

**BUSINESS
PROFESSIONALS
of AMERICA**

**Giving Purpose
to Potential**

**Business Professionals of America
Board of Trustees Annual March Meeting Minutes**

March 29, 2022

Location: Hosted remotely via Zoom

Call to Order

Dr. Brenda Jacobsen called the meeting of the Business Professionals of America (BPA) Board of Trustees (BOT) to order at 7:01 p.m. EDT on March 29, 2022.

Roll Call

Present:

Amy Hollingsworth

Debbie Darnell

Steve Darnell

Amy Riddle

Devon Winters

Paxton Cavin

Angie Benson

Dianne Carroll

John Lucas

Breezy Gutierrez

Elijah Johnson

Garrett Bock

Brenda Jacobsen

Evan Wolff

Absent (Excused absences will be acknowledged here):

Guests in Attendance:

Tim Hill, Deb Schwager

Approval of Agenda

Angie Benson moved to approve the March 29, 2022 meeting agenda.

Devon Winters seconded.

No discussion. None opposed.

March 29, 2022 meeting agenda approved.

Angie Benson moved to approve February 22, 2022 BOT meeting minutes.

Dianne Carroll seconded.

None opposed. **Minutes Approved.**

Welcome

Dr. Brenda Jacobsen mentions that she would like all BOT members to donate to National BPA and for the BOT to be at 100% financial support to the organization. A few members request the link.

Nomination Committee Update

Deb Schwager mentions that there are four vetted nominees – information has been provided to BOT in the shared drive. Deb reminds the BOT of the new changes to Code of Regulations that will impact floor nominations.

Dr. Brenda Jacobsen and Deb Schwager discuss some scenarios and talk through the process with the new changes.

Debbie Darnell reminds everyone that we will need to have a parliamentarian at the meeting, the parliamentarian can attend in-person or virtual.

Amy Riddle mentions that this is a corporate meeting issue and can be addressed there.

Treasurers Report

Evan Wolff presents the treasurers report. The organization is ahead of budget with \$10,000 more than planned income. The organization has also underspent by \$60,000.

Evan reminds everyone that we will need to have a full audit due to resignation of Dr. Ross.

Programs Committee

Dianne Carroll gives an update and mentions team members.

Janice Gilbert – BPA Cares – Professional outstanding service awards.

None opposed. Motion Passes.

Hall of Fame –

Jason Hendrickson

None opposed. Motion passes.

Amy Riddle

None opposed. Motion passes.

Amy Abstained.

Advisor of the year – Terry Carrera

Emerging Advisor – Kaysha Covington

Emerging Professional – None nominated.

Previous attendees – award those who won awards in 2020 and 2021 so they can be recognized.

All award winners will be posted on the website.

Policy and Procedures

Amy Riddle reports on Policy and Procedures. All committee members approved the affiliation documents through an electronic vote.

No discussion. None opposed. **Motion to approve the Affiliation Guide passes.**

Personnel

Angie Benson acknowledges the Personnel Committee. The committee met last week to discuss changes to handbook and the organizational chart. It is recommended that the Membership and Marketing Coordinator reports to Director of Strategic Programs. It is recommended to change to Spencer Christensen's position title to Executive Council Coordinator. It is recommended to change to Michelle Gordon's title to Executive Staff Assistant.

Breezy Gutierrez requests clarification on why the Assistant Director of Education does not report to the Director of Education? Steve Darnell clarifies that this is something the new ED will want to look at and that these recommendations were immediate needs.

Devon Winters questions the Assistant Director of Education position being part time and not reporting to another position.

Steve Darnell mentions that he only gave the committee the immediate needs of the organization chart. He states that the organizational chart should be a need a priority this summer.

No further discussion. 11 in favor, 1 opposed.

Motion passes.

National Center Update

Everyone is busy at National Center, Steve applauds staff. There is a change of dates for Chicago NLC in 2024. There will be a special meeting with Corporate on 3/31/22. Steve reminds everyone to complete Board Source Assessment. Steve mentions that Summer Meeting dates have been released and that nominations are needed for SAAC Representative BOT applications.

Staff reports available in shared drive.

Executive Session

The BOT went into Executive Session at 7:52 PM and came out of Executive Session at 8:01 PM.

Dr. Jacobsen reports that she has given an update on the ED search.

New Business

Devon Winters mentions that FBLA is doing a big push in Iowa with professional development. Steve Darnell expresses that this will be brought up at the SAAC meeting.

Debbie Darnell thanks everyone for their support and contributions to Jason Hendrickson and Indiana BPA.

Angie Benson mentions the things that the Alumni Division is doing at NLC.

The BOT went into Executive Session at 8:11 PM and came out of Executive Session at 8:13 PM.

Dr. Jacobsen reports that no action was taken during Executive Session.

Next Meeting Wednesday, April 6, 2022, 8:00pm EST

Dr. Brenda Jacobson reminds everyone of the April 6th BOT meeting which will be about next steps in the search for a new Executive Director.

Adjourn

Dianne Carroll moves to adjourn.

Angie seconded. Meeting adjourned at 8:14 PM EDT.

Paxton Cavin
Board of Trustees Secretary

Business Professionals of America
Board of Trustees
2022 Nominating Committee Report

March 28, 2022

To: BPA Corporate Members

From: Deb Schwager, Nominating Committee Chair Re:
Board of Trustees Election

After a thorough review of all nominees who completed the online nominee acceptance and information form according to the established procedures, the Nominating Committee recommends the following slate of candidates for consideration by the Business Professionals of America, Inc. corporate members:

Business Representative: Timothy Grippa, Kevin Benjamin

Alumni Representative: Andrea Leal, Jalen Johnson

SAAC: None submitted – Open for Floor nominations with qualifications

On the following pages, please find included a brief profile of each candidate as they provided it to our committee. Note that the information that follows has not been edited nor formatted beyond the original text submitted to the committee.



Treasurer's Report
Board of Trustees Meeting
March 29, 2022

Finance Report

Financial statements are for the month ended February 28, 2021. Details are on page 2.

FY21 – Budgeted Operating Income	\$2,076,219
FY21 YTD Budgeted Operating Income	\$657,190
FY21 YTD Actual Operating Income	<u>\$668,087</u>
FY21 YTD Operating Income Analysis	\$10,897
FY21 – Budgeted Operating Expenses	\$2,107,398
FY21 YTD Budgeted Operating Expenses	\$635,953
FY21 YTD Actual Operating Expenses	<u>\$575,000</u>
FY21 YTD Operating Expenses Analysis	\$60,953
FY21 YTD Budgeted Operating Net Surplus / (Deficit)	\$21,237
FY21 YTD Actual Operating Net Surplus/(Deficit)	\$93,087
FY21 YTD Budgeted Vs. Actual Operating Net Surplus/(Deficit)	\$71,850

*Income statement on Page 2.

Annual Financial Audit

According to Code of Regulations, Article XI, a full audit will occur for FY22 due the resignation of an Executive Director.

Evan Wolff
Treasurer, National Board of Trustees
Business Professionals of America

BUSINESS PROFESSIONALS OF AMERICA**Income and Expense Statement****For the Month Ended February 28, 2022****DRAFT**

	X		X
	YTD	YTD	FY21
	ACTUAL	BUDGET	ACTUAL
Income:			
Total Membership Related Income	548,180	543,290	456,169
Total Product Sales	9,754	20,000	13,105
Total Contributions/Sponsors	46,675	51,500	116,006
Total Advertising Income	59,000	42,000	54,000
Total Other Income	99	400	113
Total NLC Income	4,380	0	0
Total Income	668,087	657,190	639,393
Expense:			
Total General & Admin	497,233	541,533	577,348
Total NLC	2,941	0	0
Total Education	461	4,450	832
Total Development	170	0	489
Total Communication	33,797	50,500	17,631
Total Operations/Mkt. Place	10,552	7,100	9,470
Total Summer Mtg.	0	0	0
Total National Officer Training	1,832	3,020	0
Total Jan Mtg	28,015	29,350	0
Total Alumni Mtg	0	0	30
Total Expenses	575,000	635,953	605,800
Net Operating Surplus / Deficit	93,087	21,237	33,593
Unrealized Gain / Loss on Investments	(11,211)	0	(22,118)
Depreciation	13,080	8,000	7,920
Gain/Loss on Sale of Assets	0	0	0
Educ Projects [from Educ Endowment]	0	0	0
Scholarships [from Shell Endowment]	0	0	0
BOT Contributions	0	0	0
Net Surples / Deficit	91,218	13,237	47,791

*** Some totals may be off by +/- several \$\$\$ due to rounding.



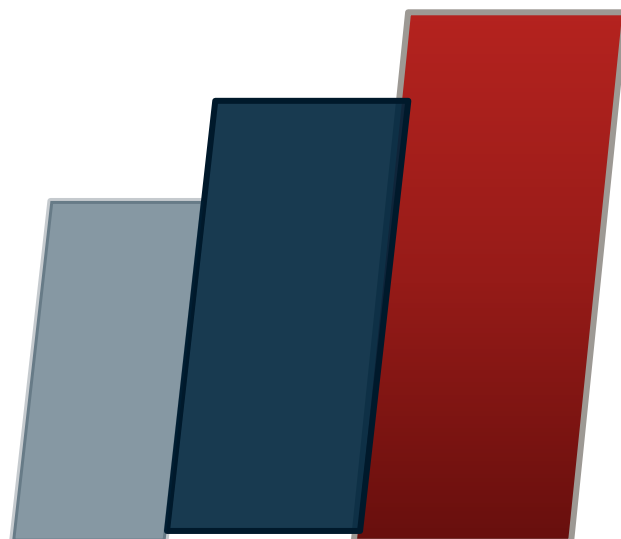
Policy & Procedures Committee

Report to Board of Trustees

March 29, 2022

Policy & Procedures Committee Members

Amy Riddle, Chair, State Advisor Representative
Debbie Darnell, Immediate Past Chair
Amy Hollingsworth, Middle Level Advisor Representative
John Lucas Guimaraes, National Post-secondary President
Devon Winters, Secondary Local Advisor Representative
Breezy Guterrez, State Supervisor Representative
Jon Smith, Director of Strategic Programs & Experiences





Affiliate Member Guide/Chapter Letter

P&P Committee Action: the committee members individually reviewed the documents and cast their vote for approval. All voting committee members approved the documents.

Next step: Presentation to the Board of Trustees

Committee Meetings Dates

July 28, 2021

September 9, 2021

October 21, 2021

November 15, 2021

March 2022 (via Google form)

Changelog

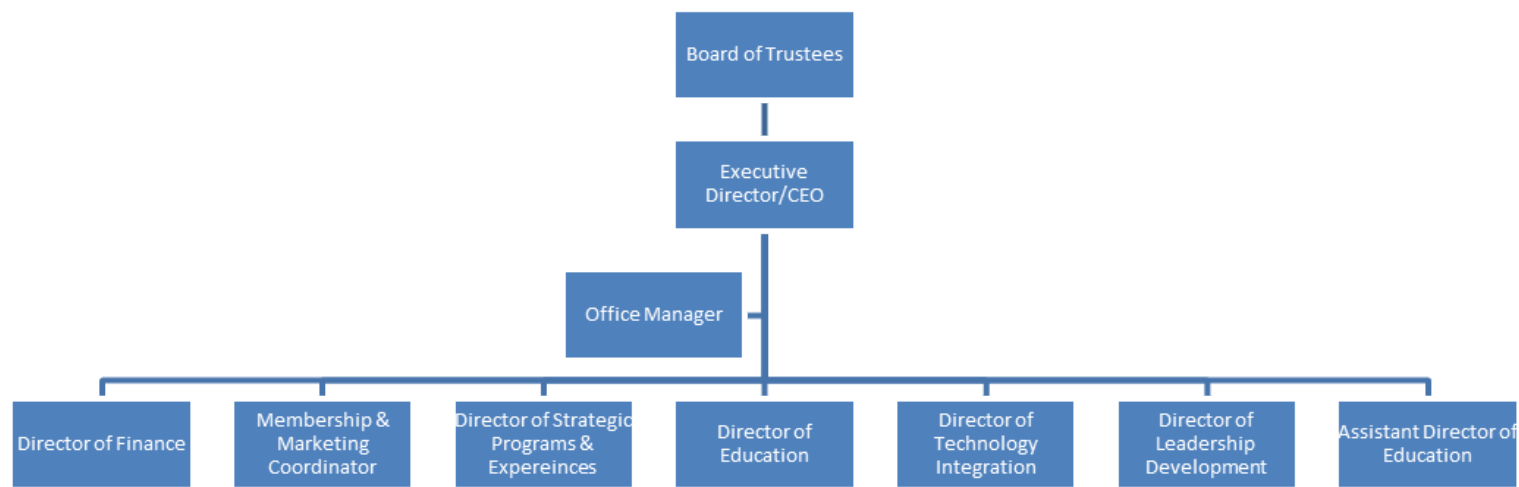
Jon Smith, Director of Strategic Programs & Experiences, was responsible for updating the changelog that can be found on this page:

<https://bpa.org/about-us/governance/governing-documents/>

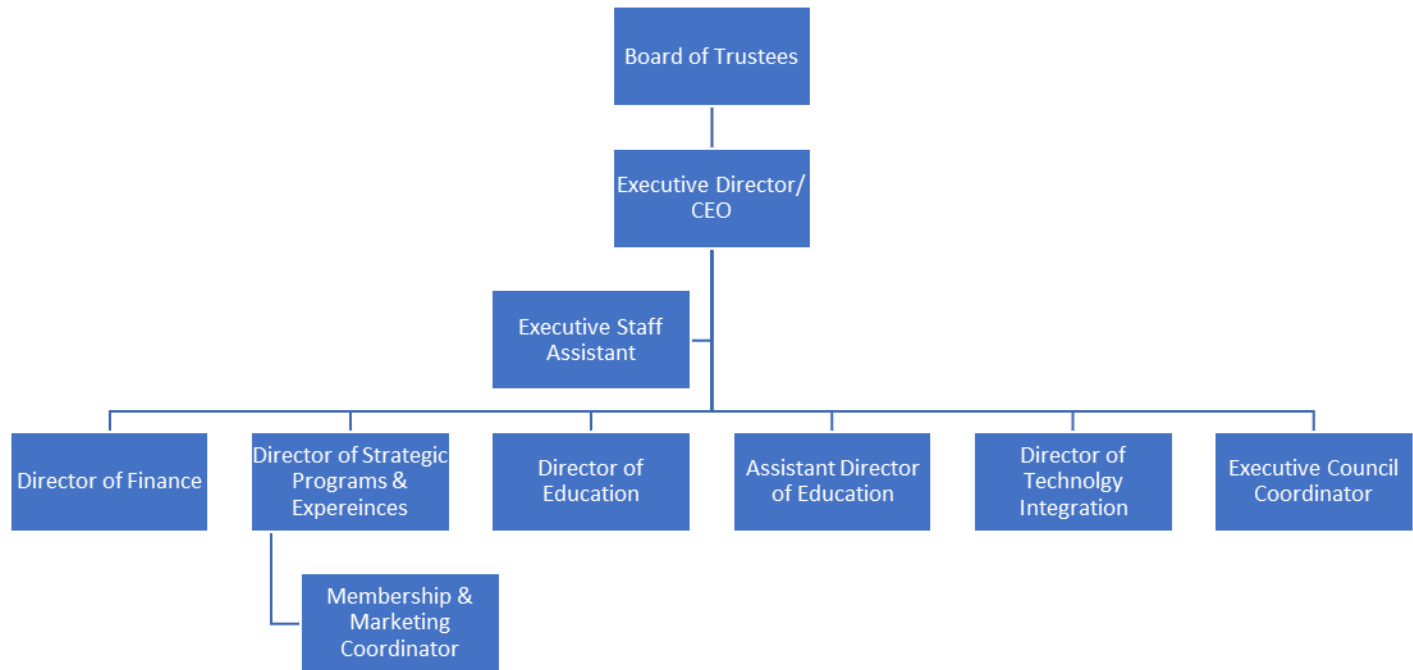
Thank you, Jon, for all your work on this.

Recommendations for the Personnel Committee to Consider

Current Organization Chart from Personnel Handbook



Proposed Organizational Chart – effective upon approval



Michele Gordon's position changes from the title of Office Manager.

NATIONAL CENTER UPDATE



March 2022

Steve Darnell
Interim Executive Director

NLC Preparations

The national center staff is working diligently to get folks registered, competitors into sections, and to finalize activities for the best ever NLC in Dallas. Draft schedules of sections and rooms assigned will be completed after April 8. Final schedules will be available after April 15. This time of the year certainly feels like Santa's workshop on December 12! Wow – I am impressed with the work ethic of all staff members and their ability to get the job done for members and advisors. Kudos to the whole team. *Please review staff reports in this month's packet for details* about what they are currently addressing and what has happened during the past few weeks.

Change of NLC Dates in 2024

Dates for the 2024 NLC in Chicago have been updated. The new 2024 NLC conference dates are May 10-14, 2024. Changing the Chicago dates has generated a room rate **reduction** of \$10 per room, per night at both the Palmer House and Hilton Chicago. (Palmer House fun facts: the venue boasts it is the longest operating hotel in America glammed out with Art Deco design with inspiration from Monet himself. It is the birthplace of the brownie too!) Moving dates also gets us completely off DECA dates for their national conference in Anaheim that year to avoid choices being made.

Special Corporate Meeting

A special Corporate meeting is called for March 31 at 8 PM EST. The purpose of the meeting is to fill the vacant State Advisor position on the Board of Trustees due to the passing of Jason Hendrickson. The vacant position will be filled by an individual for one year through 2023.

BoardSource Assessment

Have you completed your Board assessment yet via the custom link for you? If not, please do so. BoardSource says it will take about 45 minutes with all results confidential and not tagged to you individually. Our results will be compared to national norms and perceptions about effective Board leadership and governance. Results will also give the Board and your new Executive Director/CEO perspective on Board leadership of the organization. Please complete your survey soon!

Reminder of Diversity and Inclusion

We received a general inquiry through the website from a mother of a student with siblings in the LGBTQ+ community stating she felt it was unjust to hold our national conference in Texas due to the political climate there.

Tim did a really nice job responding by saying, "Thank you for taking the time to contact us regarding the Business Professionals of America (BPA) National Leadership Conference, which will be held May 4-8 in Dallas. Be assured that BPA is an organization that welcomes and celebrates the participation of all students, including LGBTQ+ students. In 2020 Dallas earned a perfect score on the Human Rights Campaign Foundation's Municipal Equality Index. Cities are rated on 49 criteria covering citywide nondiscrimination protections, policies for municipal employees, city services,

law enforcement, and leadership on LGBTQ+ equality. We are confident Dallas will provide a warm welcome to all BPA members, advisors, and guests.”

The mother went on to ask about when Florida is in the rotation and the harmful LGBTQ+ legislation that Governor DeSantis is ready to sign into law. Tim assured her that BPA staff, student leaders, and NLC volunteers work hard to ensure that every BPA program and event is welcoming and inclusive. That satisfied her based on her response back to him.

I share this email conversation with you, as BPA leadership, of the important role we play in the lives of students. Our nondiscrimination statement helps to inform our actions:

Business Professionals of America, Inc. is committed to fostering, cultivating, and preserving a culture of diversity, equity, accessibility and belonging. We embrace and value all students regardless of age, race, ethnicity, gender identity or expression, language, national origin, religion, physical or mental ability, sexual orientation, socio-economic status, and any other characteristics that make our students unique. Our promise is to encourage, support and celebrate the diverse voices of all students in order to drive innovation and collaboration, which will allow us to make stronger connections with the communities we serve.

Summer Meeting!

Dates for Summer Meeting are confirmed! Plan to be in Anaheim, California (the Anaheim Hilton and Marriott will be used for NLC next year) these dates as they apply to you. More information will be shared during the “new board” meeting on May 8 in Dallas.

Summer Meeting: July 10-17

Group reception: Wednesday, July 13

CEAC

Arrive: July 10

Meetings: July 11, 12, & 13

Depart: July 14

SAAC

Arrive: July 11

Meetings: July 12, & 13

Depart: July 14

BOT

Arrive: July 13

Meetings: July 14, 15, & 16 (1/2 day)

Depart: July 16 (afternoon) or July 17

Request for State Advisor Candidates

I sent this email request recently to members of SAAC. We need candidates for the available State Advisor position on the Board of Trustees!

State Advisors

As a reminder, the Code of Regulations was significantly updated this past year in regard to nominations for Board of Trustees positions.

Citing Article VII, Section 3. Item E:

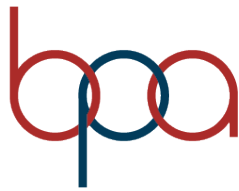
Additional nominations may be made from the floor provided: candidates comply with the eligibility requirements and documentation requirements prescribed in Section 3B of Article VII has been received by the Chair of the Nominating Committee (e.g., Deb Schwager) no later than fourteen (14) days prior to the Annual Corporate Meeting (May 8 this year) and distributed to the corporate members no later than seven (7) days prior to the Annual Corporate Meeting.

Currently, we do not have any nominations for the available State Advisor position on the Board of Trustees. We need candidates for this open position. Deb Schwager and the Nominating Committee will continue to vet folks through the identified timeline in the Code of Regulations for nominations to be made at the meeting from the floor only as described above.

In addition, the Corporate membership will be asked to fill the second State Advisor position open due to the untimely passing of Jason Hendrickson during the special meeting on March 31. This will be for a one-year role to complete Jason's term through NLC 2023.

With a new Executive Director/CEO coming on board, we need unity with all critical positions on the Board of Trustees filled. We need all support groups and Board leadership ready to move our organization forward strategically with laser focus for member development and achievement. Will you consider filling this SAAC position on the Board of Trustees?

Hopefully, we will receive one or two nominations for the available position on the Board soon! Deb Schwager has a plan to email and ALSO provide printed copies of all materials received between now and the NLC to those Corporate members in their registration packets at NLC as assurance people receive nomination materials prior to the Corporate meeting as Code requires.



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March Update Executive Officer Coordinator

Advocacy/Support

- BPA Week – Officer posted a topic each day and interacted with members on the topics.
- Officers attended the following State Leadership Conferences and gave greetings, workshops, and provided other support during the conferences.
 - Alaska, Wisconsin, Texas, Massachusetts, Oklahoma, Minnesota, and Idaho

NLC Preparation

- Tim Garippa has generously offered to fund the Executive Councils to arrive in Dallas one day early for team building activities as well as activities that will improve the energy and overall well-being of officers so they can be at maximum capacity for their duties.
- Officers are working on their workshop and developing the State Officer Breakfast activity.
- The officers and I have fielded many emails in preparation for NLC and the upcoming elections.
- If any former officer will be at the conference, we could use their help running the elections.

Student & Advisor Certification Series -

- Level 1 of SCS – 443 have completed the series
- Level 2 of SCS – 45 have completed the series
- Advisor Series – 43 have completed the series

Torch Awards -

- 271 resumes have been submitted for the Ambassador Award and so far, 119 have been awarded.
- The Executive Councils are still creating Vlogs to help promote Torch Awards.



Education and Technology Integration Report

Prepared for: March 23, 2022, Board of Trustees Meeting

NLC 2022 Update (Education / Technology)

- All on-site technology has been secured through MacRentals. We will have over 600 computers, 150 iPads, and 75 printers in action.
- Judge recruitment is under way and is closely being monitored for gaps.
- Sections will be determined shortly after the registration deadline (April 1) and schedules will be shared with all registrants.
- All judged and non-judged competitions scoring/judging will be completed electronically through JudgePro this year.
- A competition guide will be shared by April 15, 2022 to all attendees.
- I have finalized the delivery process of certification exams with Certiport and Precision Exams
- Compete.bpa.org has been developed to streamline the competition testing process through a custom landing page and instructions for delivery of exams on-site.
- Host committee members have been identified and secured to assist in all areas of Education/Tech at the NLC
- The APG and Judge Orientation PPTs have been updated.
 - Video recordings will be shared prior to NLC in addition to the on-site orientations

2023 Test Authoring Update

- The 2nd audits of the 2023 exams are currently under way.
- Estimated completion is May 1, 2022.

NLC Prep Columbus

- Amber McNew and Patrick Schultz will be traveling to BPA National Center in Columbus to print tests, prepare competition boxes, and organize all other materials required for NLC
 - Patrick – March 29 – April 3
 - Amber – March 31 – April 3

NLC Mobile App

- The NLC Mobile app powered by Guidebook, will be released by April 15, 2022.
 - All NLC events will be in the schedule.
 - Students will be able to log in and see personal schedules/create schedules from the master calendar

Partner Updates

- MBA Research Ethics Awareness Challenge
 - Top 5 Secondary Teams were notified and invited to NLC (total of \$7,500 cash awards)
 - No Middle Level Teams participated this year
- Certiport has been secured as a Presenting Sponsor (\$20,000)
- YouScience has been secured as a Platinum Sponsor (\$5,000)
- National Staff is currently working with SKT CHINA to assist in the BPA China conference because Chinese membership cannot attend the 2022 NLC due to China sanctioned travel restrictions.
 - Targeted for Late June/Early July
 - This will result in added revenue for the organization.

Jonathan Smith, Director of Strategic Programs & Experiences
Board of Trustees Report
March 21, 2022

Membership

As of March 21st, we have a total submitted membership of **37,942**. Compared to last year, we are 118% ahead of last year's membership. Compared to 2019, we are at 88% of the membership relative to that year. Membership for the current year has stagnated, and typically does after February, so I do not anticipate any further growth.

Events

Registration for the 2022 National Leadership Conference is well underway. Now in our fourth of five weeks, we have a total of 1,764 registrants. Although this may seem low given our goal of approximately 5,000 attendees, the final two weeks of registration always see a substantial increase than that of the first few weeks of registration being open.

I've been working closely with the Membership & Marketing Coordinator to identify, source, and finalize artwork on our various conference gifts. His assistance has been tremendously helpful as this was previously handled exclusively by the former Director of Marketing & Stakeholder Engagement. We've also worked closely on the Exhibitor Showcase and partner coordination, as well as other conference marketing.

I've also been reaching out to previous Host Committee members in an effort to secure support the 2022 NLC in key conference areas, and I'm pleased to report that many of our past volunteers will be returning again this year. Even with the disruption of the COVID-19 pandemic, many of our most avid supporters are eager to return and give back through their time and talents to the organization.

Experiences & Resources

The 2022 Conference Preview Guide was finalized and released to the membership on February 22nd. With the input and support of the national staff and other stakeholders, this guide provides all the information needed for members to plan for and have a productive experience at NLC. The NLC HQ website was also updated to reflect the information provided in the Conference Preview Guide.

During this crucial month of NLC preparation, I serve as a resource to our chapter advisors as they navigate the conference registration system and register their students for participation. Countless emails and phone calls to support our advisors are spent to ensure they have what they need in order to prepare for their chapter's participation at the conference.

Partners

I've finalized and on-boarded a new Gold level sponsor, College Advisor. This organization offers college advising services completely online, enabling students to have access to advisors from across the country, rather than being restricted to individuals in their area. Many of their advisors are peer-level, employing younger individuals who are closer in age to their clients and have more relevant experience in the college admissions process. They also offer a plethora of free resources to help students prepare for college admissions, regardless of whether they employ the company for their services.



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Board of Trustees Report | March 2022

Tim Hill, Membership and Marketing Coordinator

National Leadership Conference

Preparations for the NLC are at the top of the to-do list, and I am working with Jonathan Smith on several aspects of the conference. The Preview Guide was updated and released in February to coincide with the opening of registration. We are finalizing logistical arrangements for the companies and organizations that will share information about their products/services in the Exhibitor Showcase. Merchandise for the onsite BPA store and other gifts have been ordered and will be delivered in early April. To generate excitement about the return to an in-person NLC, we will continue highlighting conference activities and special events on social media.

Deadlines

I am heavily promoting deadlines for BPA Cares/Service Learning Awards, BPA Cares/Special Recognition Awards, Chapter Distinction Awards, Ambassador Torch Awards, student and advisor certifications, scholarships, and student officer applications. Application deadlines for each of these opportunities occurs on either March 25 or April 1. Information continues to be shared through social media channels, *The Source*, and direct email to chapter advisors.

Executive Officer Instagram “Takeovers”

The Executive Officers’ weekly Instagram Story takeovers concluded on March 12. Each week a student officer spent a day answering member-submitted questions on preparing for NLC competitive events, favorite aspects of BPA, officer responsibilities, and many other topics. The officers engaged with members in fun ways and shared valuable information, all of which made the effort worthwhile.

Looking Ahead to 2022-2023

Because I am progressing through BPA’s annual cycle of activities for the first time, I have begun identifying the marketing pieces (chapter resources) that will need to be updated in preparation for the 2022–2023 membership year.