



**Business Professionals of America Minutes
Board of Trustees Meeting
July 17, 2020**

CALL TO ORDER

Chair, Debbie Darnell, called the meeting of the Business Professionals of America (BPA) Board of Trustees (BOT) to order at 11:00 a.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; Jonathan Smith; Kelly Munro; and Devin Alexander.

SUPPORT GROUP UPDATES

CEAC - Kelly Munro, CEAC Chair - **See Attached Report**

SAAC - Devin Alexander, SAAC Chair - **See Attached Report**

NBAC - Evan Wolff, NBAC Chair – **See Attached Report**

APPROVAL OF NOMINATING COMMITTEE

Amy Riddle, Chair - BOT Representative

Dianne Carroll - BOT Representative

Devin Alexander - Corporate Representative

Deb Schwager - Corporate Representative

Evan Wolf - NBAC Representative

Amy moved to approve the members of the Nominating Committee. Angie seconded the motion. Motion adopted.

FY21 Budget 2nd Reading - See attached report

K12 Partnership - Angie moved to set the K12 member dues at \$15 (\$10 for national dues and \$5 for state dues). Evan seconded the motion. Motion adopted.

Evan discussed the possible formation of a foundation to bring in donor revenue. Dr. Ross discussed that it would be a separate 501c3, as it would serve as its own fundraising arm. Alumni and corporations tend to give more to foundations, and it (the revenue) would be utilized for scholarships. Angie asked if the foundation would have a separate board. Dr. Ross discussed that a foundation board is usually made up of high-level donors, an executive director, and that the Chair of the BPA Board would serve as an ad hoc member as part of the bylaws. Evan discussed that a foundation could be a membership driver for BPA because those BPA members could apply for the scholarships.

Evan moved to begin the process and research of starting a foundation. Jason seconded the motion. Motion adopted.

The Board moved into Executive Session at 12:08 p.m. EST, and moved out of Executive Session at 1:58 p.m.

FY21 BUDGET ADOPTION

Evan moved to adopt the three-month proposed budget. Trent seconded the motion. Motion adopted.

Evan moved that the national staff and committees come up with contingency plans for revenue opportunities and expense amounts recorded for the remaining fiscal year. Amy seconded the motion. Amy asked if there was going to be deadline before the August meeting.

Evan amended the motion by adding, “by the August 18th meeting.” Athena seconded the motion. The amendment was adopted.

The amended main motion that “the national staff and committees come up with contingency plans for revenue opportunities and expense amounts recorded for the remaining fiscal year by the August 18th meeting” was adopted.

COMMITTEE REPORTS

Strategic & Long-Range Planning Committee - Amy Riddle, Chair - See attached report.

Programs Committee - Dianne Carroll, Chair - See attached report.

845 Removing the Entry Forms for pre-submit events - Approved by SAAC, CEAC & Programs; Amy moved to approve recommendation 845. Angie Benson seconded the motion. Motion adopted.

850 Remove Requirement of Individual & Team Entry Forms For All Judged Events - Approved by SAAC, CEAC & Programs. Jason moved to approve recommendation 850. Trent seconded the motion. Motion adopted.

854 Competitive Events - POI for further research and to find the company(s) and cost(s). Dianne moved to adopt recommendation 854 as a POI. Jason seconded the motion. Motion adopted.

Athena moved that any POI recommendation approved by SAAC or CEAC be a POI from the Board also. Trent seconded the motion. Amy discussed that SAAC only had one POI. Motion adopted.

855 Changing Torch Award Statesman to Envoy - Dianne requested to reject recommendation 855. Jason seconded the motion. Motion adopted to reject recommendation 855.

856 Dianne discussed that all recommendations were rejected regarding those who qualified at NLC for 2020 be invited to the 2021 NLC. Angie seconded the motion. Motion adopted to reject recommendation 856.

858, 868, 871, 917, 920, 921, 922, 923, 924, 925, 926, 927, 928, 945, 946, 948, 949, 950 - New events that were approved by SAAC, CEAC and the Programs Committee. Athena moved to approve all of these new and revised events as presented. Natasha seconded the motion. Motion adopted.

860 Version of Microsoft Office 2019 or Office 365 for 2021 NLC – Both SAAC and CEAC approved recommendation 860. Dianne moved to approve recommendation 860 for Microsoft Office 2019. Jason seconded the motion. Motion adopted.

862 Add Promotional Photography at the local level – Motion 862 was rejected by both the Programs Committee and SAAC. Dianne moved to reject recommendation 862. Angie seconded the motion. Motion adopted to reject recommendation 862.

863 Remove all Templates from Web Design – Motion 863 was rejected by the Programs Committee, CEAC and SAAC. Dianne moved to reject recommendation 863. Jason seconded the motion. Motion adopted to reject recommendation 863.

864 NLC Special Event - Dianne moved to reject recommendation 864. Sophia seconded the motion. Motion adopted to reject recommendation 864.

869 BPA Cares - Dianne moved to reject recommendation 869. Trent seconded the motion. Motion adopted to reject recommendation 869.

870 Torch Awards – Dianne moved to reject recommendation 870. Sophia seconded the motion. Trent asked for point of clarification. The Programs Committee reviewed and rejected. SAAC reviewed and approved this recommendation. Angie discussed that other things are being added to the Torch Handbook and it would not make sense to change for one year. Natasha discussed that any new events would balance out and students would find things to do. Trent asked with everything going virtual would students still be able to do some of the items. Angie discussed there will be some new miscellaneous items and social justice items. Motion adopted to reject recommendation 870.

875 Competitive Events – Recommendation 875 was rejected by CEAC and SAAC. Dianne moved to reject recommendation 875. Amy seconded the motion. Motion adopted to reject recommendation 875.

877 Dianne moved to reject recommendation 877. Amy seconded the motion. Motion adopted to reject recommendation 877.

881 Middle Level Opportunity to lead at the State and National Levels - Dianne moved to reject recommendation 881. Jason seconded the motion. Natasha discussed that it might be beneficial to get a middle level representative appointed in some capacity, but not a separate middle-level team. Motion adopted to reject recommendation 881.

882 Consistent naming conventions - Dianne moved to accept recommendation 882 as presented. Angie seconded the motion. Motion adopted.

884 National Officers Not Holding Other CTSO Offices - Dianne moved to approve recommendation 884 as presented, “A national officer may not serve as a regional, state, or other CTSO regional, state, or national officer in conjunction with the national officer team.” Trent seconded the motion. Athena discussed if this motion is adopted, P&P would be updated to reflect the change. Motion adopted.

902 BPA Cares Recruiter of the Year - Dianne moved to make recommendation 902 a POI. Amy seconded the motion. Motion adopted.

894 – Reading of previous minutes more customary for professional meetings than the secretary taking minutes and submitting during Parliamentary Procedure Team event - SAAC approved this recommendation. Athena discussed that CEAC approved this motion with changes. That the rubric for WSAP event #550 Parliamentary Procedure Team allow for the secretary to be part of the debate without penalty by simply changing the current wording, “General participation by members, including secretary,” be changed by striking out “including” and inserting “excluding.” Amy moved to approve 894 with changes. Trent seconded the motion. Athena discussed that 500 events are already authored and audited for this year. The 550 team event includes a 15-minute debate over three main motions. Changing this event by having minutes be read will cut into debate time. Each level will need to be revised and sets of previous minutes to be read during the event would need to be included in the resources. Amy discussed that SAAC understood that the secretary would not read the minutes, but the minutes would be eliminated. Natasha agreed with CEAC’s recommendation to have the secretary take the minutes during the event as students may need to refer back to the minutes during the debate. Trent discussed that the President could move to suspend the reading of the minutes so it does not take up time by using RONR. Athena discussed this is currently the way the event is written. Sophia discussed that she disagreed that it is not standard practice for a secretary to take minutes during meetings, and that this occurs during meetings at her job. Amy asked permission to withdraw the motion. No objection was made and Amy’s motion was removed. Jason discussed that SAAC was not provided the recommended change on the rubric by CEAC. Amy moved to make recommendation 894 a POI. Trent seconded the motion. Motion adopted to approve recommendation 894 as a POI.

895 Authoring and Auditing - POI approved from CEAC changes. Amy moved to approve recommendation 895 as a POI. Jason seconded the motion. Motion adopted to approve recommendation 895 as a POI.

900 All multiple questions are free from form control features - Amy moved to approve recommendation 900 as a POI to national staff. Jason seconded the motion. Motion adopted to approve recommendation 900 as a POI.

913 NLC Showcase - Dianne moved to approve recommendation 913 with changes from the national staff. Angie seconded the motion. Motion adopted to approve recommendation 913 with changes.

914 Parliamentary Procedure Concepts Test - Amy moved to reject recommendation 914. Athena seconded the motion. Motion adopted to reject recommendation 914.

915 Accounting Enrollment in 1st Year Accounting - Jason moved to approve recommendation 915 with changes limited to student members who have not completed their 1st year Accounting. This may not be repeated. Athena seconded the motion. Athena discussed that CEAC intended for this event to be limited to first-year Accounting students. Motion adopted to approve recommendation 915 with changes.

929 Create a topic of Social Justice – Recommendation was routed to Board only. Angie moved to adopt recommendation 929 as a POI. seconded the motion. Motion adopted to approve recommendation 929 as a POI.

932 Torch Awards Category- Activity - Dianne moved to approve recommendation 932 with changes. Jason seconded the motion. Motion adopted to approve recommendation 932 with changes.

933 Torch Awards Activity- Dianne moved to approve recommendation 933 with changes Jason seconded the motion. Motion adopted to approve recommendation 933 with changes.

934 and 935 BPA Cares - Dianne moved to approve recommendations 934 and 935 as POIs. Jason seconded the motion. Motion adopted to approve recommendations 934 and 935 as POIs.

937 Torch Awards - Natasha moved to accept all recommendations marked as POI. Trent seconded the motion. Motion adopted.

938 Non-WSAP Virtual Competition - Dianne moved to approve recommendation 938 with changes. Angie seconded the motion. Amy discussed that SAAC rejected this recommendation. Jason discussed that there was no documentation provided to SAAC. Athena asked if the details were provided and asked if Sophia and Ryan approved of this competition/challenge (not as a mandate, but as an option). Sophia discussed this could be a monthly competition for student engagement. Patrick discussed this could be a monthly challenge. Motion adopted to approve recommendation 938 with changes.

939 BPA Cares - Dianne moved to reject recommendation 939. Jason seconded the motion. Motion adopted to reject recommendation 939.

940 Torch Awards - Number of times Miscellaneous category can be used - Dianne moved to approve recommendation 940 with changes. Amy seconded the motion. Dianne noted all areas have two options for miscellaneous. Motion adopted to approve recommendation 940 with changes.

941 and 942 - Recommendations 941 and 942 were both rejected due to lack of required paperwork.

943 Adding Category to Activity BPA Leads - Dianne moved to approve recommendation 943 with changes (changing the wording from category to activity). Jason seconded the motion. Motion adopted to approve recommendation 943 with changes.

944 Torch Awards BPA Leads/Virtual Online Leadership - Dianne moved to approve recommendation 944 with changes (changing the wording from category to activity). Trent seconded the motion. Motion adopted to approve recommendation 944 with changes.

947 Eliminate One Level of Word Processing - Dianne moved to reject recommendation 947. Trent seconded the motion. Motion adopted to reject recommendation 947.

951 BPA Cares/Alumni to Participate - Dianne moved to approve recommendation 951. Angie seconded the motion. Motion approved.

952 Alumni Webinar - Dianne moved to approve recommendation 952 with changes (to add an LMS). Athena seconded the motion. Motion adopted to approve recommendation 952 with changes.

955 Specification Points - Dianne moved to reject recommendation 955. Jason seconded the motion. Patrick discussed CEAC decision to approve. SAAC rejected recommendation without comment. Poll was created for voting. Motion adopted to reject recommendation 955.

958 Special Committee Review of Competitive Events - Dianne moved to approve recommendation 958 with changes (to add an alumni representative and to record findings by winter of 2021 meeting). Jason seconded the motion. Amy discussed the SAAC members on the committee and their level of longevity. NBAC representation was also discussed. Motion adopted to approve recommendation 958 with changes.

957 List of NLC Awards in Sequential order to SAAC - Dianne moved to approve recommendation 957. Angie seconded the motion. Jason discussed the reason and importance to have

this list to ensure students are there for new national officer selections and for those chapters who have to travel that evening. Motion adopted.

956 National Staff Provide State Advisors All Judged Event Rubrics by September 1 –

Dianne moved to approve recommendation 956 with changes (unless unforeseen circumstances occur). Trent seconded the motion. Motion adopted to approve recommendation 956 with changes.

Policies & Procedures Committee Report - Athena Frank - See attached report.

892 Officer Elections (pg. 40/46) Remove the Word “specific”. Athena moved to adopt recommendation 892. Angie seconded the motion. Motion adopted.

893 Officer Elections (pg. 35/41) - Statement needed to be updated to add an Independent Chapter, or the National Virtual Chapter. Athena moved to recommend recommendation 893 with changes. Angie seconded the motion. Motion adopted to approve recommendation 893 with changes.

916 Member Code of Conduct & Ethics (pg. 41) - Athena moved to approve recommendation 916 with changes to reflect, “Members shall agree to, and abide by, the Academic Integrity Policy adopted by Business Professionals of America.” Natasha seconded the motion. Motion adopted to approve recommendation 916 with changes.

953 National BPA Alumni Division Hardship Scholarship - Athena moved to approve reinstating National Alumni Division dues for 2020-21. Two dollars from each Alumni dues collected would help fund a hardship scholarship. Amy seconded the motion. Angie discussed that this could be rolled out this upcoming year. Dr. Ross discussed that BPA Gives helps students with hardships. Angie discussed that she would like this to be separate from that funding source, that it has the support of the Alumni Division and that the scavenger hunt may also add additional funds. Motion adopted.

954 Contest Authoring Language Update From the Director of Education - Athena discussed that the current language was outdated and the recommended language substitution from the Director of Education aligned with current practice and the CEAC Handbook. **Athena moved to adopt recommendation 954. Natasha seconded the motion. Motion adopted.**

National Officer Update – Sophia Pearson, National Post-secondary President and Ryan Nkongnyu, National Secondary President - See attached report.

Personnel Committee Report - Shauna Williams, Chair - See attached report.

Advocacy Committee Report - Jason Hendrickson, Chair- See attached report.

NEW BUSINESS

None presented at this time

Debbie will be sending out an updated BOT meeting calendar.

ADJOURN

Meeting adjourned at 5:23 p.m. EST

Next BOT meeting - August 18, 2020 @ 8:30 p.m. EST.

Shauna Williams, Secretary
Minutes Approved September 15, 2020