



Board of Directors Meeting Agenda  
DMACC Ankeny Campus  
Building 5, Room 1220  
January 9<sup>th</sup>, 2019  
6:00 – 8:00 P.M.

Present: Mark Houseman, Curt Cornelius, Monte Ballard, David Landon, Jenny Stephenson, Kent Seuferer, Ed Birkey, Devon Winters, Aaron Nickman

Absent: Scott Ocken, Ryan Steffen

**Google Hangout:**

meet.google.com/dbd-ekoe-jgb  
845.288.3148 PIN 598-981#

**Call to Order**

Meeting was called to order at 6:02pm.

**I. Roll Call**

**II. Minutes from Previous Meeting**

**III. Financial Report**

Financial Report was sent to all board members on December 14, 2018. Account balance as of November 30, 2018 was \$37,955.93.

**IV. Old Business**

**V. New Business**

- a. Resignation - Hick provided her verbal resignation. Ballard moved to accept the resignation. Stephenson seconded the motion. Motion passed.
- b. Background Check Payment – Payment of the background check for Hick to be paid to DMACC. If approved, Seuferer would submit paperwork to Birkey for approval. Landon moved to pay for the background check. Cornelius seconded the motion. Motion passed.
- c. State Director Search – The board discussed reaching out to Ashley Metz to determine if she would still be interested in the State Director position. Seuferer indicated he has attempted to reach out to the candidate and will attempt a phone call on January 10<sup>th</sup>, 2019. Winters recommended Birkey contact the candidate. Seuferer indicated a background check is not a requirement by the Iowa Department of Education. Winters recommended to continue completing background checks. Nickman concurred with Winters comments. After discussion Birkey recommended Seuferer continue communications with the candidate. Stephenson made a motion to offer State Director position to Metz if willing. Nickman seconded the motion. Motion passed.
- d. Financial Review – Do during summer at end of fiscal year – Alagic recommended via email to complete a financial review at the end of the fiscal year. Seuferer cited Iowa Department of Education Guidance on finances for CTSOs. Seuferer recommended not spending more than

\$500 on a financial review. Houseman motioned to spend no more than \$500 to complete a financial review giving Seuferer discretion to find a third-party reviewer. Cornelius seconded the motion. Motion passed.

- e. Ramida Inn – Hick informed Seuferer that a block was made for 65 rooms by Alagic. Nickman indicated that there was not enough rooms in 2018 and recommended increasing the count by five rooms. Winters indicated our contract in the past didn't have an attrition rate. Winters would contact Alagic to confirm room block.
- f. Conference Agenda – Tentative – A tentative schedule was provided in paper form. After board discussion, the schedule was modified to remove the entertainment, move wedding forward by 30 minutes, and to start the Closing Session at 6:00 pm. Seuferer indicated he would share the document to all board members and ask for any additional modifications.
- g. Computer? – Seuferer received the computer from Hick prior to the resignation. Seuferer noted damage to the terminal. Ballard asked the age of the terminal and if documents were backed up. Ballard recommended buying an external hard drive to backup data. Seuferer recommended placing documents online using Google Drive or another cloud based service.
- h. PO Box – Seuferer asked the board the opinion on a local for the SkillsUSA-Iowa PO Box. Current PO Box was opened in Perry, Iowa. Seuferer recommended Ankeny due to the central location and regular board meetings in Ankeny. Landon provided historical context saying this has been discussed in prior years and the board favored Ankeny for the location. Landon made a motion to get a PO Box in Ankeny, Iowa. Cornelius seconded the motion. Motion passed.
- i. Contest Coordinators – Houseman asked if any contact has been made with contest coordinators. No knowledge of communication was mentioned. Houseman recommended reaching out to confirm interest, and ask if any assistance is needed, or items to add from previous year.
- j. 2019-2020 Membership Dues – Seuferer indicated a national survey is asking about 2019-2020 membership dues. The board determined to keep membership dues the same as the 2018-2019 levels.

## **VI. Other Business**

- a. Lowe's Sponsorship – Alagic provided to board members on January 7, 2019 information about Lowe's decision to change funding priorities. Hick recommended connecting with Mendard's as a possible alternate funding source to replace this.
- b. Sponsorships – Draft - Hick updated the sponsorship document based off of Alagic's recommendations. After discussion, initial communications to sponsors will go via phone calls. The historical data will be shared via Google Drive. Board members volunteered to provide assistance in reaching out to sponsors, updating data, and providing prospective sponsors.
- c. State Officers – Winters informed the board that the state officers will be meeting on January 13, 2019 from 1 pm to 4 pm in DMACC.
- d. Next Meeting – Winters recommended the Board of Directors schedule their February meeting for February 6, 2019. Winters indicated that February 7, 2019 was Legislative Day in Des Moines and will be traveling with the State Officers. Winters requested the board approve payment of State Officers hotel cost. Landon motioned to pay for the state officers and Winters hotel rooms on February 6, 2019. Stephenson seconded the motion. Motion passed.

## **VII. Adjournment**

Ballard made a motion to adjourn the meeting at 8:06pm. Motion passed.