair, Debbie Darnell, called the meeting of the Business Professionals of America (BPA) Board of Trustees (BOT) to order at 1:00 p.m. EST.

ATTENDANCE

Present: Debbie Darnell, Chair; Amy Riddle, Vice Chair; Evan Wolff, Treasurer; Shauna Williams, Secretary; Angie Benson; Dianne Carroll; Athena Frank; Jason Hendrickson; Trent Hughes; Ryan Nkongnyu, Secondary National President; Sophia Pearson, Post-secondary National President; LouAnn Ross, Executive Director; and Natasha Smith.

Guests: Brigette Bethea; Heather Bunning; Mark Burch; Ric Cowles; Michele Gordon; Amber McNew; Patrick Schultz; and Jonathan Smith.

NEW BUSINESS

Approval of Minutes from the May 26 and May 30, 2020 Regular Meetings

Athena Frank moved to approve the May 26th minutes. The motion was seconded by Angie Benson. Motion adopted. Athena Frank moved to approve the May 30th minutes. The motion was seconded by Jason Hendrickson. Motion adopted.

Board Member Code of Conduct and Conflict of Interest Policy

Debbie discussed the Code of Conduct and Ethics Policy and the Conflict of Interest Policy, and requested that each board member read, sign, date, and email these two forms back to Dr. Ross.

Board Member Responsibilities

Debbie reviewed board member expectations as outlined in the National BPA Policies and Procedures (P&P) manual, indicated that new members will be able to complete Board Source training, and that the Board will continue to use Board Effect for documentation and meeting agendas this year. Debbie also emphasized that everything discussed in executive session is confidential. Dr. Ross discussed that the Board is legally and financially responsible to the organization, and that expenses to attend board meetings are reimbursable as outlined in P&P.

National Center Update - Dr. LouAnn Ross (see attached report).

Treasurer's Report - FY21 Budget Update

Evan Wolff, Treasurer/Finance Chair

See Budget Summary attached

Evan reported on the projected FY21 Budget including an estimated \$306,815 budget deficit based on numbers from individual staff budget requests, a possible 20% membership decrease, and a decrease in NLC attendance. Discussion focused on innovative revenue generation, cuts to expense line items, possible increases to membership dues for 2020-2021, and increases in various divisions (including the National Virtual Chapters, the new K12 national partnership, and global expansion in China and Peru).

Evan moved to increase national membership dues to \$12.00 for middle-level members and advisors, \$15.00 for secondary members and advisors, \$15.00 for post-secondary members and advisors, \$20 for alumni members, and \$25 for professional members. Athena seconded the motion. Motion adopted.

Additional discussion involved the possibility of increasing the number of students competing at the national level, both opportunities and constraints that could hinder this option, and precedents that could be set as a result.

Evan discussed the potential of increasing NLC registration by \$5. The last increase was seven years ago. It was concluded that the state advisor representatives would spearhead this poll with SAAC to gain vital feedback before this discussion moved forward. The first week of August was suggested as a deadline to allow any changes to be added to fall publications.

Review Committee Charges (see attached report).

Debbie reviewed the chairs, members, and associated charges for each committee.

The meeting was adjourned at 3:00 p.m. for committee work until 11:00 a.m. on July 17, 2020.

Shauna Williams, Secretary
Minutes Approved September 15, 2020