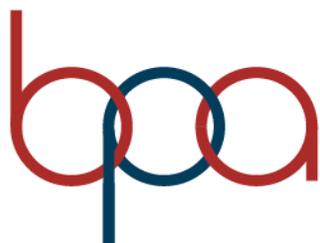


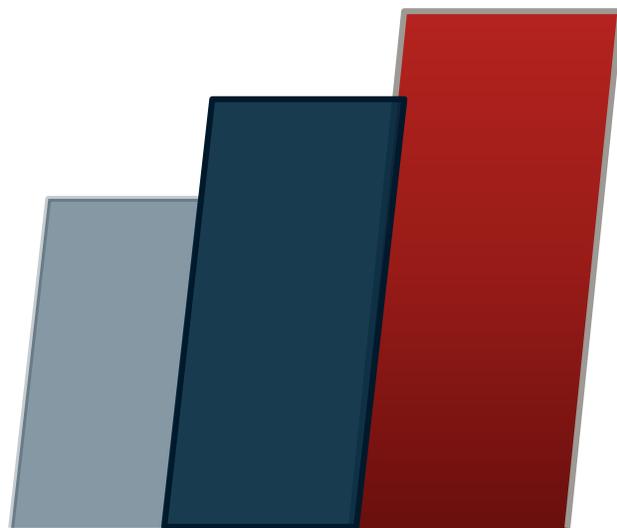
**BUSINESS  
PROFESSIONALS**  
*of AMERICA*  
Giving Purpose to Potential

# National Board of Trustees Special Meeting Minutes July 5, 2022

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# National Board of Trustees

## Special Meeting Minutes

### July 5, 2022

#### Call to Order

Meeting was called to order at 8:00 EDT By Board Chair, Paxton Cavin.

#### Roll Call & Determination of Quorum

Secretary Deb Schwager conducted roll call with members present:

|                 |                    |                     |                            |
|-----------------|--------------------|---------------------|----------------------------|
| Devin Alexander | Dianne Carrol-8:05 | Dr. Brenda Jacobsen | D'Schon Simmons            |
| Kevin Benjamin  | Paxton Cavin       | Andrea Leal         | Engen Sundberg             |
| Angie Benson    | Amy Hollingsworth  | Deb Schwager        | Ex Officio Steven Mitchell |

Absent: Breezy Guitierrez

#### Welcome

Board Chair welcomed all to the meeting and taking the time for the short notice.

#### Agenda

Devin motioned to accept agenda as presented. Angie seconded. No discussion or objections. A verbal vote was taken with 11-yes 0-no. Motion Passes & Adopted.

#### Organizational Chart

Paxton turned it over to the Personnel Committee Chair Angie Benson. Angie then turned it over to Executive Director, Steven Mitchell to show & explain the new chart.

Steven explained that he has been meeting with all of the National Staff weekly as well as individually, in order to access that we are utilizing all of our staff to their abilities. He did some reorganization of the chart and explaining the reasoning for each. (organizational chart & Full job descriptions in zip file)

#### Director of Development and Marketing Communications-Tim Hill

This position is full-time (exempt) with primary responsibilities for planning, development, and implementation of the organization's marketing strategies, marketing communications, and stakeholder engagement activities. This position also oversees development and implementation of support materials for membership recruitment, chapters, and partners in development, marketing, communications, and public relations. This position manages all donor relations, sponsorships, and partnerships, including maintaining healthy relationships, overseeing all renewals, and actively exploring new donor and partners for the organization.

This will give Tim more latitude and focus on what his abilities and use them more in the areas that he excels at.

### **Director of Education and Professional Learning-Vacant**

This position is full-time (exempt) with primary responsibilities to be an innovative leader with high integrity and is responsible for managing the efficient and effective design, development, and delivery of all education programs for BPA. The position must be an excellent communicator with strong organizational skills and be able to develop and maintain strong internal and external relationships. The position is responsible for overseeing the development and administration of all educational program services, including but not limited to professional learning and development, student and advisor industry certifications, the advisor resource center, the CTE advisor curriculum, Workplace Skills Assessment Program, virtual competitions, and national showcase.

### **Competitive Events Specialist-Amber McNew**

This position is part-time with a primary responsibility to support the Director of Education and Professional Learning with planning, coordinating, and managing the educational programs of the organization. This position actively participates in strategic planning, grant development, and administration of the Workplace Skills Assessment Program (WSAP) Guidelines as needed. The WSAP Guidelines provide a detailed overview of all competitive events and other various BPA education offerings. This position also provides support in administrative, programming, and communication areas to deliver innovative education programs and coordinate trainings for members, advisors, and stakeholders.

This will have Amber specializing in what she excels at and is versed on extensively. So that she can be the expert in competitive events.

### **Director of Finance/CFO-Ric Cowles**

This position is full-time (exempt) with primary responsibilities for financial reporting, asset management, budgeting, personnel and employee benefits, gift acceptance processing, financial policies, and oversight of internal operations. In addition, this position includes oversight of accounting system and investment policy.

### **Director of Membership and Technology-Patrick Schultz**

This position is full-time (exempt) with primary responsibilities for overseeing all technical aspects of the organization and assuring that the educational priorities are met using an active and practical approach. This position will establish the organization's technical and membership vision and lead all

aspects of the organization's technological development while working in a consultative fashion with other staff departments to improve efficiency in all operational processes.

This will free up Patrick so that his abilities will be utilized better and more focused with membership and the technology that deals with DLG and all our chapter advisors, state advisors and members.

### **Director of Strategic Programs and Experiences-Jonathon Smith**

This position is full-time (exempt) with primary responsibilities for providing strategic direction for programs and ensuring the effectiveness and growth of the organization. This position is also responsible for the development and delivery of multiple high-quality conferences and events that successfully expand the reach of BPA and advance the organizational mission. This position will lead the development and implementation of effective strategies to deliver outstanding experiences in support of BPA members and other stakeholders and implement industry best practices in meetings and events planning, management, and logistics.

This will utilize Jonathon's expertise in development and promotion of all high-quality conferences.

### **Leadership Development Specialists-Spenser Christensen**

The Leadership Development Specialist will serve as the primary support to the Executive Council Officer team and guide them through coaching, leadership training, and engagement opportunities. The position provides leadership development, mentoring, and training for BPA's Officer program. The position oversees all aspects of Executive Council activities including, but not limited to, Council Orientation and Summer Officer Training, Winter Officer Meeting, NLC preparation and participation, officer elections, and any other activities involving Executive Council officers.

This will give us the ability to utilize Spencer in other avenues than just the National Officers he would be student leadership officers and that our branding stays the same. He could be more creative. He would be our student leadership expert.

### **Officer Manager- Michele Gordon**

This position is full-time (exempt) with a primary responsibility to support the BPA National Center staff. This employee also maintains contact with other staff members, trustees, volunteers, donors, and other stakeholders.

After explaining the new chart and the new position that he would like to add to the staff. Asked for any questions.

Kevin Benjamin thanked him for his extensive work on the chart and job descriptions.  
Amy Hollingsworth asked if we needed, we could look at these at summer and change if needed.

He would like to get the new position posted prior to summer meeting if this is passed. He would like someone by August or closest to the beginning of the school year.

Deb asked about the specialist being contracted vs salaried. He spoke with Ric on this so it would give them space to be able to do more than they do now is left on payroll.

Angie discussed how well it been done and that we can look at the budget and have more room in each of our swim lane. Board asked Angie to repeat the motion. Angie made the motion to accept the new organizational chart coming out of committee.

No other discussion. Chair asked for a verbal vote and no motion or seconded is needed because of it coming out of committee. Yes-11 N0-0 motion passes & adopted.

Chair, Paxton gave the floor to Angie to address the Nation Center Holiday Schedule. Angie motioned to add Juneteenth to the calendar. No discussion or objections. Verbal vote Yes-11 No-0. Motion passes & adopted.

Kevin Made the motion to adjourned at 8:27 EDT. Yes-11 No-0.

Submitted by  
Board of Trustees Secretary  
Deb Schwager  
7/7/22

Attachments included



7-5-22.zip



