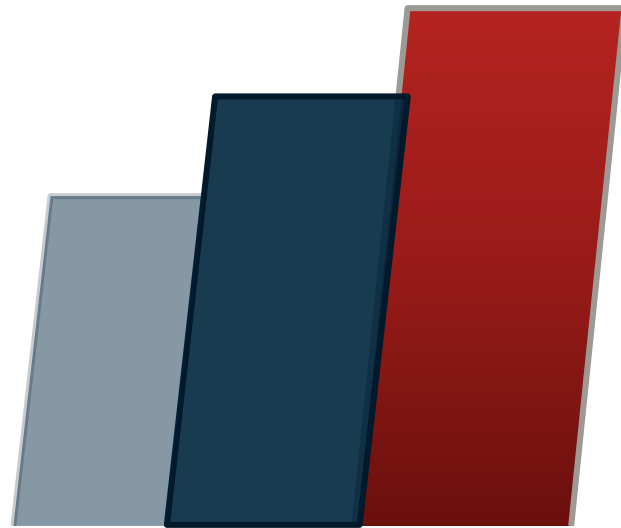




National Board of Trustees Meeting Minutes September 10, 2024

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





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Call to Order

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

Roll Call & Determination of Quorum

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

Present: Devin Alexander, Breezy Gutierrez, Andrea Sutherland, Athena Frank, Layan Ahmed, Victoria Pinarreta, Amy McClure, Brenda Menahan, Lisa Parker, Terry Carrera

Absent: Paxton Cavin

Guests: Jonathan Smith, Michele Gordon, Patrick Schultz, Kelly Williams, LaQuanda Paschal

Approval of Agenda

Lisa Parker highlighted that her name was listed on the agenda as “Lisa Wilson”. Athena Frank moved to approve the agenda with the noted correction. Amy McClure seconded the motion. Chair, Devin called for a no objection vote to approve the agenda with corrections. There were no objections and the agenda was approved.

Appointment of Minutes

Chair, Devin introduced the approval of Board of Trustees Meeting Minutes from the 2024 Growth & Development Summit, as well as special meetings held on July 31 and August 26, 2024. Amy McClure noted a correction of the CEAC Report to change the word “month” to “year” when referring to the chair’s term. Additionally, Amy noted a correction in the SAAC Report to change the word “marking” to

“marketing” when referring to the presentation by National Staff. Athena Frank moved to approve all minutes with the noted corrections. Victoria Pinarreta seconded the motion. Chair, Devin called for a no objection vote to approve the minutes with corrections. There were no objections and the 2024 Growth & Development Summit, July 31, and August 26, 2024 Minutes were approved.

Interim Executive Director/BOT Chair Report

Interim Executive Director & BOT Chair, Devin shared that Sheila Morris is no longer with BPA. He thanked her for her service in this role. Kelly Williams will serve as the interim Director of Education and Professional Learning until a formal hiring process can occur. Kelly has served as a classroom educator and advisor with a chapter size of approximately one hundred members for twenty-five years. The Professional Learning series will be re-evaluated with the staffing changes. Additionally, the staff is working to revamp the Advisor Certification Series. The WSAP Handbooks and Promo Video will be released on September 13, 2024, along with the launch of three new resources.

The Student Leadership Summit is approaching and will take place from September 26-29, 2024, in Washington DC. There are seventy-one total participants, which includes staff and officers. The registration breaks down as five staff members, six officers, twelve advisors, and forty-eight student members.

The National Center lease is scheduled to lapse on October 31, 2024. Chair, Devin and staff members have toured a few options for a temporary location.

There currently are three vacancies on our Board of Trustees. The vacancies are for the *National Business Advisory Council Representative (expiring in 2025)*, *At-Large Representative (expiring in 2026)*, and the *Middle Level Local Advisor Representative (expiring in 2026)*. Chair, Devin will call a special Corporate meeting to host elections.

A special Board of Trustees meeting will take place on September 24th at 6 PM ET to meet with the Ohio Association to provide solutions for concerns that the association has.

Chair, Devin shared that he has been working with Andrea Sutherland as Chair of the Personnel Committee to discuss the Executive Director search. Personnel will be meeting further to discuss what process will be followed and the timeline of the search.

As there are many upcoming events, Chair, Devin shared that he would like the Board to meet on a monthly cadence through the end of the calendar year. This would add a regular meeting on October 8th and December 10th.

Chair, Devin concluded his report by thanking the staff for their work in making this organization special.

Executive Council Reports

Layan Ahmed and Victoria Pinarreta presented a joint report on behalf of both divisions. They shared that the officer team is working within their six “grow” areas for their goals. For in progress goals, the team is updating Levels 1 and 2 of the Student Certification Series, began hosting their Buddy State meetings, fundraising, contacting alumni members to highlight in their Alumni Spotlight and are supporting social media. They have completed a recruitment guide, which will be released on September 13, 2024. Lastly, the team is focusing on their own professional development. They shared a thank you letter from Christine Phipps, the New Mexico State Advisor highlighting the work they have done with the Buddy State meetings so far this year.

Committee Reports

Advocacy

Chairs, Layan Ahmed and Victoria Pinarreta shared that the committee met this past week to create goals for the upcoming year. They plan to create more resources for students to advocate on behalf of BPA by recording examples during the Student Leadership Summit and Winter Planning Meeting. They will be adding advocacy and a Level 3 to the Student Certification Series. They plan to send one Executive Council officer to the ACTE National Policy Seminar. They plan to add a BPA Cares award related to advocacy. Additionally, they plan to work with staff to recruit judges, among other things.

Audit

Chair, Breezy Gutierrez shared that we are currently undergoing an audit. It is a five-week audit, and an update will likely be available for the November 12, 2024 Board meeting. She has requested for all materials that were provided to the auditors to also be provided to the Audit and Finance committees.

Finance

Chair and Treasurer, Athena Frank shared the updated FY 24 financial statements. She noted that FY 24 was budgeted for a loss, but we finished the year with a surplus. She shared that she did not see the budget with a monthly breakdown and would like to see this. Additionally, it was discussed by the committee that a request was made to separate the Student Leadership Summit finances into its own line item and not grouped with other conferences. This update wasn't made, and it will be requested again. Lastly, she shared that she would post the financials monthly to Board Effect in a folder for the whole Board's access.

Policies & Procedures

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

Personnel

Chair, Andrea Sutherland shared that the committee's meeting was cancelled on August 26, 2024 due to the conflict with our Special Board Meeting. She shared the Employee Handbook with the committee with further plans to review the document. She shared that an adhoc call will be scheduled to review the contracts of our Interim Director of Education & Professional Learning, as well as the Interim Executive Director. Additionally, they will begin discussing the Executive Director search timeline. Lastly, she shared that she has been supporting the organization with personnel changes.

Programs

Chair, Brenda Menahan shared that the committee's first meeting will be on September 17, 2024, at 7 PM ET.

Strategic & Long-Range Planning

Co-Chair, Paxton Cavin shared that the committee's meeting was cancelled on August 26, 2024 due to the conflict with our Special Board Meeting. This will be rescheduled.

Old Business

Special Meeting: Ohio BPA Association

Chair, Devin shared that he will be calling a Special Board of Trustees Meeting on September 24, 2024, at 6 PM ET to meet with the Ohio Association.

Recommendation Review

Chair, Devin shared that two recommendations were previously mis-routed and did not reach the appropriate committees or the Board for approval.

There was a discussion on Recommendation #305. Athena Frank moved to adopt Recommendation #305 with the revisions of including it in the Citizenship category and striking "15" and replacing it with "20". Amy McClure seconded the motion. Chair, Devin called for a no objection vote to approve the recommendation as revised. There were no objections, and Recommendation #305 was approved as, *"An activity should be added in the Torch Resume for joining the military or honoring their military service for 20 points in the Citizenship category."*

Athena Frank moved to add a Torch activity in Citizenship that states, *“For members who participate in JROTC earning 15 points in the Citizenship category.”* Breezy Gutierrez seconded the motion. Chair, Devin called for a no objection vote to approve the new recommendation. There were no objections, and the new recommendation was approved.

There was a discussion on Recommendation #348. Lisa Parker moved to adopt Recommendation #348 with the revision of adding “Chaperone” to all instances of “Guests”, reading as “Chaperones & Guests”, and withdrawing #3 from the recommendation. Victoria Pinarreta seconded the motion. There was discussion on the motion. Athena Frank moved to amend the motion to update the late fee to \$145. Amy McClure seconded the amendment on the motion. Chair, Devin called for a no objection vote to approve the amendment on the motion. There were no objections and the amendment was approved. Chair, Devin called for a no objection vote to accept the motion, as revised, and amended. There were no objections, and the motion was approved as revised and amended.

New Business

Alumni By-Laws Amendment Approvals

Chair, Devin recognized Andrea Sutherland to present the Alumni By-Laws amendments. Andrea presented four amendments and recommended formatting updates that were approved by the division. Athena Frank moved to approve all amendments as presented. Breezy Gutierrez seconded the motion. Chair, Devin called for a no objection vote to approve the amendments as presented. There were no objections, and the amendments were approved.

Adjournment

Chair, Devin called for a no objection vote to adjourn the meeting. There were no objections, and the meeting was adjourned at 7:34 PM ET.