

**South Dakota Family, Career and Community Leaders of America  
Board of Directors Meeting--Tentative Agenda  
Monday, November 28, 2016 3-5 p.m.**

Committee:	Full Board Meeting
Location:	Via Online/Telephone
Date/Time	Monday, November 28, 2016 3:00pm
Member's Present	Present: Kris Brockhoft, Jean Clarke, Deb DeBates, Kyle Sorbe, Kayla Gullickson, Joline Dunbar, Kayley Schweitzer, Cindy Brace, Suzy Ries, Deb Nelson, Paul Von Fischer, Megan Jaquet, Steph Gelderman, Amber Rost  Absent: Brent Olinger, Josh Sorbe, Rachel Remund
Recorded and Submitted by:	submitted by Stephanie Gelderman

**1.0 Call to Order**

**2.0 Roll Call**

**3.0 Approval of Minutes – Stephanie Gelderman**

**Motion to approve the minutes**

**Motion: Kayla Gullickson**

**Second: Suzy Ries**

**Motion approved**

**Jean Clarke requested for motion to accept agenda with flexibility**

**Motion: Deb Nelson**

**Second: Deb Debates**

**Motion Approved**

**4.0 Updates**

**4.1 Policy and Procedures Manual, Part 1 – Jean Clarke**

The first half of the manual was approved at August meeting. Jean highlighted a few sections for the group including advisers representation by region and notification of meeting dates made to board members at least two weeks prior to meeting.

## 4.2 Policy and Procedure Manual, Part 2—Joline Dunbar

Joline reported that part two was not covered at August meeting. She received good feedback from a number of advisers about part two and recommended we look at the items of discussion at this meeting but vote at next meeting to allow time for board members to review. The following sections were discussed:

- Timeline for selection of new state chapter adviser prior to the State Leadership Conference - It was suggested we allow at least 14 days prior to the conference to allow the new state chapter adviser adequate time to make arrangements for the extra day at state conference.
- State officer removal from office – The question was brought forth of how we will get the reimbursement should an officer not meet expectations. Joline recommended we leave the first sentence only as the rest would depend on the timeline. Board members should further consider this. The question was raised whether it would be hard to recoup expenses from a legal standpoint.
- Leadership teams – Advisers responding to Joline’s inquiry stated the initial intent of the Advocacy team was to include more members than just past officers/officer candidates. The question was raised whether the Advocacy team should be 11<sup>th</sup>-12<sup>th</sup> grade students. Discussion was held. Kayley and Kayla will further consider this and develop a list of qualifications for running for the Advocacy team.
- How candidates run –It was suggested putting this procedure in.
- Career investigation – Some advisers asked whether this would stay at region meeting, and some would like to see Life Event Planning put in place of this instead. The suggestion was made that if Career Investigation numbers decline, we could consider this.
- 3 week deadline for changes to state meeting competition – It was noted that no changes should be made to this deadline so Kris Brockhoft has enough time to print certificates for competitors.
- Affiliation to participate – a reminder to affiliate by March 1<sup>st</sup> in order to be eligible for competition.
- Marking yes or no for national meeting – Topic was brought to Joline in review of policy. Stephanie spoke to this. Since the state association

no longer pays any money for competitors prior to NLC, she asked if this is still necessary. She also spoke to having “no winner” in various categories as state meeting despite having gold medalists in an event. She asked if we could recognize our top scores in an event even if they chose not to attend NLC. It was also brought up that advisers should have the option to mark no if needed in special circumstances. It was decided that additional discussion was needed about whether not to mark attending national meeting or not.

- Dress code – It was suggested that the wording of dress code needs to match wording used by the national organization.
- Rooming – National FCCLA has removed the gender stipulation from their room guidelines, discussion was held as to whether the state organization should follow suit. Paul suggested changing the wording to “guests are not allowed in the room unless the adviser/chaperone is aware of the situation.”
- Appeal process – Discussion was held and it was noted that all wording should be consistent and to clarify that it is the committee that will make the decision. It was suggested to phrase this portion of the policy in a way that makes it clear that any decision made on an appeal is final and cannot be challenged further.

#### **4.3 National Executive Council – Kayla Gullickson**

Kayla shared about the Program of Work for the NEC this year.

The NEC has set a goal to evaluate current forms of communication and develop new means of research for members and advisers. They hope to revamp the blog and shared that the officers regularly post to the blog. They also hope to evaluate the FCCLA360 app and strengthen recognition on social media.

Their second goal is to update resources. They hope to update content on the FCCLA website, the *Handbook for Ultimate Leadership* will be reviewed, updated, and a new document made. A new membership video will be made. A video about red jackets will be released in February.

Their third goal is to increase awareness for the IMPACT fund. They plan to utilize social media platforms, generating funds. Members who receive funds will complete a form to report back to national staff about funds received.

They want to have at least five chapters to apply for a grant through IMPACT fund. The IMPACT fund is available to chapters, not state associations. Kayla also reported on the cluster meetings, and said there were 1600-1700 attendees at each cluster meeting. She had fun in Denver and Orlando. Disney big hit but also caused a decrease in attendance at the closing general session in Orlando as people left early for the amusement parks. The NEC raised about \$400 at each meeting for the IMPACT fund. Two South Dakota boys won the raffle at the meeting in Denver and got to go backstage.

#### **4.4 Fall Leadership Meeting & Region Meetings – Kris Brockhoff**

There were 266 attendees at Fall Leadership Meeting, with 107 at power training and 11 state officers with a profit of \$1,899.76 made from fall leadership. This money will be used for January travel. Kris Brockhoff and Amber Rost will travel to the region meetings, and Amber's travel does not come out of the FCCLA budget. Kris shared comments she received about the Fall Leadership Meeting, with most comments regarding meals because the meal service ran out of food. Kris has a contract for the 2017 meeting to be held in Huron again.

With region meetings, half the regions will have meetings finished by the first of the year. The last meeting will be held on Feb 5th. Half of the regions are using DLG for registrations. Most people have been very flexible with the change to regions, and Kris wished everyone best of luck at their meetings.

#### **5.0 Committee Report**

##### **5.1 Strategic Plan—Joline Dunbar, Rachel Remund & Deb Nelson**

This committee hasn't met yet and feels the meeting needs to be done as a face to face meeting. The committee will send out a preliminary survey. In developing goals, the goals should be visionary, not reactionary. The organization should consider where we see ourselves in five years, identifying gaps and needed resources to get there. Knowing where we are and where we want to be. The goals can be for 3 years rather than 5. The committee needs to gather input from stakeholders between now and February.

#### **6.0 Unfinished Business**

##### **6.1 Adoption of Policy & Procedure Manuals, Part 1 & 2**

**Motion to approve Policy & Procedure Manual, part one only**

**Motion: Deb Debates**

**Second: Joline**

## **Motion approved**

### **6.2 Thank-you Note Draft—Kaley Schweitzer**

Kaley shared a sample thank-you she has created for the state association.

### **6.3 Updated SD FCCLA Bylaws—Kyle Sorbe**

Kyle reviewed changes to be made to bylaws – see shared file for specific bylaws addressed.

### **6.4 Brochure for Direct Mailings—Kyle Sorbe**

Kyle shared a direct mailing brochure he created with information about the organization and levels of sponsorship. The Advocacy Team has a similar brochure made for sponsors.

### **6.5 State Coordinator Description—Jean Clarke**

Jean shared proposal for a fundraising coordinator position. This position would involve publicity and fundraising, as well as contacting potential donors.

### **6.6 Revised Committee Assignments –Jean Clarke**

### **6.7 State Budget Review—Kris Brockhoft**

Scholarship recipients were paid. A speaker fee \$1250 was also paid. Bank West CD moved to Brookings, \$11,000 was received from nationals for state dues. Discussion was held as to what to do with the interest earned from investments made by the South Dakota Youth Foundation. Paul recommended that the finance committee take a closer look to make a more educated decision about this topic.

## **7.0 New Business**

### **7.1 Beef Council Grant—Kris Brockhoft**

FCCLA has received a grant from the beef council to provide beef programming for FCCLA members. FCCLA will be seeking a coordinator for this program. One name was suggested and the state will also seek applicants by contacting all FCCLA advisers.

### **7.2 Plan for Committee Meetings**

## **8.0 Adjournment**