



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

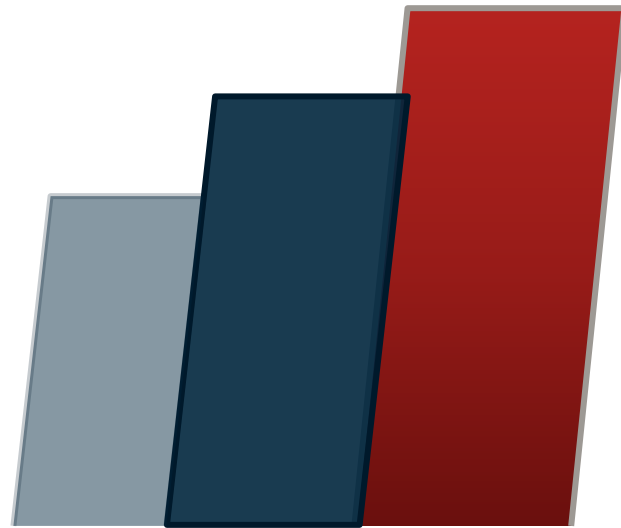
National Board of Trustees

Our mission at Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

Meeting Minutes October 8, 2024



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Call to Order

Board Chair, Devin Alexander called the meeting to order at 6:01 PM ET.

Roll Call & Determination of Quorum

Secretary, Andrea Sutherland conducted the roll call and a quorum was established.

Present: Devin Alexander, Breezy Gutierrez, Andrea Sutherland, Athena Frank, Layan Ahmed, Terry Carrera (joined at 6:07 PM ET), Kimberly Goodman (joined at 6:06 PM ET), Owen Hamilton, Victoria Pinarreta, Amy McClure, Brenda Menahan, Kelly Munro, Lisa Parker

Ex-officio: Paxton Cavin

Absent: Victoria Pinarreta (Proxy: Layan Ahmed)

Guests: Patrick Schultz

Welcome

Chair, Devin Alexander welcomed everyone to the call and thanked them for their time.

Approval of Agenda

Athena Frank moved to approve the agenda as presented. Amy McClure seconded the motion. Chair, Devin called for a no objection vote to approve the agenda as presented. There were no objections and the agenda was approved.



Kimberly Goodman joined the meeting at this time.

Appointment of Minutes

Chair, Devin introduced the approval of the September 10th, 2024 Board of Trustees Meeting Minutes and the September 24th, 2024 Board of Trustees Special Meeting Minutes. Athena Frank shared that she provided a list of revisions via email to the Secretary and moved to approve the minutes with revisions, as provided to the Secretary. Owen Hamilton seconded the motion. Devin called for a no objection vote to approve the September 10th, 2024 Board of Trustees Meeting Minutes and the September 24th, 2024 Board of Trustees Special Meeting Minutes as modified. There were no objections and the minutes were approved.

Terry Carrera joined the meeting at this time.

Treasurer Report

Treasurer, Athena Frank shared that the finance report and financial statements were available in Board Effect. This report is for July through August of 2024. She shared that we were projecting a loss through the end of August, but we instead ended with a surplus of \$18,234. She recognized the Officers for securing sponsors early this year, which lead to this surplus.

Executive Council Reports

Layan Ahmed presented a joint report on behalf of both divisions. She shared that they just hosted the Student Leadership Summit and hosted over sixty student members. They were excited to present workshops on leadership development for all in attendance. She shared that her favorite part of the conference was seeing students apply their learnings and how they not only collaborated with members from other states, but also established friendships.

In the upcoming month, the team is focused on fundraising for their Executive Officer Scholarship Fund. They also plan to secure a sponsor for dresses for the Executive Officers' Award Ceremony attire. She also shared an increase in total hours applied by the team to support the organization.

Patrick Schultz shared that the Officers did an incredible job. He shared that the officers led a tour of the White House, and our two Presidents participated in a Wreath Laying Ceremony at the Tomb of the Unknown Soldier. Advisors were impressed with the branding and AI sessions hosted this year, as well. A special thanks was provided to the Staff for their execution of this conference.

Interim Executive Director/BOT Chair Report

Chair, Devin shared overall that the Student Leadership Summit was a success and that the Board will be discussing the future of this conference further, once the staff has had the opportunity to pull some data, including a full financial breakdown. This will be discussed during the November 12th Board of Trustees meeting.

Chair, Devin shared that the final WSAP update had been released and that the overall feedback from the organization has been positive on the improvements that have been made to marketing materials. The remainder of his report will be covered by committee chairs.

Committee Reports

Advocacy

Layan Ahmed left the call at 6:19 PM ET. No report was provided.

Audit

Chair, Breezy Gutierrez shared that the audit is ongoing and there is no further update. This audit will be presented during the November 12, 2024 Board meeting.

Finance

Chair and Treasurer, Athena Frank shared that she has nothing further to share outside of the Treasurers Report. She stated that she will be posting financial statements monthly for the Board's review.

Policies & Procedures

Chair, Lisa Parker shared that the committee's first meeting will be on October 15, 2024, at 6 PM ET. They will continue with some recommendations that are outstanding from the Growth & Development Summit.

Personnel

Chair, Andrea Sutherland shared that the committee has established the high-level Executive Director Search process, which will include several additional evaluation points. This will include additional opportunities for stakeholder involvement and feedback. She shared that the committee will serve in place of a firm and will vet all candidates before turning over the top ten candidates to the Hiring Committee. Further reporting was provided during Executive Session.

Programs

Chair, Brenda Menahan shared that the committee met on September 17, 2024. She shared that they discussed notifying Special Recognition Awards Nominees of their nominations. This is so they can plan to attend and ensure they receive their recognition. Additionally, it was discussed the option of sharing their nomination materials with them, as they are great honors for each nominee. It was also discussed

changing the timing of the Honor Awards Session to ensure all members would have this time available to attend and be recognized.

Brenda shared that the earlier awards session was well received, and they recommend that this continues. Lastly, they shared an ongoing discussion of what it would look like for the Middle Level to have their own awards session in terms of scheduling and production costs.

Strategic & Long-Range Planning

Co-Chair, Paxton Cavin shared the committee has not met since the Growth & Development Summit, but will meet in the coming weeks.

National Head Quarters Relocation

Chair, Devin shared that he has travelled to visit multiple office locations, including coworking and traditional office spaces. He highlighted our intent to determine a short-term solution and allow the future Executive Director to make a decision on a long-term solution. He also reminded the Board that the office is used up to two times a week for financial and administrative tasks and a lower overhead is ideal. He proposed we enter into a contract with Versa, which has an open space, tech company vibe and allows us to use private meeting space, loading docks and storage space to meet our needs. He stated that additional off-site storage might be needed, but there were two options within one mile of the office location. He also shared that we would rent a designated office space for Ric, and Michele will utilize a shared workspace, which she is happy with and provides cost savings. It was clarified that the whole staff would meet and utilize a shared workspace, and additional costs would only be incurred if a meeting room was booked.

Chair, Devin shared that there is a large conference room that can be rented the week prior to NLC for conference preparation, and the loading dock on site can be leveraged to load the truck. Additional benefits of the space include complimentary food and snacks on site, internet, free parking, a printing quota, and utilities. Additionally, the space is also rented by companies like Microsoft, Google, Adobe, etc, who could serve as partners, judges, or volunteers.

Lastly, Chair, Devin shared that our current office space, storage, utilities and internet totals just over \$2,000 a month, but the proposed office space and storage rental would come to \$1,099 a month. This move would also ensure we are ADA compliant. Chair, Devin clarified that the November 1st, 2024 effective date on the proposed contract was tentative, as we need to move prior to our lease expiring on October 31st, 2024.

Athena Frank thanks Devin and the staff for funding a financially friendly home for BPA and moved to accept the contract. Amy McClure seconded the motion. Chair, Devin called for a no objection vote to approve the contract as presented. There were no objections and the contract was approved.

Future NLC Sites Review Part #1

Chair, Devin stated that following our discussions with the Ohio Association, we would be completing a review of all upcoming NLC locations. Owen Hamilton shared that he works for Conference Direct and works on booking NLC locations with Jonathan Smith. Owen shared he is happy to provide insight but will abstain from all votes regarding this topic.

Athena Frank questioned if our NLC location for NLC 2026 being large enough to host our conference. It was shared that the site does have the capacity needed. Athena Frank also stated that the site for NLC 2027 was still under construction and projected to be completed in 2026. She inquired if this timeline is still accurate, or if it would not be completed in time. She also questioned the safety of the city, due to recent news reports of high crime levels in the area. Chair, Devin stated that the hotel would provide us with overflow, if the construction was not completed, but encouraged the discussion and documentation of any questions to bring to Jonathan Smith.

It was expressed that this site, especially with overflow, provides challenges with containing our conference and the levels of security we need for our students. With the safety concerns already present, this is concerning. The additional overflow locations needed would also require shuttles to travel between the sites, leading to additional costs. We also cannot guarantee that all overflow sites provide the same amenities, and overall, the same experience for our members. Additionally, the location is approximately a thirty-minute commute from Denver, which is likely the area we would look to recruit judges from. As Colorado is not a BPA state, recruiting judges will pose issues and the distance from a major city will hinder the success of our competitive events. Additionally, all tour opportunities would require shuttles and in turn, additional fees to provide the opportunity to our members.

Lisa Parker stated that the NLC 2027 Aurora contract poses many failure points for us as an organization and should be prioritized to take action immediately. Lisa Parker moved to explore evaluating the NLC 2027 Aurora contract due to the business constraints of the location. Athena Frank seconded the motion. Chair, Devin called for a no objection vote to approve the motion as presented. There were no objections and the motion carried.

Devin stated that all contracts for upcoming conference were available for further review in Board Effect and this discussion would continue during subsequent meetings.

Executive Session

The Board of Trustees entered Executive Session at 7:15 PM ET. All guests were discussed at this time. Executive Session concluded at 7:52 PM ET. During Executive Session, the Board of Trustees voted to support the Personnel Committee's motion to offer a formal contract to the Interim Executive Director.

New Business

There was no new business to discuss.

Adjournment

Chair, Devin called for a no objection vote to adjourn the meeting. There were no objections, and the meeting was adjourned at 7:57 PM ET.