



MINUTES

NEVADA ASSOCIATION OF SKILLSUSA
WINTER BOARD MEETING
CORONADO HIGH SCHOOL,
1001 CORONADO CENTER DR, HENDERSON, NV 89052
SATURDAY, JANUARY 13, 2024
9:00 AM

Roll Call: Members Present
Clint Barnes, Member
Tim Conley, President
Tristan Hays, Member
Jennifer Kazarian, Member
Robert Lovino, Member
Matt Mayhood, Secretary
Sindie Read, State Director
Dr. Dana Ryan, Member
Dawnne Smith-Craig, Member
Fred Wright, Member

Members Present via Video Conference
Alvin (Lee) Roberts, Member
Justin Munson, Member
Scott Holcomb, Member
Daniel Sylvester, Member

Members Present via Telephone
None

Members Absent
Chase Johnson, Member
Kathie Smith, Member
Eric Stakley, Member

Guests Present
Matt MacKay, Coordinator, CTE Department,
Washoe County School District



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Meeting called to order at 9:10 A.M. P.T.

The members of the Board of Directors introduced themselves.

Approval of Meeting Agenda

Action

MOTION TO APPROVE THE MEETING AGENDA AS PRESENTED.

MOTION: HAYS SECOND: SMITH-CRAIG VOTE: UNANIMOUS

Approval of the July Meeting Minutes

Action

APPROVAL OF THE FALL MEETING MINUTES

MOTION TO APPROVE THE FALL BOARD MEETING MINUTES AS PRESENTED.

MOTION: HAYS SECOND: MACKAY VOTE: UNANIMOUS

Other Business

State Department Report

Jennifer Kazarian from the Nevada Department of Education (NDE), Office of Career Readiness, Adult Learning and Education Options (CRALEO), Career and Technical Education (CTE) provided the board with an update.

Career and Technical Student Organization (CTSO) funding has been approved. Each CTSO will receive \$20,000, including the newest CTSO, Technology Student Association (TSA). From Perkins IV, SkillsUSA will have to follow the same policies as outlined as before.

However, NDE has put stipulations on the funding including the following: (1) State Conferences need to be looking at moving from the various areas of the state. (2) Districts and CTSOs must begin to register all students as members in their respective CTSO.



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Dana Ryan asked if there is going to be additional funding for Total Participation. Tristan Hays says that CCSD pays for students who are enrolled but only if their classroom is aligned with a CTSO. Tim Conley asked that the language be revisited. A conversation occurred about the cost of registering all CTE students as members in various CTSOs. Concern amongst the board is the cost and registering students who are one-off students or are not interested in membership.

A conversation occurred regarding moving the conference to Las Vegas. Primary concern is the cost of hosting a conference in Southern Nevada. The cost of housing, the cost of the facility, the cost of transportation, etc. Additionally, the time of year is primary conference season in Las Vegas. The Board of Directors has agreed to review feasibility for Las Vegas.

The unanimous agreement is that if there are mandates for CTSO participation, the state needs to earmark funds for CTSO use only.

Kazarian additionally added, all CTE Programs will be a two-year program of study by the end of the current school year. Service partner guidance will be coming from CRALEO soon to help guide relationships with business and industry partners.

*Financial Report
Year-to-Date*

Information

Sindie Read reviewed the financials as of this week.

Profit/Loss Analysis – 5 year

Dana Ryan introduced several documents. (Attachment)

Dana Ryan asked the Board of Directors to view the financials from a different lens to see our current financial situation.



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Tim Conley explained that when SkillsUSA separated from NDE, we were in the red and working to operate on our own. Conley says to review the numbers to see how we're spending money and where we can make modifications. This could result in raising fees, or cutting costs elsewhere. As a result of inflation, the cost of our conferences have skyrocketed.

Fall Leadership 2023

Information/Action

Debrief 2023

Surveys and Feedback

Dana Ryan introduced data collected during the Fall Leadership Conference. The information is based on few responses, but a good start to develop plans for following years. One of the questions indicated that there was a decent number of students who returned from previous years. Hays says the question is, "Are these students going because they enjoy it or because they are learning?" The feedback from students and advisors is overwhelmingly positive. Dana Ryan says it was positive for the adult/professional members too.

Financials

Tristan Hays advised that he paid for transportation but schools have to pay for registration.

Observation

From the back-end, Ryan says we need a conference coordinator to host the event. Sindy Read is state director and should be the leader of the organization. Coleen Read is the officer coordinator. Someone should be responsible for the Fall Leadership event. We already have a State Conference Coordinator. We have grown tremendously and the event has grown.



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Policy Adoption

2024 Planning

Fall Leadership is moving back to November in Great Basin College. The current proposed date is November 14-16, 2024.

Requiring Paid Membership to Attend

A discussion occurred whether to enforce that all attendees must be paid-in-full members. Past practice was that anybody could attend without being a member. However, we need to ensure we are meeting our goals and reaching the intended audience.

Adding Conference Coordinator Role

Since the organization and the event have grown into a multi-faceted event and program, we need someone to focus solely on Fall Leadership. This year, board members took a large interest in the event and ensured we had a vision, goals and attained those goals. Dana Ryan says we need someone to perform those duties as it's not feasible for the Board to plan the event. The members of the board agreed.

MOTION TO APPROVE A CONFERENCE COORDINATOR POSITION.

MOTION: RYAN

SECOND: SMITH-CRAIG

VOTE: UNANIMOUS



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Bylaws Review

Information/Action

Review Board Limits

We currently have 15 members, including Sindie Read. We have three Business & Industry Members to the Board of Directors. A conversation occurred about changing the Board of Directors bylaws to modify Board Membership in an effective manner to grow the organization.

Business & Industry Member Robert Lovino announced his departure from the Board of Directors until we fill the position unless otherwise noted. Lovino will remain an avid supporter of SkillsUSA and will still participate in our conferences.

The Board of Directors collectively thanked Mr. Lovino for his commitment to the Board of Directors and to the organization overall.

Removal from the Board

The Board of Directors has historically not enforced this policy as it is difficult to find board members willing to join. However, as a result of policy shifts, the Board will begin enforcing the policy.

Request to add B&I Representatives

New B&I Member Request

The board of directors discussed adding more business and industry members to the board as part of the Strategic Vision for SkillsUSA Nevada created in partnership with former SkillsUSA Executive Director Tim Lawrence.



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MOTION TO ADD THREE (3) BUSINESS AND INDUSTRY MEMBERS TO THE NEVADA ASSOCIATION OF SKILLSUSA WITH THE SPECIFIC BACKGROUND INCLUDING:

- (1) GOVERNMENT AFFAIRS
- (2) FINANCIAL
- (3) AT LARGE: FROM ANY INDUSTRY

MOTION: RYAN

SECOND: WRIGHT

VOTE: UNANIMOUS

Board Positions

Information

Election – Region 1

The Board of Directors currently has an opening in Region 1, but nobody applied for membership.

A discussion occurred regarding the difficulty of finding members to join the Board of Directors. Fred Wright will continue to serve for Region 1. State Director Sindie Read appoints Tim Conley to continue serving for Region 1.

Review of Board Member Terms

Discussed in another topic.

Regionals 2024

Information/Action

Regionals will be February 3, 2024 throughout the state. All state documents specify that in the event of a weather emergency, the event may be moved or rescheduled.



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State Conference 2024

Information/Action

Add New Contest

There are no new contests proposed. In November, the Board voted remotely to add:

- Automated Manufacturing Technology
- Community Action Project
- Maintenance and Light Repair

PDP-Part of Competition Score or Tie Breaker

A discussion occurred regarding the Professional Development Program (PDP) Test. At nationals, the PDP is factored into the contestant's score. However, the board decided that the PDP will revert back to a tie-breaker at the state level.

Registration Position Update

Marni Mast has notified Sindie Read that she can no longer serve as a Registration Coordinator, but will continue to manage the organization's finances. Sindie Read says that there are a couple of people interested in fulfilling the role.

Review Feasibility of Returning to Las Vegas

A conversation occurred regarding a committee to explore the feasibility of returning to Las Vegas.

MOTION TO CREATE A COMMITTEE TO EXPLORE THE FEASIBILITY OF RETURNING THE STATE CONFERENCE TO LAS VEGAS SO LONG AS IT'S FISCALLY RESPONSIBLE.

MOTION: SMITH-CRAIG

SECOND: BARNES

VOTE: UNANIMOUS



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The Board requests that the Requests for Proposals (RFP) be completed by November. Sindie Read will keep communicating with the property in Reno regarding their potential policy shift to requiring one adult to stay in each hotel room.

The board discussed raising the allocation for State Conference Coordinator to alleviate the amount of time the state director is focusing on state.

MOTION TO INCREASE THE ALLOCATION FOR A STATE CONFERENCE COORDINATOR UP TO \$5,000.

MOTION: RYAN SECOND: BARNES VOTE: UNANIMOUS

National Conference 2024

Information

The National Conference returns to Atlanta, and Nevada will return to Hilton Atlanta. Travel to nationals will remain with TravelWise Trips.

Middle School Best Practices

Information/Action

A conversation occurred regarding adding middle school programs. The overwhelming decision of the Board of Directors is to wait until funding information is available from the state.

Role of State Officers

Information/Action

Current Roles

Dana Ryan says we need to develop an official document explaining the roles and requirements of state officers. The contract outlines brief responsibilities, but does not outline the full role of a state officer.



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Process and Timeline to Define

MOTION TO FORM A COMMITTEE TO REVIEW AND REDEFINE THE ROLES AND RESPONSIBILITIES OF STATE OFFICERS.

FIRST: RYAN SECOND: MACKAY VOTE: UNANIMOUS

The State Officer Committee will consist of:

- Sindie Read
- Coleen Read
- Dana Ryan
- Fred Wright
- Clinton Barnes

Board Member Attendance

Information/Action

Fall Leadership

A conversation occurred regarding board members taking on specific roles during Fall Leadership and participating in the event. The board developed language in a separate motion.

State Conference

A conversation occurred regarding board members taking on specific roles during the state conference and participating in the event. The board developed language in a separate motion.



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National Conference

A conversation occurred encouraging board members to attend the national conference. Funding is already available as “board travel.”

Summer Board Meeting Date

Information/Action

The Nevada Association of Career and Technical Education (NACTE) conference is July 16-19, 2024 in Lake Tahoe.

MOTION TO HOLD THE SUMMER BOARD MEETING ON JULY 19, 2024 AT 10AM AT ACADEMY OF ARTS, CAREERS AND TECHNOLOGY AND VIRTUALLY.

FIRST: MAYHOOD

SECOND: RYAN

VOTE: UNANIMOUS

APPROVED BY BOARD




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Bylaws Review

MOTION TO ACCEPT POLICY 234 AS PRESENTED.



**NEVADA ASSOCIATION OF SKILLSUSA
BOARD POLICY**

SECTION	PROGRAM	POLICY NUMBER
SUBJECT	FALL LEADERSHIP CONFERENCE	234
TITLE	PARTICIPATION ELIGIBILITY	
EFFECTIVE	1/13/2024	
	REVIEWED	REVISED

To be eligible to participate in Fall Leadership, all students meet the following guidelines for active membership:

Secondary: Students must be registered SkillsUSA members in good standing enrolled in an approved, coherent series of courses, a training program, or career major, as approved by Nevada SkillsUSA, that prepares them for further education and/or employment related to trade, industrial, technology and health occupations and who are earning credit toward a high school diploma/certificate or its equivalent.

Postsecondary: Students must be registered SkillsUSA members in good standing enrolled in an approved, coherent sequence of courses or career major, as approved by Nevada SkillsUSA, that prepares the student for further education and/or employment related to trade, industrial, technology and health occupations and is earning credit toward a diploma/certificate or its equivalent.

Additionally, all students must be official members of SkillsUSA before the registration deadline for Fall Leadership imposed by Nevada SkillsUSA for that program year.

To be eligible to participate in Fall Leadership, all advisors meet the following guidelines for active membership:

Secondary Advisors: Must be registered SkillsUSA members in good standing.

Postsecondary Advisors: Must be registered SkillsUSA members in good standing.

Additionally, all advisors must be official members of SkillsUSA before the registration deadline for Fall Leadership imposed by Nevada SkillsUSA for that program year.

MOTION: MACKAY SECOND: KAZARIAN VOTE: UNANIMOUS


The association website was updated with the applicable changes.



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MOTION TO ACCEPT POLICY 235 AS PRESENTED.



**NEVADA ASSOCIATION OF SKILLSUSA
BOARD POLICY**

SECTION	PROGRAM	POLICY NUMBER
SUBJECT	FALL LEADERSHIP CONFERENCE	235
TITLE	PURPOSE & LEARNING OUTCOMES	
EFFECTIVE	1/13/2024	
	REVIEWED	
	REVISED	

The SkillsUSA Nevada Fall Leadership Conference has the following purpose for students:

- Learn the skills, processes, roles and functions needed to run an effective SkillsUSA chapter
- Learn foundation leadership skills and practices from which to continue personal, professional and chapter growth

The student learning objectives for the conference are focused on leadership and chapter development. As well, they are aligned to Nevada Department of Education's Content Standards for Integrating CTSOs.

At the conclusion of the Leadership Conference, student will:

1. Understand the SkillsUSA organizational structure at the National, State and Chapter levels; explain the importance of the organization, as well as CTE, in developing future leaders and skilled workers. (State Standard 1.1, 1.5)
2. Understand and use the SkillsUSA Framework, essential skills and four pillars of leadership to develop a personal and chapter leadership development plan to increase member understanding and competency. (State Standard 1.2)
3. Understand how to successfully organize, operate and maintain a school chapter by developing a program of work outline for the school year. (State Standard 1.1, 1.2, 1.4)
4. Develop strategies and practice skills for engaging community stakeholders and advocating for the chapter/organization to support participation and recruiting, increased awareness and marketing, fundraising and financial stability, work-based learning and community service opportunities, etc. (State Standard 1.3, 1.5)
5. Practice and expand career readiness skills that promote personal and chapter success such as resume development, meeting facilitation, agenda development, effective communication, mediating conflict/controversy with civility, ethical decision-making, awareness of bias, promoting collaboration, framing/accepting constructive feedback, empowering others, adapting to change, etc. (State Standard 1.4)

MOTION: HAYS SECOND: SMITH-CRAIG VOTE: UNANIMOUS
 The association website was updated with the applicable changes.



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MOTION TO APPROVE THE BYLAW CHANGE TO ADD “Section 3.4 Expectations: Each Board Member is expected to attend at least one conference or event annually (ie. Fall Leadership, Regional Conference, State Conference, National Conference, or any other statewide event developed by the Board) to perform assigned functions necessary to support the successful operation and outcome of the conference or event.” AND RENUMBER FOLLOWING SECTIONS AS APPROPRIATE.

MOTION: SMITH-CRAIG SECOND: WRIGHT VOTE: UNANIMOUS
The association website was updated with the applicable changes.

Other Business Information

No other business was discussed.

Adjournment Action

MOTION TO ADJOURN MEETING AT 2:28 P.M. P.T.
MOTION: HAYS SECOND: SMITH-CRAIG VOTE: UNANIMOUS

APPROVED BY BOARD