



**BUSINESS
PROFESSIONALS
of AMERICA**

**Giving Purpose
to Potential**

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

October 26, 2021

Location: Hosted remotely via Zoom

CALL TO ORDER

Chair, Dr. Brenda Jacobsen, called the meeting of the Business Professionals of America (BPA) Board of Trustees (BOT) to order at 8:00 p.m. EDT on October 26, 2021.

ROLL CALL

Present:

Amy Hollingsworth
Amy Riddle
Angie Benson
Breezy Gutierrez
Brenda Jacobsen

Debbie Darnell
Devon Winters
Dianne Carroll
Elijah Johnson
Evan Wolff

Garrett Bock
Jason Hendrickson
John Lucas Guimaraes
LouAnn Ross
Paxton Cavin

Absent (Excused absences will be acknowledged here):

Guests in Attendance:

Jonathan Smith, Engen Sundberg, Patrick Schultz, Ric Cowles, Tim Hill

APPROVAL OF AGENDA

Angie Benson moved to approve the October 26, 2021 meeting agenda.

Jason Hendrickson seconded.

No discussion. None opposed.

October 26, 2021 meeting agenda approved.

APPROVAL OF CONSENT AGENDA

Angie Benson moved to approve the consent agenda items. Jason Hendrickson seconded.

Amy Riddle pointed out a couple name misspellings in the September meeting minutes. No further discussion. None opposed.

Consent agenda items approved with recommended changes to minutes.

New Board Members

Dr. Brenda Jacobsen welcomed the new BOT members, Breezy Gutierrez and Amy Hollingsworth. Both members had the opportunity to say a few words to the group.

National Update

Dr. LouAnn Ross welcomes Tim Hill as the new Membership and Marketing Coordinator. The Leadership Summit is happening in early November, registration is looking positive. There are over 15,000 members at the time of the meeting which is an improvement from this time last year. Dr. Ross noted that the newest and complete National Update is available on the shared drive.

Dr. Ross yielded the floor to Patrick Schultz for further National updates and discussion. Patrick Schultz uses this time to debut the new app. Through this app members will have year-round access and engagement opportunities to National BPA offerings. One benefit is the ability to send push notifications directly to members who have downloaded the app.

There were some questions directed to Patrick Schultz regarding the app:

Regarding cost, the cost is \$2,750 per state guide at this time. The cost to National BPA for a two year set up is approximately 20% lower than what was budgeted for the NLC app.

Regarding usage, there will be ways to track members who are logging into the app and using the app. BPA will be able to track downloads, time on the app, and what is being used in the app.

The app is available to download now on Apple and Android products.

Treasurer's Report

Evan Wolff presented the treasurer's report. Operation expenses are lower than projected at this time. All reports are in the shared drive and will be attached to the end of the minutes.

Policies & Procedures Report & Proposed Changes

John Lucas Guimaraes reported that the committee met on October 19, 2021, and that Jonathan Smith has been working to update the Policies and Procedures Manual and the changelog as of September 20, 2021.

Committee moved to approve an amendment for the Alumni Individual Eligibility.

Jason Hendrickson requests a summary. John Lucas Guimaraes explains that will connect P&P with the changes made to the Code of Regulations.

No further discussion. No objections.

Motion passes to approve the Alumni Individual Eligibility amendment to Policies & Procedures.

**amendment referenced below*



Policy & Procedure Change Request Form

Request Information

Name: John Lucas Guimaraes

Representing: National Officer Team ☐

Date Proposed: 9/28/21

P&P Manual info (section): Policies and Procedures Alumni Division section, Article I. Individual eligibility (page 25-26)

Rationale: New Alumni members do not get a one-time, one-year complimentary membership. This change would reflect the newly adopted Code of Regulations, that does not allow dual membership after the 2021-2022 year. Code of Regulations > Article IV Membership > Section 1. Classes of Membership. (Page 2) * Individuals may only be registered and counted in one membership classification. "

Policies & Procedures Committee Review Information

Date Reviewed: October 19, 2021

Review was: ☒ Approved ☐ Denied

Notes/Remarks:

The Policies & Procedure Committee unanimously approved this proposed amendment.

Current Policy Language (If applicable) (Please include Article and page number)

I. Individual eligibility

A. An active member must pay dues as established by Business Professionals of America, Inc., and will be eligible to hold an alumni national office, participate in national award programs, and be an alumni voting member.

B. A one-time, one-year complimentary membership will be granted to any new alumni member who registers online.

C. Members shall be those willing to contribute to Business Professionals of America ' s growth and development

D. Dual membership is allowed in the Alumni and Post-secondary divisions; however, a member may only vote, compete or hold office within one division the same year.

Proposed Policy Language Addition/Change

I. Individual eligibility

A. An active member must pay dues as established by Business Professionals of America, Inc., and will be eligible to hold an alumni national office, participate in national award programs, and be an alumni voting member.

B. Members shall be those willing to contribute to Business Professionals of America ' s growth and development.

Business Meeting

John Lucas Guimaraes spoke about the previously tabled motion regarding the Business Meeting.

Reference from September 28, 2021 minutes:

John Lucas Guimaraes moved that BOT gets an independent registered parliamentarian to investigate the following:

- 1. If our current governing documents will allow us to host the Secondary and Post-secondary annual Business Meeting through electronic means, in the event of the 2022 National Leadership Conference is virtual, given our governing documents have misaligned language.*
- 2. If not for #1, what changes need to be made by the BOT to ensure we can host these meeting virtually.*

Elijah Johnson seconded.

It is noted that the Corporate Board requires a Professionally Registered Parliamentarian, not a Registered Parliamentarian. They are currently paying \$65/hour for their parliamentarian. John Lucas points out that he would want to investigate what sort of budget could be used for this motion.

John Lucas Guimaraes speaks on the two proposed paths and his research prior to this meeting with a Professionally Registered Parliamentarian, C.J. Cavin.

Angie Benson asks for clarification of purpose. John Lucas explains the importance of the Business Meeting and his personal connection as a student to the Business Meeting.

John Lucas Guimaraes moved that the BOT follows Path 1 as outlined in his presentation and allow the Business Meeting to occur virtually and follow the Code of regulations.

Path 1: The Board of Trustees agrees with C.J. Cavin's initial assessment.

- The Board schedules the Secondary and Post-secondary Business Meetings as prescribed in the Secondary and Post-secondary Bylaws.*
- The Annual Business Meetings occurs, and it is conducted as it historically has.*

Elijah Johnson seconded.

Angie Benson clarifies that this would be changing the bylaws.

Jason Hendrickson points out that for transparency Path 2 & Miriam Simmons should be used for an opinion due to Paxton Cavin being on the BOT and C.J. Cavin being her husband. Jason Hendrickson asks if John Lucas has reached out to SAAC about this proposal.

Amy Riddle agrees with Jason.

No further discussion. Motion Fails. (1-11-1)

*Paxton Cavin abstained from vote.

Jason Hendrickson moves to table the proposal until the next meeting and to get an opinion from Miriam Simmons.

Amy Riddle Seconds.

No discussion. None opposed. **Motion passes.**

NEW BUSINESS

Amy Riddle welcomes Amy Hollingsworth to the Policies and Procedures Committee.

Dr. LouAnn Ross brings up being able to have the Executive Officer Team attend winter meeting in Dallas. There is a donor through Dr. Brenda Jacobsen that would cover any flights within the continental United States. This would cover all of the officers except those in China and Alaska. Angie Benson asks if there is a proposed budget for the winter meeting in January. Evan Wolff mentions that National BPA is spending less than we have budgeted so far this year. Dr. Ross mentions that all of the Executive Officer Team are on board and want to attend the meeting and that she has been staying up to date with travel restrictions and guidelines. Dr. Ross mentions that there is currently a zero budget for travel and that this would be a big expense. Jason Hendrickson states that if all members of the team cannot attend in person then the meeting should not be held in person at all. Evan Wolff brings up the potential need for a special meeting. Ric Cowles brings up that travel insurance can be added to the tickets.

Angie Benson moves that the Executive Council meets for their winter meeting in Texas.

Jason Hendrickson seconds.

Garret mentions that the company "Alliance" can be used for travel insurance.

Evan moves to amend the motion to include a cap of \$15,000.

Angie Benson seconds.

No further discussion.

Motion to amend the motion to include a cap of \$15,000 passes. None opposed.

*Elijah Johnson and John Lucas Guimaraes abstained from vote.

The motion that the Executive Council meets for their winter meeting in Texas with a cap of \$15,000 passes. None opposed.

*Elijah Johnson and John Lucas Guimaraes abstained from vote.

The meeting was adjourned at 9:30 EDT on October 26, 2021. Will meet again on October 26th at 8:00 PM EDT.

Paxton Cavin, Secretary



**BUSINESS
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Giving Purpose to Potential

National Center Full-Staff Board of Trustees Reports

October /2021

Strategic Programs & Experiences Report

Jonathan Smith, Director of Strategic Programs and Experiences

Summer Meeting 2022

In anticipation of potentially holding an in-person Summer Meeting next year, I've begun working with our partners at the Hilton Anaheim to identify and reserve meeting dates. A challenge we are faced with is that our Summer Meeting contracts look different than those for the last time we were in Anaheim, so I'm leveraging our relationships with these hotel partners to hopefully get us a date-pattern that makes sense for what we accomplish at these meetings. As per our agreement with the Hilton Anaheim, the hotel guestrooms and meeting space are extended complimentary, but only for the date-pattern stipulated in the contract, so I'm hopeful we can work to a solution that will be equitable for both BPA and our hotel partners in early July 2022.

Experiences & Resources

As the month of October began, I facilitated several informative webinars as a part of the annual Webinar Series. The first was the BPA Cares and Torch Award Program Highlights webinar, educating new members on the programs, as well as providing updates to the programs to our seasoned advisors and students. I also facilitated our New Chapter Welcome webinar, giving a high-level overview of the resources available to advisors, while also providing an in-depth walk-through of our Membership Registration System, bpa.org website, BPA Member Gateway, and LearnBPA Learning Management System.

In addition, I've updated two of the organization's governing documents. First, the Alumni Division Bylaws was updated to reflect the amendments approved by the Board during the August 28th Board meeting, effectively adding a Treasurer to the Executive Committee. The second was the Policies & Procedures document, updating it to reflect the several change approved by the Board of Trustees during the August 31st and September 28th Board meetings. I also conducted a thorough review of the P&P document to ensure it is up-to-date, as well as in compliance with the Code of Regulations and the various divisional bylaws. I've since identified ten amendments that will need to be brought forward for review by the P&P Committee in November.

I've collaborated with the National Officer Coordinator in his efforts to produce the Local Advisor Certification Series, including providing him with historical content and relevant updates for the current membership year, as well as conducting a complete run-through of the series to ensure accuracy and a positive participant experience.

There's also been on-going collaboration between myself, the Director of Education/Technology Integration, and the Executive Director to identify speakers and finalize the schedule for the Fall Advisor Professional Development Conference and Student Leadership Summit taking place on November 5th and 6th.

Membership

As of October 19th, we have a total submitted membership of 12,130. Compared to October 31, 2020, we had a total submitted membership of 16,373. Given we are only in the middle of the month, I'm comfortable saying that we are on-track to at the very least *maintaining* our numbers from last year, but we're hopeful that we are going to exceed those numbers. Several state associations have a November 1st membership deadline, thus we always see a large membership up-tick at the end of October annually.

The National Virtual Chapter is progressing, as well. There are currently 25 registered members across the three divisions, and we plan to hold our first chapter meeting in late-October to discuss the opportunities available to virtual members.

In late September, our partners at SKT China asked if we would participate in their beginning-of-the-year webinar for current and prospective chapter advisors. I began the webinar by providing an overview of BPA and our program offerings, and I tapped seasoned advisor Amy Hollingsworth to provide her perspective on the role of the chapter advisor, as well as best practices for preparing students for competition and making the most out of their BPA experience.

Lastly, the Alumni Division is off to an optimistic start. I participated in their first Executive Committee call where Division President Andrea Leal introduced committees and outlined the committee charges. I also followed-up with the Membership Committee Chair, Brooke Shefchek, prior to the Membership Committee call on October 21st to preliminarily discuss membership recruitment strategies as we look to engage previous/existing members, as well as attract new members to the division. The Alumni Division has a robust schedule of meetings throughout the year that I will be participating in as the staff liaison.

NATIONAL OFFICER COORDINATOR REPORT

SPENCER CHRISTENSEN

Executive Councils –

Due the fact that we have our first international officer, our officer team has determined to use the name given them in our governing documents rather than being called national officers. The name is Executive Council and we will refer to them as executive officers rather than national officers.

Advocacy –

Executive Officers continue to reach out to legislators and superintendents.

- Elijah Johnson spoke with a member of the Minnesota Department of Education.
- Daniyal Ghayasuddin and John Lucas Guimaraes attended a guest panel at North Carolina State University.
- Grace Tang is developing a plan to apply advocacy principals to chapters to located outside of the United States

State Support –

I am currently developing a form for state advisors to use to formally request executive officers to attend their conferences. The form will include a preliminary gathering of data, choice of which officer they would like to request, and more. The form is meant to formally initiate a request and streamline the planning process.

Student & Advisor Certification Series –

Both series have successfully launched and many kinks were worked out in the new Nearpod delivery. Over 150 students and 18 advisors have begun working through their respective series. The advisor certification series is being offered in person at a statewide conference in Idaho where 12 more advisors will earn certification in a one-day training. If other states would like to have the series offered as an in-person experience, they can contact me to discuss details.

Leadership Summit Workshops –

Executive officers are developing their own track of workshops for the upcoming Leadership Summit. Topics include mental health, advocacy, long range planning, inclusivity, Post-secondary opportunities, and developing programs of work.

Education and Technology Integration Report

Patrick Schultz, Director of Education, Director of Technology Integration

Quote: “Identify your problems, but give your power and energy to the solutions. ~ Tony Robbins” Thought on Quote: Summer has turned to Fall and BPA is full of questions about registration and competitions! With any question, there is always an opportunity to provide the simple solution or the one that maybe more complex but has long last effects.

Education Updates

- State Tests are under final review and are planned to be released to State Advisors no later than November 15, 2021. The tests will be distributed in the following packages:
 - Full package without judge comment sheets (PDF/Word)
 - Full package with judge comment sheets (PDF/Word)
 - Split by Assessment Areas (folders) without judge comment sheets (PDF/Word)
 - Split by Assessment Areas (folders) with judge comment sheets (PDF/Word)
 - Helpful hints

- Manuals/Guidelines
- Competitive Event Packages for Sale (2019, 2020, 2021)
 - As of October 19, a total of 94 orders (\$3,680) have been fulfilled
- 2022 Virtual Events (V01-V10)
 - Registration opened on September 1, 2021 and will close on November 15, 2021
- 2023 Test Authoring
 - 2023 contracts have been sent to potential authors. Goal for 2023 authoring is completion by January 1, 2022.

Fall Advisor PD Conference/Leadership Summit Update

- Conference Dates: November 5-6, 2021
- Member Registration
 - Registration opened on October 1, 2021 on the BPA Member Gateway
 - Advisor Cost: \$75 (price includes choice between two different swag bags)
 - Student Cost: \$10, with an option to purchase a newly design BPA Leader t-shirt (added \$15)
- Social Media Post Creation
 - Social media posts have been created for all workshop sessions (Friday) and presentation sessions (Saturday) including the keynote speaker, Sam Demma (www.samdemma.com).
- Workshop/Session Schedule & Descriptions (see last pages of report)

Partner Updates/MBA Research

- The course will be available in the BPA Gateway Learning Management System (<https://members.bpa.org/learn>)
- The BPA Leadership Academy on Ethics topics/dates are below:
 - Lesson 1: Introduction to Ethics and Ethical Decision-Making - 11/8/21
 - Lesson 2: Integrity and Trust - 11/15/21
 - Lesson 3: Accountability and Transparency - 11/22/21
 - Lesson 4: Fairness and Respect - 11/29/21
 - Lesson 5: Rule of Law and Viability - 12/6/2021
 - Lesson 6: Wrap-Up Activity and Introduction to Partner Competition - 12/13/21

Partner Webinars

- Adobe partner webinar recording is available here: ▪ <https://bpa-1.wistia.com/medias/wgxi0kpacv>
- Cisco partner webinar recording is available here:
 - <https://bpa-1.wistia.com/medias/n5kfq1vnb8>

Technology Updates

National BPA Mobile App

- The National BPA branded mobile app (powered by Guidebook) has been submitted to the Apple and Google Play stores.
 - The expected availability is October 27th. Communications to membership will be shared shortly after the apps are in the market.
- All States/Regionals are invited to join in the National BPA Plan to obtain reduced pricing for a conference mobile app.
 - Contact Patrick Schultz (pschultz@bpa.org) if you are interested.

Pre-submit System (legacy.bpa.org)

- The National BPA Pre-submit system has been updated and is back online for free use during the 2021-2022 Membership year.

Pre-submit Conference Links (presubmit.bpa.org)

- The domain, presubmit.bpa.org, has been repurposed to be a landing page for all conference links.
- Any Regional or State Association wishing to have their information on the landing page should use the following form to submit the information (the form also includes the request to use the free National BPA Pre-submit system for conferences).
 - <https://forms.gle/aLN8fLtwEGnfJeGb8>

2021 National BPA Advisor PD Conference / Student Leadership Summit
Session Schedule & Descriptions

Date	Time	Session
Friday, November 5 th	8:30 am-8:50 am ET	Welcome
	9:00 am-10:30 am ET	Managing Chaos <i>Hosted by Jack Hedrick, Dobyns Patterson Learning</i> ADVISORS ONLY
	11:00 am-12:30 pm ET	Financial Literacy <i>Hosted by Brian Bean, Stukent</i> ADVISORS ONLY
	1:00 pm-2:30 pm ET	Adobe XD Resources – Building an Epic Cat Conference <i>Hosted by Jamie Nuzbach, Adobe</i> OPEN TO ADVISORS AND STUDENTS
	3:00 pm-4:30 pm ET	IT Specialist Certification <i>Hosted by Shawn Moon, Certiport</i> ADVISORS ONLY
Saturday, November 6 th	11:00 am-11:45 am ET	Keynote Presentation <i>Sam Demma</i>
	12:00 pm-12:45 pm ET	Track A: Leadership Cultivation Leaning Into the Uncomfortable <i>Hosted by Leslie Sukup, Ferris State University</i>
		Track B: For Student Leaders, By Student Leaders Advocating on Behalf of Your Chapter <i>Hosted by Elijah Johnson and Daniyal Ghayasuddin, 2021-2022 Executive Council</i>
		Track C: Professional Growth Fundraising Innovation <i>Hosted by Tim Garippa, Earnst & Young</i>
	1:00 pm-1:45 pm ET	Track A: Leadership Cultivation Get in Gear for Breakthroughs in Your Career! <i>Hosted by Brooke Shefchek, BPA Alumni</i>
		Track B: For Student Leaders, By Student Leaders Post-secondary Facts and Fiction <i>Hosted by John Lucas Guimaraes and Engen Sundberg, 2021-2022 Executive Council</i>
		Track C: Professional Growth Professionalism in the Virtual Environment <i>Hosted by Roger Fulk and Morgan Abney, Edison State Community College</i>

	2:00 pm-2:45 pm ET	Track A: Leadership Cultivation Leadership Gems I've Collected Over the Years <i>Hosted by Takiyah Durham, University Hospitals</i>
		Track B: For Student Leaders, By Student Leaders How to Organize Your Chapter <i>Hosted by Nathan Slater and Daniyal Ghayasuddin, 2021-2022 Executive Council</i>
		Track C: Professional Growth Empowering Intentional Individual Success with YouScience <i>Hosted by Ivey Harrison, YouScience</i>
	3:00 pm-3:45 pm ET	Track A: Leadership Cultivation Poetic Storytelling for Leaders: How to Use Your Voice to Drive Change <i>Hosted by Tucker Bryant, Poet & Speaker</i>
		Track B: For Student Leaders, By Student Leaders Making BPA for ALL <i>Hosted by Engen Sundberg, Grace Tang, and Shree Kodavatiganti; 2021-2022 Executive Council</i>
		Track C: Professional Growth Long-Range Planning at the Chapter Level <i>Hosted by Dr. LouAnn Ross and Keegan Ward, BPA</i>
	4:00 pm-4:45 pm ET	Track A: Leadership Cultivation Leadership Through BPA <i>Hosted by Dr. LouAnn Ross and Dr. Brenda Jacobsen, BPA</i>
		Track B: For Student Leaders, By Student Leaders Mental Wellness 101 <i>Hosted by Grace Tang, Shree Kodavatiganti, and Daniyal Ghayasuddin; 2021-2022 Executive Council</i>
		Track C: Professional Growth Using Adobe Creative Cloud in Career Technical Education <i>Hosted by Spencer Christensen, BPA</i>

Session	Description
Advisor PD Conference Managing Chaos	Advisors are the backbone of BPA. This session will provide resources and tips from corporate training programs to aid in managing multiple projects, timelines, and tasks
Advisor PD Conference Financial Literacy	Gain insight into modern trends for teaching personal financial literacy to students in a life-like virtual simulation.
Advisor PD Conference Adobe XD Resource – Building an Epic Cat Conference	Join Adobe UX design expert Jamie Nuzbach for a tailored workshop that will prepare students and educators for the UX Design Team Challenge!

Advisor PD Conference IT Specialist Certification	The Information Technology Specialist program is a way for students to validate entry level IT skills sought after by employers. The IT Specialist program is aimed at candidates who are considering or just beginning a path to a career in information technology. Learn about the importance of IT Specialist certifications, the certification exams available, and how these certifications aim to address skills in career clusters with the worst talent gaps.
Track A: Leadership Cultivation Leaning Into the Uncomfortable	Many individuals miss out on opportunities due to being uncomfortable, are not willing to embrace change, or lack of confidence in themselves. Leaning into the uncomfortable, albeit scary, can open doors and help individuals grow personally and professionally, build confidence in themselves, and provide an opportunity to develop strengths.
Track B: For Student Leaders, By Student Leaders Advocating on Behalf of Your Chapter	In this workshop, you'll learn the difference between advocacy and lobbying, as well as how to identify the best individuals to reach out to. You'll also learn how to best contact individuals, and how to conduct yourself within a meeting with officials.
Track C: Professional Growth Fundraising Innovation	Fundraising is hard, and a one-size-fits-all approach almost never returns full dividends. During this session, we will dive into various fundraising profiles and highlight techniques to return the most from your fundraising efforts, including how you can raise the bar through personalized requests and non-financial give-backs. We will share success stories of how large non-profits raise millions a year and how smaller teams can find success with goals of just \$5,000 - \$10,000.
Track A: Leadership Cultivation Get in Gear for Breakthroughs in Your Career!	Whether you just started college or are preparing to transition to working in your field, it's never too early to start thinking about the next steps in your career. <i>Don't know where to start?</i> You are not alone! This interactive workshop will present information on establishing an online presence, building a professional network in your field, and how to make the most of your BPA experience.
Track B: For Student Leaders, By Student Leaders Post-secondary Facts and Fiction	Intimidated about joining the Post-secondary Division? Think college is going to be way different than high school? Come learn about the Post-secondary Division, where you have the freedom to be as busy or as stress-free as you want!
Track C: Professional Growth Professionalism in the Virtual Environment	This session will focus on best practices for students and other professionals to use while working and interacting in the virtual environment.
Track A: Leadership Cultivation Leadership Gems I've Collected Over the Years	Today's leaders are faced with more challenges than ever before and each of our experiences shape who we are. Join Takiyah as she outlines her leadership experience and trajectory that she describes as invaluable, as well as the leadership challenges she has faced. Learn more about the best advice she's ever received, lessons learned, and leadership "gems" she has collected over the years.

Track B: For Student Leaders, By Student Leaders How to Organize Your Chapter	Learn to organize and layout your activities for your chapter's program of work, as well as how to manage time effectively. You'll also learn how to perform techniques the Executive Council uses to get work done efficiently!
Track C: Professional Growth Empowering Intentional Individual Success with YouScience	YouScience is the science of YOU – how your mind is wired, what makes you tick, and the skills and knowledge that set you apart. You have talent and there's a path that's right for you, and YouScience will help you discover that path through our revolutionary career guidance platform. We use Brain Games to give you performance measures of your aptitudes, combined with your interests, and validating specific skills through our library of industry certifications, introducing you to career opportunities that are your best fit.
Track A: Leadership Cultivation Poetic Storytelling for Leaders: How to Use Your Voice to Drive Change	In the Information Age, having a unique idea is no longer enough to make us stand out. Rather, how we share those ideas and the way we make our audience feel is what allows us to capture the world's imagination and drive real impact. Join poet and keynote speaker Tucker Bryant as he reveals powerful and tangible strategies for crafting and delivering a story that leaves an unforgettable impression on your audience that drives action - whether that audience is in the classroom, the boardroom, or the living room.
Track B: For Student Leaders, By Student Leaders Making BPA for ALL	In this workshop, you will engage with a series of social-welfare concepts and how your chapter can promote these concepts while developing business and professional skills. From eco-farming hacks to marketing LGBTQ+ T-shirts, you can use your unique talent and experience to benefit more youths.
Track C: Professional Growth Going Beyond Your Limits with Your Chapter	Where do you see your chapter in the next few years? How can you make a plan with meaningful changes to help your chapter improve for long-term success? Learn about several strategies and principles for effective strategic and long-range planning.
Track A: Leadership Cultivation Leadership Through BPA	Have you ever wondered what it is like in Executive Leadership? Join Dr. Brenda Jacobsen and Dr. LouAnn Ross as they explore all levels of Leadership within BPA.
Track B: For Student Leaders, By Student Leaders Mental Wellness 101	Learn the all-powerful mental health hacks that can help you maintain a positive mentality when studying virtually, working long Zoom hours, or living the schedule of a bat. Join discussions on self-care routines, share your experience for the past year, and try out our meditation techniques. Experience these tried and true hacks from your Executive Officers!

Track C: Professional Growth
**Using Adobe Creative Cloud
in Career Technical Education**

This workshop will set a foundation for managing assets and developing workflow in Adobe Creative Cloud using the basic services that come with a Creative Cloud subscription. The services covered include Adobe Fonts, Adobe Color, Creative Cloud File Management, and Libraries. Attendees will develop and organize their own assets using these services for future use. Following the development of services, the web program Adobe Spark will be explored and attendees will be able to use their assets to develop and brand their first presentable content in the form of videos, pages, and posts. Attendees will be able to:

- Create and manage assets in libraries
- Search for and activate fonts
- Develop color palettes
- Manage files in the Creative Cloud System
- Create branded assets using Adobe Spark

****While anyone curious about how to apply Adobe Creative Cloud to their educational role can attend, it is recommended that attendees have an active Creative Cloud subscription to participate in the hands-on components of the webinar.**



DANIELS FUND
ETHICS INITIATIVE

LEADERSHIP ACADEMY on Ethics

[MEMBERS.BPA.ORG/LEARN](https://members.bpa.org/learn)



LEARNING MANAGEMENT SYSTEM
[MEMBERS.BPA.ORG/LEARN](https://members.bpa.org/learn)

REGISTER TODAY
NOV 8 - DEC 13, 2021

11-8 SESSION 1
INTRODUCTION TO ETHICS
AND ETHICAL DECISION-
MAKING

11-15 SESSION 2
INTEGRITY AND TRUST

11-20 SESSION 3
ACCOUNTABILITY AND
TRANSPARENCY

11-29 SESSION 4
FAIRNESS AND RESPECT

12-6 SESSION 5
RULE OF LAW AND
VIABILITY

12-13 SESSION 6
WRAP-UP ACTIVITY AND
INTRODUCTION TO
PARTNER COMPETITION



Treasurer's Report
Board of Trustees Meeting
September 28, 2021
REVISED 10/25/2021

Finance Report

Financial statements are for the month ended August 31, 2021. Details are on page 2.

FY21 – Budgeted Operating Income	\$2,076,219
FY21 YTD Budgeted Operating Income	\$25,125
FY21 YTD Actual Operating Income	<u>\$41,467</u>
FY21 YTD Operating Income Analysis	\$16,342
FY21 – Budgeted Operating Expenses	\$2,107,398
FY21 YTD Budgeted Operating Expenses	\$155,371
FY21 YTD Actual Operating Expenses	<u>\$115,791</u>
FY21 YTD Operating Expenses Analysis	\$39,580
FY21 YTD Budgeted Operating Net Surplus / (Deficit)	\$(130,246)
FY21 YTD Actual Operating Net Surplus/(Deficit)	\$(74,324)
FY21 YTD Budgeted Vs. Actual Operating Net Surplus/(Deficit)	\$55,922

*Income statement on Page 2.

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

BUSINESS PROFESSIONALS OF AMERICA**Income and Expense Budget
For the Month Ended August 31,
2021****DRAFT**

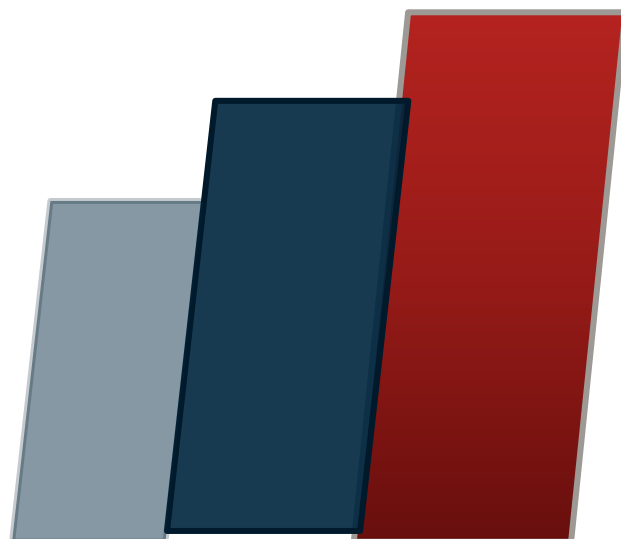
	X		X
	YTD	YTD	FY21
	ACTUAL	BUDGET	ACTUAL
Income:			
Total Membership Related Income	10,840	25	2,380
Total Product Sales	1,368	1,000	443
Total Contributions/Sponsors	12,748	2,000	0
Total Advertising Income	16,500	22,000	25,000
Total Other Income	12	100	12
Total NLC Income	0	0	0
Total Income	41,467	25,125	27,835
Expense:			
Total General & Admin	105,798	132,551	147,499
Total NLC	2,059	0	1,500
Total Education	0	650	0
Total Development	85	0	205
Total Communication	6,058	18,000	3,249
Total Operations/Mkt. Place	1,438	1,150	816
Total Summer Mtg.	0	0	0
Total National Officer Training	352	3,020	0
Total Jan Mtg	0	0	0
Total Alumni Mtg	0	0	0
Total Expenses	115,791	155,371	153,269
Net Operating Surplus / Deficit	(74,324)	(130,246)	(125,434)
Unrealized Gain / Loss on Investments	0	0	0
Depreciation	3,270	2,000	1,980
Gain/Loss on Sale of Assets	0	0	0
Educ Projects [from Educ Endowment]	0	0	0
Scholarships [from Shell Endowment]	0	0	0
BOT Contributions	0	0	0
Net Surplus / Deficit	(77,594)	(132,246)	(127,414)



Policy & Procedures Committee

October 19, 2021

Meeting Report



Policy & Procedures Committee Members

Amy Riddle, Chair, State Advisor Representative

Debbie Darnell, Immediate Past Chair

John Lucas Guimaraes, National Post-secondary President

Devon Winters, Secondary Local Advisor Representative

Jon Smith, Director of Strategic Programs & Experiences

Policy & Procedures Manual and Changelog Update

Jon Smith, P&P Committee staff liaison, has updated the P&P Manual and Changelog as of September 30, 2021. They are posted on the webpage: <https://bpa.org/about-us/governance/governing-documents/>

Proposed Amendment: Alumni Individual Eligibility

John Lucas Guimaraes submitted a proposed amendment for Alumni Individual Eligibility. The following page provides the unanimously approved amendment. The committee is seeking Board of Trustees approval of this proposed amendment.

Next Meeting

Will be on an as-needed basis.



Policy & Procedure Change Request Form

Request Information

Name: John Lucas Guimaraes

Representing: National Officer Team ☐

Date Proposed: 9/28/21

P&P Manual info (section): Policies and Procedures Alumni Division section, Article I. Individual eligibility (page 25-26)

Rationale: New Alumni members do not get a one-time, one-year complimentary membership. This change would reflect the newly adopted Code of Regulations, that does not allow dual membership after the 2021-2022 year. Code of Regulations > Article IV Membership > Section 1. Classes of Membership. (Page 2) " Individuals may only be registered and counted in one membership classification. "

Policies & Procedures Committee Review Information

Date Reviewed: October 19, 2021

Review was: ☒ Approved ☐ Denied

Notes/Remarks:

The Policies & Procedure Committee unanimously approved this proposed amendment.

Current Policy Language (If applicable) (Please include Article and page number)

I. Individual eligibility

A. An active member must pay dues as established by Business Professionals of America, Inc., and will be eligible to hold an alumni national office, participate in national award programs, and be an alumni voting member.

B. A one-time, one-year complimentary membership will be granted to any new alumni member who registers online.

C. Members shall be those willing to contribute to Business Professionals of America ' s growth and development

D. Dual membership is allowed in the Alumni and Post-secondary divisions; however, a member may only vote, compete or hold office within one division the same year.

Proposed Policy Language Addition/Change

I. Individual eligibility

A. An active member must pay dues as established by Business Professionals of America, Inc., and will be eligible to hold an alumni national office, participate in national award programs, and be an alumni voting member.

B. Members shall be those willing to contribute to Business Professionals of America ' s growth and development.

ANNUAL BUSINESS MEETINGS

2022 National Leadership
Conference and Beyond



Can the
Members
Meet
Virtually for
the Annual
Business
Meetings in
2022?

Governing Document → Code of Regulations

- Article IX. §1. Electronic Meetings
 - *The Corporate body, the Board of Trustees, Secondary Division, Post-secondary Division, Alumni Division, standing committees, and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.*
- ❑ Yes, the Secondary, Post-secondary, and Alumni Divisions are specifically identified groups authorized to meet electronically in the Code of Regulations

Can the
Members
Meet
Virtually for
the Annual
Business
Meetings in
2022?

Governing Document → Secondary Bylaws

- Article XII. Electronic Meetings
 - *The Executive Council, standing and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.*
- ❓ No, the Secondary Division is not a specifically identified group authorized to meet electronically in the Secondary Bylaws

Can the
Members
Meet
Virtually for
the Annual
Business
Meetings in
2022?

Governing Document → Post-secondary
Bylaws

- Article XII. Electronic Meetings
 - *The Executive Council, standing and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.*
- ❓ No, the Post-secondary Division is not a specifically identified group authorized to meet electronically in the Post-secondary Bylaws

Conclusion of the Business Meetings of Last Year (by C.J. Cavin)

Who can participate in the divisional Annual Business Meeting(s) in 2021?

- ▶ Authority → Divisional Constitutions (Bylaws)
 - ▶ S/PS: Article XII. Electronic Meetings
 - ▶ The Executive Council, standing and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.
- ▶ Specific and expressly identified groups are authorized to meet via electronic means. The Voting Body is not expressly identified, and thus are not authorized by the Divisional Constitution(s) to meet by electronic means. Had broader language been provided (i.e. "groups including but not limited to..."), then other groups could be added to the list.
- ▶ CJ Cavin, Lawyer & Oklahoma House of Representatives Parliamentarian
 - ▶ Asked to advise on the "Electronic Meetings" clause in the Alumni constitution
 - ▶ "Unless there is a contrary provision in the BPA Code of Regulations or Ohio state law, membership meetings cannot be conducted electronically."

Initial Conclusion of the Business Meetings for this year (by C.J. Cavin)



John Lucas Guimaraes <jguimaraes@bpa.org>

Governing Documents Inquiry regarding Business Meeting

C.J. Cavin <cj@cavin.com>

Thu, Sep 30, 2021 at 12:42 PM

To: John Lucas Guimaraes <jguimaraes@bpa.org>

Cc: Spencer Christensen <schristensen@bpa.org>, Paxton Cavin <paxton.cavin@careertech.ok.gov>

John Lucas,

I am happy to assist. If the Board wants a formal opinion, I'm happy to prepare one or refer a colleague that can assist.

The short answer is, there is no ambiguity here and the divisions are allowed to meet electronically. The Code of Regulations is the superior governing document and all authority in the divisional bylaws are only granted through the Code.

The revised Code of Regulations authorizes the divisions to hold their meetings electronically. (Art. IX, §1). There is no prohibition in the divisional bylaws, only that the time and place is set by the Board and held in conjunction with NLC.

Even if the divisional bylaws explicitly said that the meeting must be in person, the Code of Regulations supersedes those bylaws.

There are two main differences here than with the alumni division last year, which I advised and developed the action plan for.

The first difference is that the current Code of Regulations was not in effect because the Corporate Body had not made those amendments yet.

The second difference is that the alumni held an in-person meeting, with the minimum quorum requirements, proposed a bylaw amendment to allow them to meet virtually, and then adjourned to a call of the chair (meaning the meeting did not end but was to finish at a later date). Then, in between their business meetings, the Board of Trustees met and voted to approve their bylaw amendments, which went into effect immediately. Then, when the alumni division reconvened their session, they had a new bylaw provision authorizing them to meet electronically. This was only possible because of the low quorum requirement for the alumni division to hold a national meeting.

I hope that is helpful.

Thanks,

C.J. Cavin
Certified Parliamentarian-Teacher
Professional Registered Parliamentarian

Difference Between Last Year and This Year?

Last year:

- Code of Regulations Article IX. §1. Electronic Meetings
 - *The corporate body, the Board of Trustees, standing committees, and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.*

Difference Between Last Year and This Year?

Since July 17, 2021:

- Code of Regulations Article IX. §1. Electronic Meetings
 - *The Corporate body, the Board of Trustees, Secondary Division, Post-secondary Division, Alumni Division, standing committees, and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting*
- ❑ The addition of *Secondary Division, Post-secondary Division, Alumni Division* to this section authorizes those groups to meet electronically.

Can the Divisional Annual Business Meetings be held in 2022?

Governing Documents → Secondary & Post-secondary Bylaws

- Article X. § 1. Annual Meeting
 - *An annual meeting of the Secondary Division shall be held at the National Leadership Conference of Business Professionals of America. The Business Professionals of America, Inc. Board of Trustees shall approve the time and place.*
 - *An annual meeting of the Post-secondary Division shall be held at the National Leadership Conference of Business Professionals of America. The Business Professionals of America, Inc. Board of Trustees shall approve the time and place.*
- ❓ The Board of Trustees has the authority to determine the time and location of the annual meeting. Following precedent, a place can be virtual.
- ❓ The use of the word “shall” is important.
 - Definition: Shall \ shəl, 'shal \ - used to express what is inevitable or seems likely to happen in the future
- ❓ Yes, the divisional Annual Business Meetings shall be held in 2022.

Will the Divisional Annual Business Meetings be Effective in 2022?

Actions & Results:

- Board of Trustees sets the time and place of divisional Annual Meetings
 - Annual Meetings called to order
 - *“The Corporate body, the Board of Trustees, Secondary Division, Post-secondary Division, Alumni Division, standing committees, and special committees”* (Code of Regulations Article IX. §1. Electronic Meetings) are authorized to meet given the electronic format
 - Quorum is established and official business is conducted
 - Meeting adjourns
- ☒ Yes, the divisional Annual Meetings will be effective in 2022.

If the 2022 NLC is Held In-Person, is this Effort Warranted?

Governing Documents → Secondary & Post-secondary Bylaws

- Article X. § 1. Annual Meeting
 - *An annual meeting of the Secondary Division shall be held at the National Leadership Conference of Business Professionals of America. The Business Professionals of America, Inc. Board of Trustees shall approve the time and place.*
 - *An annual meeting of the Post-secondary Division shall be held at the National Leadership Conference of Business Professionals of America. The Business Professionals of America, Inc. Board of Trustees shall approve the time and place.*
- ❓ In-person Business Meetings are authorized, and an Amendment will be submitted to amend both division Bylaws to allow for virtual Business Meetings.
- ❓ Follow up question: In the event the 2022 NLC is virtual/hybrid which governing document would be followed?

Two paths the Board of Trustees can Follow:

Path 1:

- The Board of Trustees agrees with C.J. Cavin's initial assessment.
 - The Board schedules the Secondary and Post-secondary Business Meetings as prescribed in the Secondary and Post-secondary Bylaws.
 - The Annual Business Meetings occurs, and it is conducted as it historically has.
- ❑ The above actions will ensure that the obligation to hold the Annual Business Meetings is met, AND the Code of Regulations is followed by allowing authorized business and voting.

Two paths the Board of Trustees can Follow:

Path 2:

- The Board of Trustees votes to have a second parliamentarian conduct an official investigation.
 - National BPA's budget for this expense: \$750
 - Parliamentarian/Cost:
 - Miriam Simmons – \$75/hour