**SPHS Business Advisory Board   
Building partnerships to empower all students**

**to develop their vision for a successful and productive career**

**www.sphsbab.org**

**Minutes**

**Sept. 12, 2017**

1. Welcome/Introductions: Mr. Bathras welcomed attendees and expressed appreciation for the work of the group to provide students with real business world experience.

In attendance: JoAnne Brack, Patrick Bathras, Sue Gallagher, Jim Cleveland, Kirk Lynn, Heather Barnstead, James Henson, Lindsay Brown, Jon Godwin

1. Minutes: The minutes from the May 9, 2017 meeting were reviewed and approved as submitted.
2. Committee Reports:
   1. Executive Committee:
      1. The Executive Committee met on August 30 to plan the year’s activities. During the 2017-2018 school year we will continue and improve our successful initiatives, and will continue to recruit new members for the committee. JoAnne has been preparing for recruitment by updating our information board, activating Connect Ed, and preparing flyers. There have already been several responses to the ConnectEd notification.
      2. Back to School Night: Board members will be present and will distribute school maps along with BAB information and membership forms. Melanie and Kirk will participate. Back to School night is a great opportunity to recruit new members.
   2. Mock Interview/Career Conversations Committee: Nancy and JoAnne reviewed comments from last year’s events. Advisory: Nancy and JoAnne will invite last year’s advisory presenters to return, and then fill in gaps as needed. The PPT will be revised to shorten and update it. Resume preparation will be removed from the PPT because English teachers will be responsible for resume preparation. The section of the PPT that explains the mock interview process will be redone to reflect the new school building. The good/bad interview video will be redone to show a greater contrast between good and bad. The PPT will focus on three interview stages: before, during and after the interview. Pre-Interview topics to include are: research the college, company and/or type of job; prepare to articulate how you bring value to the college, company, and position; practice interviewing; practice responses to questions (students should receive the questions in advance); turn off electronic devices before the interview. During the interview topics: greeting – hand shake, eye contact, energy; confidence; posture; articulation; prepare a question for the interviewer, such as “How did you get to your current position?”); sell yourself; think about what would make you stand out from your peers. After the interview: thank the interviewer, both at the close of the interview and then via a follow-up thank-you email/letter; reflect on what you learned during the process and act on it by improving your resume, doing more research, getting involved in things that will build your resume or help you prepare for a career. Joanne and Nancy will prepare a draft and share it at the next meeting.
   3. Business, Innovation, & Leadership Signature:
      1. Entrepreneur and Innovation fair 10/26 at 7:45 am. Volunteer presenters and keynote speaker are needed.
      2. I-Lead conference in November. Topics include fake news, cultural awareness, general leadership skills.
   4. Financial Literacy: Advisory scheduled for March 23. Planning will begin after Mock Interviews in December. This will be part of a full week of financial literacy activities. Two student leadership students will plan the week. Last year there was a financial piece during each senior advisory; this may continue this year.
   5. Website- Jim Cleveland:
      1. Need to use a new photo.
      2. Remove financial literacy information for now.
      3. Put mock interview info on home page with 2017 dates; leave talking points.
      4. Add Alyssa Panzer – Celebrated Signature Student.
      5. BAB members should review the page to identify other needed updates. <http://www.sphsbab.org/>
   6. Marketing/Membership/Appreciation Committee: No report.

IV. Announcements/New Business:

1. Celebrated Signature Student- Alyssa Panzer AMP Cosmetics
2. Superintendent’s Networking Breakfast: September 27th 7:30-10:00 a.m. La Fontaine Bleue
3. Upcoming Dates:
   1. BAB meetings 8am-9am: 10/10, 11/14, 1/9, 3/13, 4/10, 5/8
   2. Sep. 14th- Back to School Night
   3. Oct. 26th- Entrepreneurial Fair
      1. Recruiting participants
      2. Will feature a student table
   4. Nov. 17th- 11th grade Mock Interview advisory
   5. Dec. 11-14th- 11th grade mock interviews and career conversations
   6. Feb. 8th - Healthy Teen Wellness Fair
   7. Mar. 23rd- Financial literacy advisories