

MEETING MINUTES

NAME OF MEETING



Date: Thursday, July 17, 2025

Time: 9:00 a.m. CT

Meeting called to order by: Lisa Parker, BOT Chair

IN ATTENDANCE

Terry Carrera, BOT Secretary, conducted roll call and a quorum was established. BOT members in attendance were: Rishabh Barve, Terry Carrera, Cory Carson, Athena Frank, Kimberly Goodman, Breezy Gutierrez, Owen Hamilton, Amy McClure, Brenda Menahan, Allyssa Norman, Lisa Parker, Jackie Schiller, and Patrick Schultz. The following BOT member was absent: Kelly Munro (proxy assigned to Kim Goodman). The following guests were in attendance: Ric Cowles, Kelly Williams.

APPROVAL OF AGENDA

Athena Frank moved to approve an amended agenda (adding "Audit Report" to the reports section); Cory Carson seconded. There were no objections; the agenda was approved as amended.

APPROVAL OF MINUTES

There were no minutes to approve.

BUDGET

Athena Frank, Treasurer, presented the FY26 budget. There were no changes to the FY26 budget since presented at yesterday's meeting.

Ric Cowles arrived at 9:15 a.m. CT.

EXECUTIVE OFFICER POW UPDATE

Rishabh Barve, Secondary President, and Allyssa Norma, Post-Secondary President, presented their Programs of Work for the coming year.

ROUNDTABLE DISCUSSION

The Board had a discussion on the following topics and had the opportunity to ask questions.

- Corporate Proposal Action Plan presented
- Student Leadership Summit
- Building a Stronger BPA

Cory Carson moved to amend the agenda as follows: move the P&P Committee meeting to 11 a.m. (from 1:30 p.m.) and reconvene with the BOT at 1:30 p.m. (instead of 3:00 p.m.); Allyssa Norman seconded. The agenda was approved as amended.

The group took a lunch break at 12:20 p.m. CT and reconvened at 1:30 p.m. CT.

NATIONAL CENTER UPDATES

Patrick Schultz thanked CEAC, SAAC, the Board, and family members for the hard work and time committed for the summer meetings. No additional national center updates were given.

REPORTS

Committee reports

- Finance – Athena Frank
 - The committee met prior to the summer meetings. They plan to meet on the 2nd Monday of each month, prior to every BOT meeting.
- FY26 Budget – 2nd Reading & Adoption – Athena Frank
 - Athena presented the following changes to the budget:
 - Change the *Education* line under Expenses to \$20,250
 - Change below the line *Education Projects [from Education Endowment]* to \$11,000.
 - These changes do not affect the bottom line.
 - Amy McClure moved to approve the amended budget as presented; Jackie Schiller seconded. FY26 Budget was approved with no objections.
- Strategic & Long-Range Planning – Cory Carson
 - The committee met and scheduled the meetings for the entire year (first Thursday of each month, except in January). The committee reviewed the previous Strategic Plan. Their immediate goal is to finalize wording of the strategic priorities and goals and to begin developing metrics for evaluation.
- Audit – Breezy Gutierrez
 - Ric Cowles was granted permission to start the annual review.
 - The committee would like the Code of Regulations information to be consistent with what is in Policies & Procedures. A recommendation was brought forward to P&P.
- Programs – Brenda Menahan
 - Brenda presented 37 recommendations that the committee reviewed. Fifteen were approved as presented; six were approved with changes.
 - Athena moved to adopt all recommendations as presented by the Programs Committee; Amy McClure seconded. After some discussion, the group voted and the motion carried. (See attachment for list of recommendations.)
- Policies & Procedures – Athena Frank
 - Athena presented the eight recommendations that the committee reviewed. Terry Carrera moved to adopt all recommendations as presented by P&P; Cory Carson seconded. The motion carried with abstentions from Rishabh Barve and Allyssa Norman. (See attachment for list of recommendations.)
- Advocacy – Allyssa Norman
 - Allyssa presented a graphic which will help members and advisors with the current Advocacy Toolkit. The graphic sets up a timeline that goes along with tasks in the toolkit.
 - The committee plans to meet on the first Thursday of every month (except in October).

- Final Recommendations Approval – There were no final recommendations needing approval.
- Executive Session
 - Cory Carson moved to go into executive session; Athena Frank seconded. The BOT went into executive session at 2:39 p.m.
 - During the executive session, a motion was made and approved to initiate a review of the current policy regarding board member attendance. Further discussion and any recommended changes will be brought forward at a future board meeting.
 - Rishabh Barve moved to exit executive session at 2:55 p.m. The motion was seconded by Allyssa Norman and approved by unanimous consent.
- New Business
 - The Board reviewed the monthly BOT meeting dates at the request of a member.
 - Athena Frank moved to change BOT meeting days to the 4th Monday of the month; Terry Carrera seconded. Motion carried.

NEXT MEETING

Next meeting will be held on Monday, August 11, 2025 at 7:00 p.m. ET.
Meeting adjourned at 3:09 p.m.

RECOMMENDATIONS

#288	
Subject	Other (Need "Inactive" option for member registration)
Recommendation	Currently there is only the option to have members be in active status, or delete them from a chapter. However I recommend the option be added to put a member in "inactive" status.
Rationale	Several reasons could apply: 1. An underclassman participates one year, but not the next, but is likely to re-join for their junior or senior year. "Inactive" status would allow that member's data to be retained, and save time for advisors in the membership upload process. 2. A member loses their good standing at the school, but participates in some type of behavior or academic intervention and is re-instated in time for qualifying competition. 3. A student only participates in their underclass years, but as a senior needs to be able to access their service and awards history for the purpose of college applications.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Texas
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	10/26/2023 11:21 am
Last Updated	07/19/2025 10:53 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented: Motion made by Christine Phipps
Programs	Status: Approved as Presented Terry moves to accept, Amy 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will add an inactive status option to members.

#354	
Subject	Other (Additions to the Style and Reference Manual)
Recommendation	Recommendation to add additional examples of legal documents to the style section of the Style and Reference Manual for both Secondary and Post-Secondary levels of competition. The recommendation would primarily impact the following competition: (245) Legal Office Procedures.
Rationale	The four legal document style options currently used in the Style and Reference Manual, while very relevant, have been used repeatedly for many years (to my knowledge, at a minimum of 13 years) and have become predictable during competition. An addition of 5-7 legal documents from other areas of law (such as contracts, real estate, employment law, criminal law, family law; or Court Clerk documents, such as court minutes) would strengthen the leveling guidelines at all competition levels; would give authors an opportunity to increase variety in question prompts; and would greatly reduce competitors ability to predict prompts and format styles during competition.
Does this replace a current policy or procedure?	No
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Oklahoma
Representing	CEAC
Entered By	Patrick Schultz (003457)
Entered On	09/16/2024 11:04 am
Last Updated	07/19/2025 10:53 pm
Committee	Comments
CEAC	Status: Approved as Presented Sean moves, Kelly 2nd. Discussion: Kelly Williams mentioned that this would go into effect 2026-2027.
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Diana Weber/Seconded by Marcy Cross
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will add additional examples of legal documents to the style section of the Style and Reference Manual for both Secondary and Post-Secondary levels of competition. The recommendation would primarily impact the following competition: (245) Legal Office Procedures.

#355	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Entrepreneurship event: Remove "Supporting documentation (excluded from 10-page maximum)" from the list of what must be included in the business plan.
Rationale	The business plan is limited to 10 pages and identifies the specific components that must be included. The supporting documentation is not turned in during the presubmission phase. Therefore, students are required to bring this to the competition on the day of the event. The financial analysis section listed under the supporting documentation is already listed as a required element to be within the 10 pages. Furthermore, any other supporting documents such as research, charges, brochures, resumes, etc. can be implemented into the contest under the "props" that a student may bring. Presentation judges do not have time to read elaborate supporting documentation. This will also align this event with other presubmitted event competitions whereby materials that students need to bring on site were eliminated during the 2024-2025 school year.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Michigan
Representing	State Advisor
Entered By	Patrick Schultz (003457)
Entered On	09/23/2024 01:41 pm
Last Updated	07/19/2025 10:54 pm
Attachments	Link
Entrepreneurship (S) WSAP 1.0 p268.pdf	Link
Committee	Comments
CEAC	Status: Approved with Changes Sean moves to accept with changes, Bryan B seconds "o Supporting documentation (excluded from 10 -page maximum) o Financial analysis (include requested loan amount, income statement, balance sheet, cash flow statement, and other analyses) o Supporting documents (research, charts, brochures, résumés, etc.)" with "o Supporting documentation submitted separately during presentation ONLY may include layouts, brochures, flyers, business cards, résumés, product designs, prototypes, etc."
SAAC	Status: Approved with Changes Voted to approve with changes proposed by CEAC. Motion made by Maurice Henderson
Programs	Status: Approved with Changes Terry moves to approve with changes approved by CEAC, 2nd by Allyssa.
BOT Final Decision	Approved with changes
BOT Final Decision Comments	Staff will replace "o Supporting documentation (excluded from 10 -page maximum) o Financial analysis (include requested loan amount, income statement, balance sheet, cash flow statement, and other analyses) o Supporting documents (research, charts, brochures, résumés, etc.)" with "o Supporting documentation submitted separately during presentation ONLY may include layouts, brochures, flyers, business cards, résumés, product designs, prototypes, etc."

#356	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Review all Middle Level judged events to determine if the presentation times should increase from 5 minutes to 10 minutes.
Rationale	Increasing the presentation time will allow for more detailed presentations and will align with Secondary/Postsecondary competition presentation time allotments.
Does this replace a current policy or procedure?	No
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Ohio
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	10/03/2024 09:31 am
Last Updated	07/19/2025 10:55 pm
Committee	Comments
CEAC	Status: Approved as Presented Kelly Munro moves to approve as presented., 2nd by Jen Rue Discussion Points: Each division should be different to reflect the ability/knowledge base of each level (middle level vs secondary vs postsecondary).
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Shianne Gammon/Seconded by Makenzi Tiberii.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will review the middle level competitions to determine changes to presentation time lengths during the WSAP Review Committee.

#357	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Students in Advanced Interview should not be required to take the Communication Skills in Business(CSB) certification at Nationals. The CSB objectives are not solely related to interviewing. No certification should be "attached" to Advanced Interview Skills . I attached the CSB domain objectives but I can't upload both the teacher answer key (which also had domain objectives page 74

#357	
Rationale	<p>Since I used to teach Communication Skills in Business (CSB) I don't think its fair for Advanced Interview candidates have to take that certification. Not all students in Advanced Interview will know this information nor be exposed to this content. Yes, they have a resume and letter section but overall I think BPA is doing students in all of our states a disservice in mandating this certification to be taken at nationals. It's added stress and for some disappointment that they don't hit the target. I've attached the CSB domain objectives (tried to) and the teacher workbook for your reference. Several of these concepts are not taught to students at every school nor state. It's a bad connection. There's no way to prepare. Mock interviews you can prepare. Using word, excel and other certifications students can use it and practice it , but not this.</p>
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Michigan
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	10/07/2024 09:01 am
Last Updated	07/19/2025 10:56 pm
Attachments	Link
Communication_Skills_for_Business_(CSB)_Teacher_Workbook.pdf	Link
Committee	Comments
CEAC	<p>Status: Approved with Changes</p> <p>Athena moves to approve with changes, Bryan B 2nd. The 500 committee moves to adopt recommendation #357 with revision to include offering updating the name of this certification from CSB to Professional Communication to align with the current certification name and making this a suggested and not required certification for this event. Motion withdrawn. Athena moves to approve with changes, Munro 2nd. Update the name of the required certification from CSB to Professional Communication to align with the current certification name provided by Certiport, but keep the certification as a required component for Advanced Interview Skills (S PS).</p>
SAAC	<p>Status: Rejected</p> <p>Voted to reject the recommendation: Motion made by Diana Weber/Seconded by Brenda Tapia to approve the recommendations with changes made by CEAC. Motion failed. Lisa Parker made motion to reject the recommendation and move to POI/Seconded Shianne Gammon. Motion passed.</p>
Programs	<p>Status: Approved with Changes</p> <p>Rishabh moves to accept with CEAC's changes to Professional Communication, 2nd Allyssa.</p>
BOT Final Decision	Approved with changes

#357	
BOT Final Decision Comments	Staff will update the name of the required certification from CSB to Professional Communication to align with the current certification name provided by Certiport, but keep the certification as a required component for Advanced Interview Skills (S PS).

#358	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	CSB domain objectives since I couldn't attach both the my prior recommendation.
Rationale	CSB domains are not all related to interviewing and obtaining a job.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Michigan
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	10/07/2024 09:03 am
Last Updated	07/19/2025 10:56 pm
Attachments	Link
CSB_objectives_advanced interview.pdf	Link
Committee	Comments
CEAC	Status: POI Athena moves to POI, John Dawson 2nd.
SAAC	Status: POI Voted to move to POI. Motion made by Makenzi Tiberii/Seconded by Brenda Tapia. Please review certification name change.
Programs	Status: POI
BOT Final Decision	Point of Information (POI)
BOT Final Decision Comments	Informational only.

#359	
Subject	Torch Awards
Recommendation	I want to recommend that students be allowed to make at least one set of corrections to their torch awards. Therefore, they should be allowed to submit more than once.
Rationale	Students learn by making mistakes and correcting them. Earning and putting in point to the Ambassador level takes time and effort, therefore students should be allowed to correct errors at least once. As adults, we also make mistakes and need to have opportunities to correct instead of just have finality to our work.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Montana
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	10/07/2024 11:48 am
Last Updated	07/19/2025 10:57 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Brenda Tapia/Seconded by Shianne Gammon.
Programs	Status: Approved as Presented Approved as presented. Similar recommendation to 366.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will modify the Torch Awards system to allow for one resubmission. An initial submission deadline will be set with one resubmission deadline.

#360	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	I would love to see the Digital Game Design Team competition continued into the Secondary level. It could use written code as opposed to block coding to make it a more advanced competition.
Rationale	I have students that really enjoy computer coding and it would be great for them to progress from the block coding into using Python or C# to develop their games.
Does this replace a current policy or procedure?	No
If this recommendation is adopted, would it require a similar change to other events?	No
State	Montana
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	10/23/2024 12:36 pm
Last Updated	07/19/2025 10:57 pm
Committee	Comments
CEAC	Status: Rejected 500 level assessment areas moves to reject. Discussion: The recommendation is similar to the virtual V03 Software Engineering Team. Seems redundant, unless it includes a regional to state to national in person. The required document is also not provided.
Programs	Status: Rejected Terry moves to reject, Allyssa 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	V03 is already available.

#361	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	I propose that the Post-Secondary and Secondary WSAP be merged into a single document. To differentiate the content, pages specific to post-secondary education can be labeled accordingly, and pages specific to secondary education can be marked as such.
Rationale	Managing two separate documents, which are largely similar, is challenging and inefficient and increases the chances for error. By combining them, we can streamline the process and reduce redundancy.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	National BPA
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	11/12/2024 12:35 pm
Last Updated	07/19/2025 10:58 pm
Committee	Comments
CEAC	Status: Approved with Changes Athena moves to approve with changes to include "for 2025-2026", Kelly Munro 2nd.
SAAC	Status: Approved with Changes Voted to approve with changes: add "beginning with the 2025-2026 year." Motion made by Maurice Henderson/Seconded by Deb Jones.
Programs	Status: Approved with Changes Move to accept by Terry, 2nd Amy effective 2025-2026.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will combine the Secondary and Postsecondary WSAP guidelines.

#363	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	So, I have students ask every year about our Global Marking Event on whether or not the appendices count as a 10-page limit for the event page total. Can you please update the specification bullet: "The marketing plan must not exceed ten (10) pages single-sided (excluding the Title Page, Table of Contents, and Works Cited). The marketing plan must follow the Marketing Plan format in the Style & Reference Manual" with the official ruling on this matter?
Rationale	Students ask this question often, and I feel that some judges count it in the 10 pages, and some do not. This will help all the students have the correct information when they are competing.
Does this replace a current policy or procedure?	No
If this recommendation is adopted, would it require a similar change to other events?	No
State	Texas
Representing	CEAC
Entered By	Patrick Schultz (003457)
Entered On	12/05/2024 11:20 am
Last Updated	07/19/2025 10:59 pm
Committee	Comments
CEAC	<p>Status: Approved with Changes</p> <p>To help clarify Part IX-Supporting Documentation is not required in the presubmitted Marketing Plan... The 500 committee moves to adopt recommendation #363 approve with changes... by inserting "Parts I-VIII" between "format" and "in the Style & Reference Manual". If adopted the referenced bullet would read: "• The marketing plan must not exceed ten (10) pages single-sided (excluding the Title Page, Table of Contents, and Works Cited). The marketing plan must follow the Marketing Plan format Parts I-VIII in the Style & Reference Manual." Motion to Approve with Changes was withdrawn. The 500 committee moves to adopt recommendation #363 with the following change: "The marketing plan must not exceed ten (10) pages single sided (excluding the Title Page, Table of Contents, and Works Cited). The marketing plan must follow the Marketing Plan format in the Style & Reference Manual." Will be replaced to read: "The marketing plan must not exceed ten (10) pages single sided and must follow the Marketing Plan format (Sections I-X) in the Style & Reference Manual. All other documentation is not considered to be part of the ten (10) single sided pages."</p>
SAAC	<p>Status: Approved with Changes</p> <p>Voted to approve with changes as indicated by CEAC. Motion made by Diana Weber/Seconded by Lisa Parker.</p>
Programs	<p>Status: Approved with Changes</p> <p>Terry moves to approve with changes based on CEAC recommendations, 2nd Kim</p>
BOT Final Decision	Approved with changes
BOT Final Decision Comments	Staff will change "The marketing plan must not exceed ten (10) pages single sided (excluding the Title Page, Table of Contents, and Works Cited). The marketing plan must follow the Marketing Plan format in the Style & Reference Manual." Will be replaced to read: "The marketing plan must not exceed ten (10) pages single sided and must follow the Marketing Plan format (Sections I-X) in the Style & Reference Manual. All other documentation is not considered to be part of the ten (10) single sided pages."

#364	
Subject	Competitive Events (WSAP) - Errors
Recommendation	The NLC presubmission guidelines list 3 documents for Graphic Design Promotion, but the individual competition page and rubric list 4 documents. The one not listed on the presubmit guidelines is the release form.
Rationale	This is confusing for judges as well as competitors. If the competitor only follows the presubmit guidelines it is possible they could lose points with the technical scoring.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Montana
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	12/12/2024 12:37 pm
Last Updated	07/19/2025 10:59 pm
Committee	Comments
CEAC	Status: POI DCD Assessment Area moves to POI.
BOT Final Decision	Point of Information (POI)
BOT Final Decision Comments	Staff will fix it in the WSAP update.

#365	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Use of Canva for Desktop Publishing
Rationale	Microsoft is no longer support Publisher. High Schools and colleges (I teach this at both levels) are now using Canva. To keep up with industry; we need to figure out away to have students be able to use Canva for Desktop Publishing.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Minnesota
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	12/18/2024 01:16 pm
Last Updated	07/19/2025 11:00 pm
Committee	Comments
CEAC	Status: Rejected DCD assessment area moves to Reject Discussion: NLC does not provide internet so there is no way to approve an online software that might decide to not be free at anytime for the contests.
SAAC	Status: Rejected Voted to reject the recommendation. Motion made by Maurice Henderson/Seconded by Deb Jones.
Programs	Status: Rejected Amy moves to reject, Terry 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	Rejected.

#366	
Subject	Torch Awards
Recommendation	Add in multiple Ambassador Torch Award review dates so students can edit them if they are not approved.
Rationale	Students only have one opportunity to submit Ambassador Torch Awards. If it is denied, then students do not have a chance to revise.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Montana
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	01/31/2025 12:50 pm
Last Updated	07/19/2025 11:00 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Lisa Parker/Seconded by Randi Kowalczk .
Programs	Status: Approved as Presented Move to approve as presented by Allyssa, Jackie 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will modify the Torch Awards system to allow for one resubmission. An initial submission deadline will be set with one resubmission deadline.

#367	
Subject	Torch Awards
Recommendation	Allow torch awards to be resubmitted from year to year. Why can't we unsubmit something from last year that wasn't approved and resubmit at the same level this year?
Rationale	I had a student submit their state torch award late last year and then we couldn't submit it again this year at the state level for whatever reason in the system. Points are all still there but it wasn't reviewed.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Michigan
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	02/05/2025 10:42 am
Last Updated	07/19/2025 11:00 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Maurice Henderson/Seconded by Lisa Parker.
Programs	Status: Approved as Presented Move to approve as presented by Allyssa, Jackie 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will modify the Torch Awards system to allow for one resubmission. An initial submission deadline will be set with one resubmission deadline.

#368	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Update the 605 Health Insurance & Medical Billing event "Application Knowledge" to be able to be updated digitally or at least a clearer version of the document to complete.
Rationale	The image provided is difficult to read. It is challenging for the students to complete. In addition, in industry, this would typically be completed electronically. If assistance is needed creating a fillable form, Wisconsin would volunteer to assist with this if the recommendation is approved and our assistance was needed.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Wisconsin
Representing	State Advisor
Entered By	Patrick Schultz (003457)
Entered On	02/22/2025 01:24 pm
Last Updated	07/19/2025 11:00 pm
Attachments	Link
605_S_Health Insurance_Medical Billing_2025.pdf	Link
Committee	Comments
SAAC	Status: Approved with Changes Approved with changes: add "For all events with forms or documents that require a student to complete, provide the form/document in a clearly readable digital format." Motion made by Maurice Henderson/Seconded by Lisa Parker.
BOT Final Decision	Approved with changes
BOT Final Decision Comments	For all events with forms or documents that require a student to complete, provide the form/document in a clearly readable digital format.

#370	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Post the top 20 finalists and the top 10 individuals/teams for our virtual events on the BPA.org website as a second method of communication for who is advancing to the next level of competition.
Rationale	While Patriack does an excellent job with the email blasts, I have noticed that, due to the volume of emails, some are being blocked by our school district's spam filter. This has caused issues, with students nearly missing out on their top 20 opportunities and other schools in the district actually missing their interviews. Posting them on the bpa.org website could serve as an alternative way of notifying members about the rounds and would be an effective way to highlight the value of these events and increase visibility.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Texas
Representing	CEAC
Entered By	Patrick Schultz (003457)
Entered On	03/03/2025 12:13 pm
Last Updated	07/19/2025 11:01 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Makenzi Tiberii/Seconded by Maurice Henderson.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will post the Top 20 and Top 10 for virtual events on compete.bpa.org.

#371	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Recommendations to review and implement for V09 Financial Portfolio Management Team Students are super aggressive and not really developing a real strategy given the short time period. Presentations vary and I need to give more structure. Portfolio MUST consist of : \$50,000 Warren Buffet approach--\$10,000 in 5 different stocks in different industries that must be purchased by 2nd week and held for entire time; 2 must have dividend yield >3%. No ETFs. I want to see them compare 3 stocks in each industry and tell me why they picked the one they did. I want to see a calculations of how this part of their portfolio performed and what % were profitable. \$10,000 in mutual funds—compare vs 3 \$40k in stocks, no shorting, minimum price is \$10. The presentation should cover: Overall performance, vs SP, number of opening position trades, profitability %, total trades. A slide of all trades and their profit/loss from each. Analysis of 5 stocks and dividend yields—why these industries and why these 5 stocks out of the 15 analyzed, % profitable and total profits, vs SP What mutual fund and why Strategy for the \$40k, number of opening trades for this part of portfolio, % profitable and total profits, vs SP
Rationale	Recommendations from event sponsor
Does this replace a current policy or procedure?	No
If this recommendation is adopted, would it require a similar change to other events?	No
State	National BPA
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	03/05/2025 07:31 am
Last Updated	07/19/2025 11:02 pm
Committee	Comments
CEAC	Status: Approved as Presented Munro moves to approve as presented, Athena 2nd.
Programs	Status: Approved as Presented Kim moves to accept as presented, 2nd Amy.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will update the guidelines accordingly to the V09 request.

#372	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	I would like to recommend that Certiport Medical Administrative Assistant certification be explored for 610 Health Administration Procedures as a part of the national exam.
Rationale	This is a new Certiport exam (fall 2024) that aligns with the objectives of 610 Health Administration Procedures.
Does this replace a current policy or procedure?	No
If this recommendation is adopted, would it require a similar change to other events?	No
State	Michigan
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	03/06/2025 02:15 pm
Last Updated	07/19/2025 11:05 pm
Attachments	Link
Health Sciences Careers - Medical Administrative Assistant Objective Domains (9.25.24).pdf	Link
Committee	Comments
CEAC	Status: Approved as Presented Athena moves to approve as presented, John Dawson 2nd.
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Lisa Parker/Seconded by Deb Jones.
Programs	Status: Approved as Presented Kim moves to approve as presented, 2nd Amy
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will explore the addition of Certiport's Medical Administrative Assistant certification alignment to 610 Health Administration Procedures during the WSAP Review Committee.

#373	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	I propose that the Post-Secondary and Secondary Style & Reference Manual be merged into a single document.
Rationale	Managing two separate documents, which are largely similar, is challenging and inefficient and increases the chances for error. By combining them, we can streamline the process and reduce redundancy.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Michigan
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	03/06/2025 02:17 pm
Last Updated	07/19/2025 11:06 pm
Committee	Comments
CEAC	Status: Approved with Changes Athena moves to approve with changes to include "for 2025-2026", Kelly Munro 2nd.
SAAC	Status: Approved with Changes Voted to approved with changes: add "beginning with the 2025-2026 year." Motion made by Maurice Henderson/Seconded by Mark Burch.
Programs	Status: Approved with Changes Terry moves to accept with CEAC changes, Rishabh 2nd.
BOT Final Decision	Approved with changes
BOT Final Decision Comments	Staff will merge the Secondary and Postsecondary manuals for 2025-2026.

#374	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Spreadsheet Applications should be split into three different levels into two events. Fundamental Spreadsheet Applications Intermediate Spreadsheet Applications Advanced Spreadsheet Applications
Rationale	The skill level going from Fundamental Spreadsheet to Advanced Spreadsheet is too great. An intermediate level would help the student feel more comfortable and they develop their skills.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	No
State	Minnesota
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	03/15/2025 10:55 pm
Last Updated	07/19/2025 11:06 pm
Committee	Comments
CEAC	Status: Rejected Kelly Munro moves to reject, Athena 2nd. Discussion: Proper documentation is not included.
SAAC	Status: Rejected Voted to reject the recommendation. Motion made by Mark Burch/Seconded by Lisa Parker.
Programs	Status: Rejected Amy moves to reject, Terry 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	Rejected.

#375	
Subject	Torch Awards
Recommendation	Set a priority deadline for students to submit their Torch resumes If submitted before this date, students will have the chance to correct and resubmit resume by final deadline. If students choose not to submit before this deadline, they will not be given any opportunity to resubmit (current system).
Rationale	Many students get denied Torch Awards due to minor mistakes. Although we do need to ensure proper grammar and punctuation at all times, everyone makes mistakes. This change would allow people to submit at an earlier deadline if they would like someone to review their torch resumes before the final deadline. This way, they can still submit before the deadline and mistakes can be adjusted if necessary. It may also help the National Center Review so they don't get all resumes submitted at one time.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Massachusetts
Representing	State Advisor
Entered By	Patrick Schultz (003457)
Entered On	03/17/2025 01:54 pm
Last Updated	07/19/2025 11:06 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented Motion made by Maurice Henderson/Seconded by Mark Burch.
Programs	Status: Approved as Presented Approved as presented. similar recommendation to 366.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will modify the Torch Awards system to allow for one resubmission. An initial submission deadline will be set with one resubmission deadline.

#376	
Subject	Other (Membership System)
Recommendation	Allow the State Association to track "Years of Service" separate from "Years as Advisor".
Rationale	We have several people - "coaches" at schools, "helpers" at the state level, etc - that spend years and years helping out that never receive recognition unless they eventually get listed as an advisor. IF they do eventually get listed, it starts their clock over. For example, one of our schools have Coaches for their students. These coaches help prepare students for competition and travel to States (and sometimes Nationals) as chaperones. The school does not pay them as highly as advisors and they do not do all the administrative paperwork, but without them, their school would have a MUCH smaller, less successful chapter. Right now, our state has 2 advisors that have given 15 years of service to BPA via coaching an advisor, but have only been an advisor for 4 years. So, going off the current system, it is listed as only 4 years. I would like to recognize them for all their years. I would like a way to have them added into the system as a "helper" of sorts (and individuals can do they same at the state level if they want to) and be able to edit their title if they ever become an advisor, and have both their official start and start as advisor listed. This way, Nationals can still recognize Advisor years of service, but the state can choose which report to use when giving recognition to people.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	No
State	Massachusetts
Representing	State Advisor
Entered By	Patrick Schultz (003457)
Entered On	03/17/2025 02:05 pm
Last Updated	07/19/2025 11:06 pm
Committee	Comments
SAAC	Status: POI Voted to move to POI. Motion made by Lisa Parker/Seconded by Marcy Cross
Programs	Status: Rejected Terry moves to reject, Allyssa 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	Rejected. This is a state level request.

#377	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	I would like the requirement for students to bring their resume and cover letter to the interview be put back in the guidelines for Interview Skills and Advanced Interview Skills.
Rationale	It is difficult to conduct an interview when these documents are not available for review. Many times, the presentation judge is not the same as the technical judge and although these documents have already been graded, it is nice for the presentation judge to have them for review and reference during the interview.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Michigan
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	03/17/2025 03:01 pm
Last Updated	07/19/2025 11:07 pm
Committee	Comments
CEAC	Status: Approved as Presented 500 assessment area moves to adopt recommendation #377 as presented. Discussion: Industry standard is to bring your documents. If you don't include it, competitors will not bring it.
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Diana Weber/Seconded by Lisa Parker.
Programs	Status: Approved as Presented Kim moves to approve as presented, Rishabh 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will modify the WSAP Guidelines to reflect the requirement of the resume and cover letter at the time of the interview.

#379	
Subject	Other (Membership System)
Recommendation	Have students sign up for their chapter and allow advisors to "approve" or "deny" membership
Rationale	Advisors have so much to do, especially at the beginning of the year. If we allow students to sign up for chapters (perhaps provide advisors with a chapter-unique link, or something?) then students can fill out all of their information (which would likely be more accurate) and then advisors can approve or deny the student once they fulfill tasks assigned by advisor (pay dues, attend 2 meetings, or any other chapter-specific requirements.. This could take hours of data entry off the advisors and put a bit more ownership on the student to become a member (which will be expected of them once they are out of school). It may also allow for better reporting regarding grades, ethnicity and other demographics. Many advisors already have their students fill out some sort of membership form and then transfer the data, so this would streamline that process as well.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	No
State	Massachusetts
Representing	State Advisor
Entered By	Patrick Schultz (003457)
Entered On	04/22/2025 12:57 pm
Last Updated	07/19/2025 11:08 pm
Committee	Comments
SAAC	Status: POI Voted to move to POI. Motion made by Mark Burch/Seconded by Diana Weber.
Programs	Status: Rejected Amy moves to reject, Jackie 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	Rejected. Allowing students to manage a chapter allows for personal information to be shared.

#380	
Subject	Other (Student Password Reset)
Recommendation	Allow states the ability to turn on/of Student Password Reset for students during SLCs. States could then be responsible of setting up Kiosks if they choose to have this option.
Rationale	Currently, when students forget their passwords, they are required to go through a manual reset process that often involves contacting an administrator or advisor. This system is currently only available for students only at nationals. As we grow, we model what has been successfully done by others. This year we did not have that option as SLC and many students were not able to complete their test because either their advisors didn't give them their password or they completely forgot it.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	No
State	Texas
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	04/23/2025 04:12 pm
Last Updated	07/19/2025 11:08 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Diana Weber/Seconded by Mark Burch.
BOT Final Decision	Approved
BOT Final Decision Comments	State Associations now have the ability to allow students to reset their own password.

#381	
Subject	Other (Membership System)
Recommendation	Allow a student member to receive additional access to things in the membership system.
Rationale	Particularly for PS, many advisors are less active in the day-to-day of the membership. For example, for one chapter, the students completely run the meetings and all initiatives, so it would be helpful if they could help register students, distribute member IDs, get invoice # for payment, etc. It would be helpful if they could mark a student member as an "assistant" or something similar, so when that student logs in they have limited access to things. They could also be on an additional report if specific information sent to them as well as advisors.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	No
State	Massachusetts
Representing	State Advisor
Entered By	Patrick Schultz (003457)
Entered On	04/28/2025 10:24 am
Last Updated	07/19/2025 11:08 pm
Committee	Comments
SAAC	Status: POI Voted to move to POI. Motion made by Makenzi Tiberii/Seconded by Brenda Tapia.
Programs	Status: Rejected Terry moves to reject, Jackie 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	Allowing students to manage chapters allows for personal information to be shared.

#382	
Subject	Other (Closed Captioning During Sessions)
Recommendation	Maybe utilize the script to ensure better closed captioning experience or review what service is being used? The opening and National Awards closed captioning was very poorly done and very delayed. If it is not timely and accurate, it is a confusing experience for those needing it.
Rationale	Seems to be a glitch this year, I do not recall receiving this feedback from advisors in the past or seeing it myself. As an organization we need to ensure an inclusive experience for all.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Wisconsin
Representing	State Advisor
Entered By	Patrick Schultz (003457)
Entered On	05/10/2025 07:04 am
Last Updated	07/19/2025 11:09 pm
Committee	Comments
SAAC	Status: POI Voted to move to POI. Motion made by Lisa Parker/Seconded by Shianne Gammon.
Programs	Status: POI Terry moves to POI, Amy 2nd.
BOT Final Decision	Point of Information (POI)
BOT Final Decision Comments	Staff will work with the production company to improve closed captioning.

#383	
Subject	Competitive Events (WSAP) - Errors
Recommendation	Computer Security event test takers should not be required to take Certiport Network Security exam; these objectives do not align with the same material as Network Security testers.
Rationale	The material covered in Computer Security is different than Network Security information and should not be a requirement of members
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Massachusetts
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	05/10/2025 08:23 am
Last Updated	07/19/2025 11:09 pm
Committee	Comments
CEAC	Status: Rejected Joe moves to reject, Athena 2nd.
Programs	Status: Rejected Rishabh moves to reject, Terry 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	Rejected. The Network Security certification aligns to the Computer Security competition.

#384	
Subject	Other (ML & Secondary Awards)
Recommendation	Make the Middle Level and Secondary Awards session two different sessions.
Rationale	The number of middle level awards has grown so much over the years especially with adding the virtual awards, that they now should have their own session.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Florida
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	05/12/2025 10:56 am
Last Updated	07/19/2025 11:10 pm
Committee	Comments
SAAC	Status: POI Voted to move to POI. Motion made by Mark Burch/Seconded by Brenda Tapia.
Programs	Status: POI Amy moves to POI, Jackie 2nd.
Finance	Status: Not Reviewed
BOT Final Decision	Point of Information (POI)
BOT Final Decision Comments	Staff will review and determine the most cost effective way to split the secondary and middle level sessions.

#385	
Subject	Other (Feedback NLC 2025)
Recommendation	<p>Feedback NLC 2025. NLC Hotel: Omni was super disjointed, kids did not feel like they were actually a part of NLC being so far. Shuttle system was difficult on i4 all week, delays, no shows, traffic. Kids spent a fortune on Ubers to supplement transportation. Hotel payment method was a disaster again this year. For two years we have had to spend hours on the phone tracking down confirmation numbers and resolving issues. Could BPA figure out a way to pay hotel through their registration platform? That would make life a lot easier for everyone involved. Orlando used to be at the Swan/Dolphin, a great spot that could house all. Kids had access to free Dis transportation Also Orlando Conv Center and tons of hotels on Int. Drive across the street Awards Session: Ridiculous 4 hours, longest I have seen in 22 years. Years ago MS would have their own session in the afternoon, now mixed in..... too much. Maybe combine PS and MS...as they are the two smaller and less lucrative divisions. BPA makes it \$ off of HS division, treat it well.... get it back to that being the focus of the awards session. Adding sponsors is good, but we now have a ton of sponsor presentations/awards at award sessions. By the time 4 hours was up there were very few people present, many empty seats....my kids received awards in front of 20% full room.</p>
Rationale	Based on my experiences as an advisor. Happy to discuss if you want to have a phone call. This was honestly the least favorite NLC of me and the kids in all the years I have done this.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	No
State	National BPA
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	05/16/2025 08:27 am
Last Updated	07/19/2025 11:10 pm
Attachments	Link
empty_seats.jpg	Link
Committee	Comments
Programs	<p>Status: POI</p> <p>Terry moves to POI, Allyssa 2nd.</p>
BOT Final Decision	Point of Information (POI)
BOT Final Decision Comments	Individual feedback that was duplicated in the post-conference survey.

#386	
Subject	Other (Code of Conduct/Academic Integrity Policy - Judge Contact)
Recommendation	Add the following "Participants must not attempt to access, solicit, or share any personal contact information (e.g., phone numbers, home addresses, personal emails) of contest administrators, proctors, graders, or judges." to the Code of Conduct and Academic Integrity Policy.
Rationale	An increasing amount of student competitors have attempted to contact judges for additional feedback on their projects after rankings are released.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	No
State	National BPA
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	05/20/2025 03:37 pm
Last Updated	07/19/2025 11:11 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Maurice Henderson/Seconded by Deb Jones.
Policy & Procedures	Status: Approved as Presented Cory moves to approve as presented, Jackie 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will add the following to the Code of Conduct and Academic Integrity Policy: "Participants must not attempt to access, solicit, or share any personal contact information (e.g., phone numbers, home addresses, personal emails) of contest administrators, proctors, graders, or judges."

#387	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	I recommend that Super Smash Bros be the game for 2025-2026 for all three membership divisions for V13 Esports Team.
Rationale	Nintendo has a moniker of being "family friendly" and Super Smash Bros is still a popular game amongst the student demographic.
Does this replace a current policy or procedure?	No
If this recommendation is adopted, would it require a similar change to other events?	No
State	National BPA
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	05/23/2025 02:34 pm
Last Updated	07/19/2025 11:13 pm
Committee	Comments
CEAC	Status: Approved with Changes 500 assessment area moves to adopt #387 as presented. Discussion: The suggested games would require a console. Motion withdrawn. Kelly moves to approve with changes, Joe 2nd. The recommendation will read as: "Recommend to explore a console based game for 2026-2027. The 2025-2026 games for all divisions will be Rocket League."
SAAC	Status: Approved with Changes Voted to approve with changes suggested by CEAC. Motion made by Diana Weber/Seconded by Lisa Parker.
Programs	Status: Approved with Changes Amy moves to approve with CEAC changes, Kim 2nd.
BOT Final Decision	Approved with changes
BOT Final Decision Comments	Staff will review and update V13 Esports Team to include "Rocket League" for all divisions. A note will be added to the guidelines that "Console based games may be used starting with the 2026-2027 membership year."

#388	
Subject	New Contest Proposal
Recommendation	Following along with Event 615, Health Presentation, I propose that we pilot a Health Presentation Team that would consist of 2-4 members of the team creating a presentation on the assigned topic of the event.
Rationale	Many times, in today's medical field, there are needs for collaboration and team efforts to present, dissect, and propose solutions to problems. Following the rise in popularity of the Health contests, and adding another team opportunity, I feel this would target a greater number of students to BPA. Communication skills is something I constantly hear from employers that our students are lacking, and events such as this gives them opportunities to work on those skills and gain critical feedback from industry professionals.
Does this replace a current policy or procedure?	No
If this recommendation is adopted, would it require a similar change to other events?	No
State	Delaware
Representing	CEAC
Entered By	Patrick Schultz (003457)
Entered On	05/30/2025 01:49 pm
Last Updated	07/19/2025 11:13 pm
Attachments	Link
Possible Topics- Health Research Team.docx	Link
Committee	Comments
CEAC	Status: Rejected 500 committee moves to reject recommendation #388.
SAAC	Status: Rejected Voted to reject the recommendation. Motion made by Diana Weber/Seconded by Brenda Tapia.
Programs	Status: Rejected Amy move to reject, Allyssa 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	Incorrect paperwork.

#389	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	I recommend that we increase the number of WSAP events that a student can participate in, raising it from 2 to 3 events. 1 Team event max still in place along with 2 judged or non judged events.
Rationale	I am thinking of small to mid sized chapters with this. By offering another opportunity to compete, students have additional opportunities to qualify for Nationals. They are also exposed to more events and contest areas. This can ultimately lead to growth in chapters as they are exposed to more. It feels like the past decade we have added over a dozen new events, but have not considered opening up more opportunities for students to try their hands at multiple new events. This would not increase the number of students qualifying for Nationals, but would increase the quality I believe. It also on a state, national, and local level would be giving students more bang for their buck when it comes to justifying some of the costs associated with attending an SLC or NLC. The only downsides I anticipate would be that it might increase the number of conflicts with scheduled times at events. The other may be that you would have increased participation in events at regional and state levels.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Delaware
Representing	CEAC
Entered By	Patrick Schultz (003457)
Entered On	05/30/2025 02:31 pm
Last Updated	07/19/2025 11:13 pm
Committee	Comments
CEAC	Status: Rejected 500 assessment area moves to reject #389.
SAAC	Status: Rejected Voted to reject the recommendation. Motion made by Mark Burch/Seconded by Lisa Parker.
Programs	Status: Rejected Amy moves to reject. 2nd Terry.
BOT Final Decision	Rejected
BOT Final Decision Comments	This is a state level request.

#390	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	I recommend that on the WSAP Guidelines for (592) Parliamentary Procedure Concepts - Open Event the words "test questions are based on the Dunbar's Manual of Parliamentary Procedure Test Questions" be eliminated.
Rationale	Shane Dunbar's website is down, and new materials are no longer available for purchase. While the printed version of the book can be obtained, many advisors and students do not want it in this format. I recommend we remove the reference to Dunbar from the guidelines and state that the tests are based on Robert's Rules. Removing the Dunbar reference will also allow for enhancements to the exam such as adding true/false questions or prompts.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Michigan
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	06/05/2025 03:10 pm
Last Updated	07/19/2025 11:14 pm
Committee	Comments
CEAC	Status: Approved as Presented Kelly moves to accept as presented, John Dawson 2nd.
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Marcy Cross/Seconded by Brenda Tapia.
Programs	Status: Approved as Presented Terry moves to approved as presented, 2nd Jackie.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will update the Parliamentary Procedure Team and Parliamentary Procedure Concepts competitions to reflect the removal of relying solely on Dunbar's question bank and instead on Robert's Rules of Order.

#391	
Subject	Other (Style & Reference Manual)
Recommendation	Remove Proofreader Marks from the Style & Reference Manual and the reference to them on pg. 11 of the WSAP.
Rationale	Proofreader marks are much less common than they used to be. With the rise of digital tools, many proofreaders now prefer using features like Microsoft Word's Track Changes, Google Docs' Suggesting mode, and PDF markup software such as Adobe Acrobat. These digital tools offer a more efficient and collaborative way to review and edit documents. I have not seen questions regarding the proofreader marks on competitive event tests for several years.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Michigan
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	06/06/2025 07:38 am
Last Updated	07/19/2025 11:14 pm
Committee	Comments
CEAC	Status: Approved as Presented Bryan B moves to accept as presented, Treasa Dunn 2nd.
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Lisa Parker/Seconded by Marcy Cross.
Programs	Status: Approved as Presented Amy moves to accept as presented. Kim 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will remove proofreader marks from the Style and Reference manual.

#392	
Subject	Other (NLC Awards Session)
Recommendation	Please randomize the order that the events are called at the NLC Awards Session
Rationale	Many students compete in multiple events in the same cluster. When the awards are called in numerical order, many students miss their opportunity to be on stage because they were just on stage for another event. If the events are called in random order this is less likely to happen.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Texas
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	06/11/2025 07:43 pm
Last Updated	07/19/2025 11:15 pm
Committee	Comments
Programs	Status: Rejected Allyssa moves to reject. Rishabh 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	Event orders will not be randomized.

#393	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Recommendation to remove/discontinue event 240 Database Applications from event list. And remove competencies that reference database from 215 Integrated Office (states use database software) and 255 Admin Support Team (states use database management software)
Rationale	With Microsoft 365 Access isn't part of the package. Some schools only get the 365 Apps cloud version and not the desktop version. Access is only available if one buys the Microsoft 365 Plans and it only supports the windows version. Not all schools/businesses purchase these plans and Mac's don't support it and some students use Mac's.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Michigan
Representing	Chapter Advisor
Entered By	Patrick Schultz (003457)
Entered On	06/11/2025 10:24 pm
Last Updated	07/19/2025 11:15 pm
Committee	Comments
CEAC	Status: Not Reviewed
SAAC	Status: Rejected Voted to reject the recommendation. Motion made by Diana Weber/Seconded by Deb Jones.
Programs	Status: Rejected Jackie moves to reject. Amy 2nd.
BOT Final Decision	Rejected
BOT Final Decision Comments	Staff will add a review of competitions that use Microsoft Access to the WSAP Review Committee for additional recommendations.

#394	
Subject	Other (Pin Trading)
Recommendation	I respectfully recommend that the Board of Trustees, in partnership with National Staff, develop and adopt clearer parameters and language within the BPA Code of Conduct specifically addressing expectations and safety guidelines for pin trading at all levels of BPA events.
Rationale	Pin trading is a long-standing and exciting BPA tradition that fosters connection, cultural exchange, and leadership-building among students from across the nation and around the globe. However, recent events highlight the urgent need for structured guidance and safeguards to ensure this tradition remains safe, respectful, and in line with BPA's core values. The concerns are both ethical and safety-related: Financial Exploitation: Many students are spending excessive amounts of money; sometimes hundreds of dollars; to obtain specific pins. I personally witnessed a transaction where a student paid \$400 for a China pin, which is unacceptable and highlights the pressure placed on delegates to "complete" collections or "win" rare trades. Coercive Behavior: In another troubling incident, a young female delegate from China was nearly cornered by a male student who attempted to force a trade; trying to take her pin while pushing his into her hand; despite her clear refusal. This type of interaction is deeply concerning and raises serious issues about student safety, consent, and harassment. These examples illustrate that while pin trading is an awesome opportunity for student interaction, it has become a major problem when left unregulated.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Florida
Representing	State Advisor
Entered By	Patrick Schultz (003457)
Entered On	06/12/2025 07:15 am
Last Updated	07/19/2025 11:15 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented
Policy & Procedures	Status: Approved as Presented Cory moves to accept as presented, Terry 2nd. "Pin trading should be voluntary and reflect the spirit of camaraderie. All trades must be made in good faith. Aggressive behavior, harassment, or pressuring others to trade is strictly prohibited. Pin trading is not a commercial activity."
Programs	Status: Approved as Presented Terry moves to approve as presented, Kim 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will add the following to the Code of Conduct: "Pin trading should be voluntary and reflect the spirit of camaraderie. All trades must be made in good faith. Aggressive behavior, harassment, or pressuring others to trade is strictly prohibited. Pin trading is not a commercial activity."
#395	
Subject	Other (Campaign Process)

#395	
Recommendation	I recommend that Business Professionals of America reinstate the National Campaign Rally as a standard part of the National Officer Election Process, regardless of whether a primary is required. The Campaign Rally should be considered an essential part of the overall leadership development experience for candidates and members alike, not conditional upon the presence of a primary.
Rationale	The National Campaign Rally has long served as a meaningful and energizing part of the BPA National Officer Election Process. However, under the current structure, the rally is only held when a primary election is necessary due to the number of candidates running for a particular office. While this may appear administratively efficient, this conditional approach unintentionally limits student engagement, weakens the leadership experience for candidates, and diminishes a valuable platform for student voice and connection. Regardless of whether there is a contested election, the Campaign Rally provides an essential opportunity for BPA members to interact with their future national leaders in an engaging, informal, and interactive setting. These moments foster trust, visibility, and accountability, allowing voting delegates to make informed decisions and members to feel directly connected to those who will represent them on the national level. Additionally, the Campaign Rally is a critical component of the candidate experience. Even when only one individual is running for a position, the rally allows that candidate to practice and display core leadership skills including public speaking, real-time communication, and relationship-building with members from across the country. These are not only essential for BPA officers but also central to our mission of preparing students for leadership in the workplace and community. By omitting the Campaign Rally in years without a primary, we create an inconsistent experience from year to year—where some officers receive the benefit of a national platform to connect with the student body and others do not. This inconsistency may impact the confidence, preparation, and public presence of candidates while also removing a memorable, high-impact experience for delegates. Finally, the Campaign Rally adds energy and school spirit to the National Leadership Conference and reinforces BPA's emphasis on student voice and empowerment. It transforms the election process from a passive vote into an active leadership-building experience. For these reasons, the Campaign Rally should be a permanent and expected element of the National Officer Election Process, regardless of whether a primary is required.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Florida
Representing	State Advisor
Entered By	Patrick Schultz (003457)
Entered On	06/12/2025 07:21 am
Last Updated	07/19/2025 11:16 pm
Committee	Comments
SAAC	Status: Approved as Presented Voted to approve as presented. Motion made by Maurice Henderson/Seconded by Mark Burch.
Policy & Procedures	Status: Approved as Presented Terry moves to accept as presented, Jackie 2nd. Substitute both Section XI.D.1.b.1 and Section XI.D.2.b.1 "A campaign rally will only be held if a primary election is necessary." to read "A campaign rally will always be held."
Programs	Status: Approved as Presented Amy moves to approve, Kim 2nd.

#395	
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will update P&P to include: Substitute both Section XI.D.1.b.1 and Section XI.D.2.b.1 "A campaign rally will only be held if a primary election is necessary." to read "A campaign rally will always be held." Staff will also update the Executive Council Candidate Guide. This will ensure that a campaign rally is always held.

#396	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Align the WSAP program to the new modern Career Cluster framework.
Rationale	The modern Career Cluster Framework (implementing in 2027) was released in 2025 and provides a restructured career cluster set.
Does this replace a current policy or procedure?	No
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	Ohio
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	07/01/2025 02:44 pm
Last Updated	07/19/2025 11:17 pm
Committee	Comments
Programs	Status: Approved as Presented Terry moves to accept as presented, Amy 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will update the WSAP to align to the new modern Career Cluster framework from AdvanceCTE. This work will be done during the WSAP Review Committee and will be in effect for 2026-2027.

#397	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	For the 405 Advanced Desktop Publishing... we would like to tie it to the Ceriport certification tests (and not the YouScience test). Students can choose between the Visual Design using Adobe Photoshop or the Graphic Design & Illustration using Adobe Illustrator.
Rationale	This is a more nationally accredited certification, and would help our students more. Also, since students have to have their own Photoshop or Illustrator account to do the contest, it is not an extra expense they would need. Since the contest does allow for either software, we would need to offer the students a choice on which certification they would need to take.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Texas
Representing	CEAC
Entered By	Patrick Schultz (003457)
Entered On	07/07/2025 12:24 pm
Last Updated	07/19/2025 11:18 pm
Committee	Comments
CEAC	Status: Not Reviewed
SAAC	Status: Rejected MB 1st, MC 2nd
Programs	Status: Rejected Amy moves to reject, 2nd Terry.
BOT Final Decision	Rejected
BOT Final Decision Comments	The certification will remain YouScience Desktop Publishing II.

#398	
Subject	Other (Executive Council Candidacy Process)
Recommendation	Move the in-person executive council candidate interviews that occur on-site during NLC to pre-conference virtual interviews.
Rationale	1) The on-site interviews take away time from candidates that they could be experiencing the conference. 2) The on-site interviews require a group of volunteers (the interview committee) to dedicate a morning (or afternoon) away from the conference. Since the the interview committee is typically comprised of experienced conference attendees or high level decision makers, they are unavailable at this time and their expertise could be better repurposed. 3) Reducing the schedule of candidates would ensure a candidate rally takes place. 4) Reducing the schedule of candidates would reduce the number of competitive event conflicts. A meeting would still be held on-site to determine officer positions.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	Ohio
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	07/12/2025 08:39 am
Last Updated	07/19/2025 11:18 pm
Committee	Comments
CEAC	Status: Not Reviewed
SAAC	Status: Approved as Presented Marcy Cross 1st, Mark Burke 2nd
Policy & Procedures	Status: Approved as Presented Jackie moves to approve as presented, Terry 2nd. Substitute both Section XI.F.1.j "The purpose of the Placement Committee is to place officers, elected by the voting delegates, in the office that best fits their skill sets and leadership potential. This interview will take place during NLC." to the following ""The purpose of the Placement Committee is to place officers, elected by the voting delegates, in the office that best fits their skill sets and leadership potential. This interview will take place virtually prior to NLC."
Programs	Status: Approved as Presented Terry moves to accept, 2nd Amy.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will update P&P and the Executive Officer Candidate Handbook to reflect the following: Substitute both Section XI.F.1.j "The purpose of the Placement Committee is to place officers, elected by the voting delegates, in the office that best fits their skill sets and leadership potential. This interview will take place during NLC." to the following ""The purpose of the Placement Committee is to place officers, elected by the voting delegates, in the office that best fits their skill sets and leadership potential. This interview will take place virtually prior to NLC."

#399	
Subject	Competitive Events (WSAP) - Suggested Changes
Recommendation	Specifically state which integrated development environments (IDEs) may be used in the following programming events: C# (Visual Studio 2022, Visual Studio Code) C++ (Visual Studio 2022, Visual Studio Code, DevC++ with Ming compiler) Java (IntelliJ, Eclipse, NetBeans, BlueJ) Python (IDLE, Visual Studio, Visual Studio Code) Add a statement to the test booklets that competitors must include the IDE they used.
Rationale	The number of IDEs that competitors use have drastically grown over the years and grading the events has been harder. Restricting IDEs would allow graders to know what IDEs to load for grading or for conference administrators to provide grader laptops with the referenced IDEs for each programming competition.
Does this replace a current policy or procedure?	Don't Know
If this recommendation is adopted, would it require a similar change to other events?	Yes
State	National BPA
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	07/14/2025 04:10 pm
Last Updated	07/19/2025 11:19 pm
Committee	Comments
CEAC	Status: Not Reviewed
SAAC	Status: Approved as Presented Mark Burke 1st, Randi Kowalczyk 2nd
Programs	Status: Approved as Presented Amy moves to approve as presented, Kim 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will update the WSAP ad competition booklets to include the following: Specifically state which integrated development environments (IDEs) may be used in the following programming events: C# (Visual Studio 2022, Visual Studio Code) C++ (Visual Studio 2022, Visual Studio Code, DevC++ with Ming compiler) Java (IntelliJ, Eclipse, NetBeans, BlueJ) Python (IDLE, Visual Studio, Visual Studio Code) Add a statement to the test booklets that competitors must include the IDE they used.

#400	
Subject	Other (Policy & Procedure - CEAC Membership)
Recommendation	Modify Policy and Procedure Manual item SUPPORT GROUPS POLICY AND PROCEDURES II.C.1 "A member of CEAC must currently be a full or part time educator with at least three (3) years of experience as a BPA advisor." to the following: "A member of CEAC must currently be a full or part time educator with at least three (3) years of experience as a BPA advisor or a retired educator within three years of retirement."
Rationale	Allowing retired teachers (within three years of retirement) will allow a potential continuation of knowledge within in CEAC. Teachers within three years will still be current with educational trends. Additionally, if a CEAC member start a three year term in their final year of teaching, this would allow them to serve out their term and continue their progress.
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	National BPA
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	07/17/2025 10:29 am
Last Updated	07/19/2025 11:21 pm
Committee	Comments
SAAC	Status: Not Reviewed
Policy & Procedures	Status: Approved as Presented Cory moves to approve as presented, Jackie 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will modify Policy and Procedure Manual item SUPPORT GROUPS POLICY AND PROCEDURES II.C.1 "A member of CEAC must currently be a full or part time educator with at least three (3) years of experience as a BPA advisor." to the following: "A member of CEAC must currently be a full or part time educator with at least three (3) years of experience as a BPA advisor or a retired educator within three years of retirement."

#401	
Subject	Other (Addition to Policy & Procedures Manual)
Recommendation	Insert "At least every five years or whenever there is a change in employment of either the Executive Director or Director of Finance the organization will obtain a full audit, under U.S. Generally Accepted Auditing Standards, of the organization's annual financial statements by a Certified Public Accountant. In the years not audited, the organization will obtain a review, in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA, of the organization's annual financial statements by a Certified Public Accountant. The Board of Trustees may also, at their discretion, vote to require an audit at any time." from Code of Regulations to Policy and Procedures Manual on FINANCIAL STRUCTURE AND RELATED ACTIVITIES II.C.2 and renumber the current 2-4.
Rationale	Align to Code of Regulations
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	National BPA
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	07/17/2025 01:00 pm
Last Updated	07/19/2025 11:21 pm
Committee	Comments
Policy & Procedures	Status: Approved as Presented Cory moves to approve as presented. Jackie 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will Insert "At least every five years or whenever there is a change in employment of either the Executive Director or Director of Finance the organization will obtain a full audit, under U.S. Generally Accepted Auditing Standards, of the organization's annual financial statements by a Certified Public Accountant. In the years not audited, the organization will obtain a review, in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA, of the organization's annual financial statements by a Certified Public Accountant. The Board of Trustees may also, at their discretion, vote to require an audit at any time." from Code of Regulations to Policy and Procedures Manual on FINANCIAL STRUCTURE AND RELATED ACTIVITIES II.C.2 and renumber the current 2-4.

#402	
Subject	Other (Addition to Policy & Procedure)
Recommendation	Add in its entirety from Code of Regulation "Financial Reserve.2 The association shall maintain a financial reserve of \$500,000. These funds shall be placed in a low-risk investment instrument with a high degree of liquidity (i.e. fixed rate, long-term bonds should be avoided), when possible. Withdrawals from the reserve may be made only when the following conditions prevail: A. Accounts payable exceed the non-reserve assets of the organization and/or short-term cash flow problems prevent accomplishment of the association's programmed activities and/or threaten the solvency of the organization and when advances cannot otherwise be obtained; and/or B. Higher returns from alternative investments can be obtained without significantly increasing the risk to the organization or decreasing the liquidity of the investment; and C. A majority of the Board of Trustees agrees to the withdrawal of funds." Into FINANCIAL STRUCTURE AND RELATED ACTIVITIES III.F
Rationale	Align to Code of Regulation
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	National BPA
Representing	National Staff
Entered By	Patrick Schultz (003457)
Entered On	07/17/2025 01:03 pm
Last Updated	07/19/2025 11:22 pm
Committee	Comments
Policy & Procedures	Status: Approved as Presented Cory moves to approve as presented. Terry 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will: Add in its entirety from Code of Regulation "Financial Reserve.2 The association shall maintain a financial reserve of \$500,000. These funds shall be placed in a low-risk investment instrument with a high degree of liquidity (i.e. fixed rate, long-term bonds should be avoided), when possible. Withdrawals from the reserve may be made only when the following conditions prevail: A. Accounts payable exceed the non-reserve assets of the organization and/or short-term cash flow problems prevent accomplishment of the association's programmed activities and/or threaten the solvency of the organization and when advances cannot otherwise be obtained; and/or B. Higher returns from alternative investments can be obtained without significantly increasing the risk to the organization or decreasing the liquidity of the investment; and C. A majority of the Board of Trustees agrees to the withdrawal of funds." Into FINANCIAL STRUCTURE AND RELATED ACTIVITIES III.F

#403	
Subject	Other (Modify Policy and Procedure Manual)
Recommendation	Modify page 3 BOT/Corporate P&P IV.D.1 change "Voting rights shall be exercised in person or by proxy. The Executive Director, or Chair of the Board, shall be notified in writing and provided the name of the proxy person any time prior to the official start of the meeting or before the start of the reconvened meeting." to "Voting rights shall be exercised in person or by proxy. Proxy votes may only be assigned to current voting board members. The Executive Director, or Chair of the Board, shall be notified in writing and provided the name of the proxy person any time prior to the official start of the meeting or before the start of the reconvened meeting." Strike BOARD OF TRUSTEES/CORPORATE POLICIES AND PROCEDURES II.D. "If a division president cannot be present, the next available ranking officer shall serve as the proxy for the division"
Rationale	Proxies should only be Board of Trustees members as Board of Trustees may hold historical information that occurred in executive session (past practice).
Does this replace a current policy or procedure?	Yes
If this recommendation is adopted, would it require a similar change to other events?	No
State	National BPA
Representing	Other
Additional Representation Info	P&P Committee
Entered By	Patrick Schultz (003457)
Entered On	07/17/2025 01:19 pm
Last Updated	07/19/2025 11:22 pm
Committee	Comments
Policy & Procedures	Status: Approved as Presented Cory moves to approve as presented. Terry 2nd.
BOT Final Decision	Approved
BOT Final Decision Comments	Staff will: Modify page 3 BOT/Corporate P&P IV.D.1 change "Voting rights shall be exercised in person or by proxy. The Executive Director, or Chair of the Board, shall be notified in writing and provided the name of the proxy person any time prior to the official start of the meeting or before the start of the reconvened meeting." to "Voting rights shall be exercised in person or by proxy. Proxy votes may only be assigned to current voting board members. The Executive Director, or Chair of the Board, shall be notified in writing and provided the name of the proxy person any time prior to the official start of the meeting or before the start of the reconvened meeting." Strike BOARD OF TRUSTEES/CORPORATE POLICIES AND PROCEDURES II.D. "If a division president cannot be present, the next available ranking officer shall serve as the proxy for the division"