**BOARD OF TRUSTEES MEETING**

July 6, 2018

DoubleTree by Hilton Portland

Minutes

**Call to Order:**

The meeting was called to order at 12:02 p.m. by Board of Directors Chair Jeff Crapper.

**Roll Call:**

Roll Call indicated that the following board members were present and that a quorum was present:

Jeff Crapper, Board Chair

Art Witkowski, ODE Liaison

Silke Katterly, State President

Kim Herder, Industry Representative

Shelly Kinnunen, State Advisor

Felipe Leon

Rushi Surampudi

Dr. Yanyu Wu

Roll Call indicated that the following staff members were present:

Mike Oechsner, Senior Director

**State Officer Update:**

Discussion:

The two state officers shared their update on what has been happening so far. They have completed their program of work and begun working on their goals for the year. They have already published a ILC video.

They also would like to do a video promoting the collective of the CTSOs at their next meeting.

Chapter Visits are a priority for the team as they look to the year ahead. They will also be holding monthly chapter president meetings which will help to grow communication among the chapters.

Use of social media, particularly Instagram and Twitter, is a priority for the team.

Silke shared a thank you to the Board of Directors for their commitment to Oregon HOSA.

Shelly Kinnunen asked for more information on the website that the team would like to build. Rushi shared that they are working to have an updated section of the website ready to promote state officer driven activities. Shelly shared that the new Oregon HOSA website is in process and will launch next week with an entirely new face lift. She’s very excited about the progress on the website and she will share a preview of it during the management report.

She also congratulated the officer team for a high quality ILC video. It was very well done. Kim Herder thanked the team for such a clear update and is excited about the initiative that the team is taking for the year to come.

Art Witkowski asked for clarity on the plan for chapter visits. Silke shared that they have built a presentation that will be used at each visit so that officers are sharing the same information during each of their chapter visits. It was noted that there is a form on the website for schools to request chapter visits throughout the year. Shelly also shared that we can do virtual chapter visits using ZOOM.

**Oregon Department of Education Update:**

Discussion:

Art Witkowski, ODE Liaison, shared the Oregon Department of Education Update. Currently, there are 87 approved Programs of Study in Health Science. There are a large number of schools that do not yet have HOSA chapters and we have a great opportunity to help them overcome barriers to starting HOSA.

He also shared that there are 8 programs who do not have Programs of Study – but do have HOSA chapters. Art is looking to request funding to help grow HOSA and promote the importance of HOSA in the Program of Study. He also is researching to better understand what barriers may be preventing them from having active HOSA chapters. He also congratulated the officer team for making chapter visits a priority, and he is willing to join virtual chapter visits to help support their efforts. He does think that some of our potential health care facility locations could become partners and could help with the financial needs. The governor funded Measure 98 at $178 Million in this biennium and has committed to $340 Million in the next biennium, and CTSOs and CTE are expected to be high on the priority list.

Oregon Connections Academy, a completely online school, just had a Program of Study approved for Health Science – and we will have an opportunity to integrate HOSA into their program. This is going to be the largest school in Oregon and we are excited to see it thrive.

The State Officers shared that one of the barriers is to actually get started and implement the process. The process itself isn’t difficult, but getting started and having someone say “yes” has been challenging.

Mike Oechsner shared that the greatest area of opportunity has been financial support for advisors – whether or not they have extra compensation, a barrier that has existed is helping cover their travel costs, registration costs, and substitute costs. When students or advisors also have to raise money for advisors, it’s also a challenge.

**Oregon CTE Student Leadership Foundation Update:**

Discussion:

Mike Oechsner shared that the grant process for the Oregon CTE Student Leadership Foundation had a number of challenges this year. The key challenge was that, due to the amount of grant funding being spent outside of the Department of Education, disbursement required approval from the Department of Justice, which took quite a long period of time. Chapter Grants were not released until mid February, and operational grants were not released until mid June. This caused a definite cash flow issue for Oregon HOSA, and it created a scenario where a number of chapters declined their grants due to not having time to meet deliverables.

The positive news is that funding has already been released for the next year, and the grant process can move much more expediently.

Mike also noted that we do need to confirm who our representative will be on the Foundation Board as Felipe did want to step down.

**Management Update:**

Discussion:

Shelly Kinnunen shared the management update for Oregon HOSA and distributed the management dashboard. Oregon HOSA is thriving as an organization and continuing to grow and the picture is very positive.

We did receive a plaque at ILC recognizing our membership growth.

The state officer program continues to grow and expand. Three of our officers are from brand new chapters which is very exciting for Oregon’s growth. Curtis Haley will be serving as their coach – and he’s a past national CTSO officer. The biggest thing we want to grow for the state officer program is the number of candidates.

The new website will be launched next week and will shift the status of communications on the update from yellow to green.

The calendar for the year has been published – we will add some deadlines and board meetings.

**Financial Update:**

Discussion:

Mike Oechsner shared the financial update. As of May 31, 2018, the checking balance was $26,851. Accounts Receivable balance was $25,332. Total Income year to date was $75,871 with expenses of $57,488 and net income of $18,383.

The year will still have ILC expenses and SLC expenses to be closed out. Oregon HOSA’s financial position is very strong.

**2018 SLC Update:**

Discussion:

Shelly Kinnunen shared that, as committed last summer, we wanted to review the SLC competitive event limitation process. Students may compete in up to 3 events currently, with no more than one being outside of Health Science Events. She would encourage that we continue with this process.

Jeff Crapper shared that Shelly is phenomenal and SLC was the best Oregon HOSA has ever had and that the board greatly appreciates Shelly and what she brings to the table. Kim Herder echoed that.

Jeff felt that students were more prepared and competed at a higher level by being limited to one event. He felt this was a positive change and encouraged the board to maintain the current policy.

Shelly shared that as she completed judge recruitment, not originally being from Oregon, it was an effort to recruit judges. She will be asking advisors to support this effort in the future, as well as board members. She’d also like us to flex our alumni efforts to have past winners return to judge.

**2018 International Leadership Conference Review:**

Discussion:

Oregon had 73 participants at ILC this year – a substantial increase from the prior year. Two students from Beaverton achieved mastery level on the Healthcare Issues Exam – which is a great honor and very difficult to do. They also had a finalist in Health Career Photography. We also had a team make it to HOSA Bowl finals. We had great success at ILC, especially for a growing state.

The Oregon pins were quite popular this year - which was very exciting. One thing to look at doing for next year is designing pins for next year. An exciting thing with pins is that we now have enough participants at ILC to look at a custom pin for Oregon HOSA.

Shelly served on the National Competitive Events Committee – which was a fantastic experience with many ideas to bring back to Oregon. It definitely was a large commitment as a volunteer, and an honor to represent Oregon. She hopes that she is invited to rejoin next year.

**Competitive Event Eligibility Review:**

Discussion:

Shelly shared that she would like to consider updating the policy for Medical Spelling and HOSA Bowl only. Because of where they fall in the schedule. Because they take place at the same time, it would make scheduling balanced for students.

Kim Herder shared that she would prefer we have student feedback before imposing a limit like this. It was asked what impacts this has.

Mike Oechsner shared that at National HOSA, students must pick. If a student qualified in Medical Spelling, HOSA Bowl, and any other event – they had to make a choice for ILC, which blocked a competition opportunity from another student. For 2018, we did not have any students compete in Medical Spelling, mostly because these students were finalists in other events.

The state officers were encouraged to seek feedback from their peers and other members before we make changes to this policy. The decision about this policy was postponed until after the next state officer meeting.

Kim asked that we review the guidelines for HOSA Bowl and our policy for allowing observers. Several board members shared thoughts and experiences about observers, rules, and needs. Mike Oechsner clarified that national HOSA only allows observers in the semi-finals and the finals.

**2018-19 Calendar of Events:**

Discussion:

The Board received a copy of the 2018-19 calendar of events. The insurance company requires that they officially approve it and that would require a motion.

It was noted that OLI will take place in two locations and the overnight is going to be optional. Jeff said it was a great idea to not have folks traveling over the pass and that this should grow our participation.

Decision:

Felipe Leon moved and it was seconded to approve the calendar as presented. The motion was adopted.

**2018-19 Operating Budget:**

Discussion:

The 2018-19 Operating Budget was presented. The management team worked to be very conservative for revenue and aggressive for expenses, looking for a positive net income at the conclusion of the year. Since this is our new budget, it does require approval.

Decision:

Kim Herder moved and it was seconded to approve the 2018-19 operating budget as approved. The motion was adopted.

**TeamTRI 2018-19 Operating Agreement:**

Discussion:

The Board reviewed the 2018-19 proposed operating agreement with TEAMTRI.

Decision:

Kim Herder moved and it was seconded to approve the agreement as presented. The motion was adopted unanimously. Shelly Kinnunen abstained from voting.

**Oregon CTE Student Leadership Foundation:**

Decision:

Jeff Crapper will serve as the Oregon HOSA representative to the Oregon CTSO Student Leadership Foundation.

**Election of Board Officers:**

Discussion:

The bylaws call for officers of the board to be elected annually.

Kim Herder shared that we may want to consider adding term limits so that corporate members know what type of a commitment they are making. Shelly and Mike will work on some options for this.

Jeff Crapper shared he was willing to serve as chair. Felipe Leon shared he was willing to serve as vice chair. Carleigh shared that she was willing to serve as secretary/treasurer.

Decision:

Kim Herder moved to add Carlie Harris to the Oregon HOSA Board. The motion was adopted unanimously.

Art Witkowski moved and it was seconded to approve the slate of officers as presented. The motion was adopted unanimously.

**Next Meeting:**

We will meet again in November and will set the date of that meeting via a survey when we are a little closer.

**Adjournment:**

The meeting was adjourned at 2:04pm.