



MINUTES

NEVADA ASSOCIATION OF SKILLSUSA
SUMMER BOARD MEETING
ACADEMY OF ARTS, CAREERS AND TECHNOLOGY
380 EDISON WAY, RENO, NV 89502
MONDAY, JULY 15, 2024
9:00 AM

Roll Call: Members Present
Clint Barnes, Member
Kristina Carey, Member
Tim Conley, President
Tristan Hays, Member
Scott Holcomb, Member
Jennifer Kazarian, Member
Robert Lovino, Member
Alvin (Lee) Roberts, Member
Matt Mayhood, Secretary
Sindie Read, State Director
Dr. Dana Ryan, Member
Kathie Smith, Member
Dawnne Smith-Craig, Member

Members Present via Video Conference
Justin Munson, Member
Daniel Sylvester, Member

Members Present via Telephone
None

Members Absent
Chase Johnson, Member
Eric Stakley, Member
Fred Wright, Member

Guests Present
None



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MEETING CALLED TO ORDER AT 9:07 AM

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: BARNES VOTE: UNANIMOUS

Approval of the January Meeting Minutes

Action

APPROVAL OF THE FALL MEETING MINUTES

MOTION TO APPROVE THE FALL BOARD MEETING MINUTES AS PRESENTED.

MOTION: HAYS SECOND: BARNES VOTE: UNANIMOUS

FY24 Operation Budget Report

Information

Sindie Read reported that the numbers are higher for revenue since we started accepting credit cards, but the expense was paid out to make it a wash.

Dana Ryan asked why the General Supplies were so much higher than the budget. Sindie Read reported that we needed to pay for new equipment and the price of other supplies went up.

Dana Ryan asked why the Student Officer/Advisor travel is high. Sindie Read reported that the cost of travel increased. Additionally, items for state officers supplies for their participation also raised the cost. Dana Ryan has asked that officer spending needs to be separated out to itemize clothing expenditures.

Kristina Carey says that Career and Technical Student Organizations (CTSOs) have until the end of September to spend FY2024 funds. Fiscal year 2025 will be a 27-month spending cycle, but there is no more rolling of funds. Dana Ryan said the benefit is that items backordered, or late deliveries will no longer be an issue. Kristina Carey advised to remain within the fiscal year to ensure proper spending.

Clint Barnes asked why contest supplies for the State Conference increased. Sindie Read explained that the sponsorship from Lowe's is no longer available so we absorbed the cost. The increase in Carpentry, Plumbing, and electrical items increased. There are also more



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students participating in the contests. Tristan Hays asked if there is a plan to reach out to organizations to sponsor. Sindie Read said she reached out to several organizations, but they were not able to provide enough funding. Kathie Smith says we need to itemize to secure additional funding. Sindie Read said that other contests get items donated. The Culinary contests get all supplies donated. We also added additional contests and all participation is up.

Clint Barnes asked about scholarship awards being down. Tim Conely reported that there were fewer students who met the requirements for the scholarships.

Sindie Read reported Hotel Rooms/Travel is up because we paid the hotel rooms as a result of accepting credit cards with Sue Lipson. When schools want to pay with a credit card, we collect the money into the SkillsUSA Account and pay one check to Sue Lipson, the travel agent, since her company does not accept credit cards.

Clint Barnes advised that we break more categories out on the profit/loss statement.

5-Year Profit/Loss Budget Presentation

Information

Jennifer Kazarian presented her findings. (Documents included below)

Dana Ryan said she is pleased to see most of our spending is directly on students.

Dana Ryan asked if there are travel expenses under NLSC STATE STAFF/OFFICERS and again under STATE OFFICERS. She questioned if they are duplicate amounts? Jennifer Kazarian said more research will need to be conducted to ensure they are not duplicated.

Jennifer Kazarian advised that the Board review the numbers, findings and materials.

Approval of FY25 Operating Budget

Action

The acceptance of credit cards was allocated under Revenue>NLSC Travel Reimbursement.

Clint Barnes asked why the State Conference income has dropped. Sindie Read advised that it is just a clerical error. There are no changes in income amounts. Lee Roberts advised that the numbers may drop in the future since the Clark County School District (CCSD) is making



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changes to what they are funding for the State Conference. Sindie Read explained the rates will not change at The Row from last year to the new year.

Dana Ryan asked why there was a 382% increase in hotel rates. Jennifer Kazarian said if the fluctuation is the result of hotel rooms, we may need to look at moving to Las Vegas as a result of rates, so CCSD pays lower amounts during off years.

A conversation occurred regarding the use of Reno Ballroom and the on-property conference rooms and if we could save money. Sindie Read reported that the use of Reno Ballroom lowers our rate.

Kristina Carey asked if we can table the approval until we add the FY2025 numbers for comparisons. Tim Conley explained that the budget shows The Row for the conference since we are already contracted with The Row for this year.

Dana Ryan said she agrees with Kristina Carey to review the budget as numbers come in.

MOTION TO APPROVE THE FY2025 OPERATING BUDGET AS PRESENTED.

MOTION: BARNES

SECOND: ROBERTS

VOTE: UNANIMOUS

State 2024 Grievance

A State Officer from Southern Nevada was sent home due to an illness and afterward both the student and her mother sent an email to the Board discussing the incident. The student reported feeling ill, and was asked if she felt she could continue to participate. The student indicated that she did not feel well to participate. The parent was contacted and flight arrangements were changed. The student was transported to the Reno-Tahoe International Airport by Conference Coordinator and Washoe County School District (WCSD) Administrator Matt MacKay. The parent and student both indicated they were uncomfortable about traveling with MacKay.

Tim Conley says we did not find a mistake in the following of procedure, however, the decision was made very quickly. We do not have a specific policy or procedure for issues like this.



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A full investigation was conducted. An investigation conclusion letter will be sent to the parent and student.

Lee Roberts brought up that a similar incident occurred at the HOSA Conference. A parent drove up and picked the student up. Tim Conley reported that the student was 18 years old.

Kathie Smith indicated that in the future, we should have a male and female advisor traveling when and if a single student is transported.

Clint Barnes asked why the student's advisor was not involved. Sindie Read, Dana Ryan and Tim Conley explained that the state officers are not part of their chapter at this event. They travel separately and officers have an agreement with SkillsUSA, parent and student.

Kristina Carey indicated that we need policies as a result of COVID-19 protocols and other illnesses moving forward.

A policy and/or checklist will be developed regarding illnesses.

Review of National Conference

Information

Kali M. Jones from Arbor View High School in Las Vegas earned Silver in Photography.

The Board collectively congratulated Kali M. Jones for her performance at the National Leadership and Skills Conference (NLSC).

Nevada earned 40 Skill Point Certificates.

There were seven 4th placements, nine 5th placements, one 7th placement, three 8th placements, nine 9th placements, and one 10th placement.

The Board collectively congratulated all placements and Skill Point Certificate qualifiers for their performance at the NLSC.

The theme next year is, "SkillsUSA: Ignite Your Potential."

The NLSC and Championships will be in Atlanta until 2033.



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Sindie has a meeting to move hotels later in the year. She will work to move us to a hotel closer to the convention center as this is the third year our delegation has stayed at Hilton Atlanta.

The professionalism from the Nevada Delegation was on point this year. The Board collectively thanked all student and professional members for their diligence and behavior at the NLSC.

Sindie Read reported that Mineral County received a grant to participate in Nationals.

Committee Reports

Feasibility Moving of State to Las Vegas

Sindie Read and Tristan Hays are making plans to explore the move. Tristan says the issues are with hotels where everyone is going to stay. The other thing is logistics of moving people and the locations for contests to be held. By comparison to Reno, the venues will be more spread out and the travel times will be longer.

Tristan says he needs a list of all events, what is held in a hotel facility and what must be held at a convention-space with hard floors and other requirements.

Tim Conley said one point he wants to make is that in WCSD, funding is still an issue. He says that he will guarantee that WCSD will limit the number of advisors who will go to the State Conference. Washoe County School District funds Career and Technical Education (CTE) and CTSOs differently than CCSD which has been traveling north for several years. Tristan Hays says he would not ask the organization to move unless he can make it comparable to what is done in Reno.

Kathie Smith asked, what is the budget threshold to determine if we move the State Conference to Las Vegas. Dana Ryan says that it's different having most contests on one site with outliers, versus nearly all contests being held offsite.

Tim Conley says CCSD has paid a tremendous amount to travel north for over seven years and he would support moving if it works out.



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Tim Conley asked that the next meeting have numbers and additional information.

Clint Barnes asked about the circumstances surrounding the state conference moving between the two regions of the state. Tim Conley explained that it was traditionally alternated with one-year in the North and one-year in the South. He also explained the decision to remain in the North was made to keep costs down.

Tristan Hays says part of the planning is knowing what events are off-site and what events can be held in meeting rooms.

Officer Duties

The Committee reported they did not meet. Tim Conley asked for a draft during the Fall Board Meeting.

Fall Election of Board Positions

Information

Region 1: Tim Conley

Tim Conley's term is up and has been up without anybody running to replace him. He continued to serve until someone ran to represent Region 1.

Region 3 Chase Johnson

Chase Johnson has resigned since he moved out of the state.

Region 4 Lee Roberts

Lee Roberts's term is up.

Fall Leadership Conference 2024

Information/Action

The Fall Leadership Conference will be at Great Basin College (GBC) on November 14-16, 2024. Sindie Read says the Board needs to decide if we want to end the conference on Friday or Saturday.



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Dana Ryan says that something should be offered on Friday night for a social event. Clint Barnes agreed that a social needs to be added and said that he supports a Saturday morning session.

CCSD is reviewing funding for the Fall Leadership Conference.

Matt Mayhood asked if WCSD will fund travel. Kathie Smith said she would bring it to a following inter-district meeting. Matt Mayhood said we should have suggested hotels to reduce the number of properties being used to facilitate easy logistics for district transportation and potential payment plans.

Tim Conley asked for a follow-up on the status of the Fall Leadership Conference and planning from Sindie Read before the end of September.

Matt Mayhood asked if we made a decision on whether or not students have to be members for the Fall Leadership Conference. The decision was made and approved at a previous meeting.

Regional Contest 2025

Information/Action

The Regional Contest for Welding and Automotive will be held February 7, 2025. Welding will be in three locations, GBC, College of Southern Nevada (CCSN) and Truckee Meadows Community College (TMCC). Automotive in the South will be at Findlay Chevrolet. Western Nevada College is happy to host the north if there are programs participating.

State Conference 2025

Information/Action

State is April 8-11 at The Row in Reno.

Add New State Contest

Information/Action

There are no new requests. Clint Barnes is working on requesting Urban Search and Rescue.



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WLTl for State Officers

Information/Action

Sindie Read says that students will be able to go to the Nevada Legislature, so her suggestion is not to go. Dana Ryan said we discussed that when the Nevada Legislature is in session, we would not approve WLTl.

Directors Evaluation

Information/Action

Tim Conley says the evaluation will be discussed in an upcoming workshop meeting.

Fall Meeting

Information/Action

The Fall Board Meeting will be held on September 28, 2024 at 9AM at Green Valley High School in Henderson.

MOTION: BARNES SECOND: ROBERTS VOTE: UNANIMOUS

Other Business

Information/Action

Dana Ryan asked about what insurance coverage is required for Board Members. Kristina Carey explained organizations need to have general insurance coverage. Dana Ryan asked for more information about our coverage. More information will be provided at a later date.

We received two submissions for Business & Industry Members.

- 1) Faryal Zaidi, Training Officer II, Curriculum Designer, State of Nevada, Department of Transportation
- 2) Arlene Lovino, Cost Accounting Department, International Gaming Technology (IGT)

MOTION TO APPROVE ARLENE LOVINO TO A BUSINESS & INDUSTRY POSITION ON THE NEVADA ASSOCIATION OF SKILLSUSA BOARD OF DIRECTORS IN THE FINANCIAL POSITION.

MOTION: RYAN SECOND: SMITH VOTE: UNANIMOUS



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MOTION TO DENY FARYAL ZAIDI AS A BUSINESS & INDUSTRY POSITION ON THE NEVADA ASSOCIATION OF SKILLSUSA BOARD OF DIRECTORS TO CONTINUE TO SEARCH FOR MEMBERS FROM SECTORS WHICH HAVE BEEN PREVIOUSLY IDENTIFIED.

MOTION: BARNES

SECOND: ROBERTS

VOTE: UNANIMOUS

The National Organization of SkillsUSA, SkillsUSA Inc., is requesting an affiliation agreement with the State Organizations. SkillsUSA Inc. is still working on the documents and agreement. It will be presented to the Nevada Association of SkillsUSA Board of Directors for approval.

Tim Conely asked Kristina Carey to give an update for the Nevada Department of Education (NDE).

Kristina Carey says that ePage, the state grant books, are public facing and she encourages everyone to review the data.

The Federal Perkins funding will follow a two-year cycle, the Nevada Allocation State Grant will follow the existing schedule.

Kristina Carey will oversee all Career and Technical Education funding from the Career and Technical Education Department at Office of Career Readiness, Adult Learning, and Education Options (CRALEO) at the NDE.

Karen Chesell and Jennifer Fisk are leaving NDE. Huda Hassan has already left NDE. Marina McHatton is back, but not overseeing assessment.

Meeting Adjournment

MOTION TO ADJOURN MEETING AT 12:33 P.M. P.T.

MOTION: ROBERTS

SECOND: HAYS

VOTE: UNANIMOUS



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Attachments

Nevada Association of SkillsUSA
Profit and Loss

Horizontal analysis of 2018/2019 with 2021/2022 Horizontal analysis of 2021/2022 with 2022/2023
 June 2019- June 2020-June2021-June2022 - June 2023

	Jun 2019	Jun-20	horizontal analysis of income statement 19 with 20 COVID	Jun 2021	horizontal analysis of income statement 20 with 21 COVID	Jun-22	horizontal analysis of income statement 19 and 22	Jun-23	horizontal analysis of income statement 22 and 23	1/2 year July 2023 - Dec 2023	Difference FY19 to FY23
Income											
Conference Income											
Leadership Conference	21,520.00	13,680.00	-36%	600.00	-96%	16,680.00	-22%	14,325.00	-14%	13,800.00	-7,195.00
NLSC	20,710.00	6,203.00	-70%	2,375.00	-62%	25,255.00	22%	28,605.00	13%	7,455.00	7,895.00
Regional Contests	4,605.00	4,381.00	-5%		-100%	1,290.00	-72%	1,110.00	-14%		-3,495.00
State Conference	143,195.50	24,395.35	-83%	10,697.50	-56%	67,536.50	-53%	93,721.43	39%	13,050.22	-49,474.07
St. Contest Pins	2,468.40	1,329.00	-46%		-100%	783.00	-68%	1,049.00	34%		-1,419.40
Total State Conference	\$ 145,663.90	\$ 25,724.35	-82%	\$ 10,687.50	-58%	\$ 68,319.50	-53%	\$ 94,770.43	38%	\$ 13,050.22	-\$50,893.47
Total Conference Income	\$ 192,498.90	\$ 49,988.35	-74%	\$ 13,662.50	-73%	\$ 111,544.50	-42%	\$ 138,810.43	24%	\$ 34,305.22	-\$53,688.47
Gifts, Grants, Etc.								500.00			500.00
Other Contributions		100.00			-100%			3,435.50			3,435.50
Scholarships/Other Grants	40,000.00	40,000.00	0%	37,863.66	-5%	22,197.00	-45%	20,000.00	-10%		-20,000.00
Total Gifts, Grants, Etc.	\$ 40,000.00	\$ 40,100.00	0%	\$ 37,863.66	-6%	\$ 22,197.00	-45%	\$ 23,935.50	8%		-16,064.50
Membership Dues	28,040.39	23,980.78	-14%	14,572.95	-39%	15,214.15	-46%	20,752.65	36%	8,515.90	-7,287.74
Non Profit Income	7,750.00	10,350.00	34%	168.50	-98%		-100%				-7,750.00
Other Income		876.00			-100%	1,130.00		2,224.00	97%	361.48	2,224.00
Sales		50.00			-100%						0.00
Unapplied Cash Payment Income	350.00		-100%				-100%				-350.00
Total Income	\$ 268,639.29	\$ 125,345.13	-53%	\$ 66,267.61	-47%	\$ 150,085.65	-44%	\$ 185,722.58	24%	\$ 43,182.60	-\$ 82,916.71
Gross Profit	\$ 268,639.29	\$ 125,345.13	-53%	\$ 66,267.61	-47%	\$ 150,085.65	-44%	\$ 185,722.58	24%	\$ 43,182.60	-\$ 82,916.71
Expenses											
Administrative Expenses								964.36		945.62	964.36
Bank Charges						2.17			-100%		0.00
Computer/Online Services	166.98	176.98	6%	479.07	171%	280.76	68%	953.92	240%	622.20	786.94
Dues & subscriptions	1,009.00	779.00	-23%	1,508.90	94%	248.90	-75%	1,108.90	346%	149.90	99.90
Filing Fees	100.00	50.00	-50%	50.00	0%	50.00	-50%	50.00	0%	51.25	-50.00
General Supplies	407.23	371.88	-9%		-100%	122.77	-70%	1,454.34	1085%		1,047.11
Insurance	5,380.00	6,106.00	13%	6,370.62	4%	6,961.84	29%	7,362.00	6%	650.00	1,982.00
Office supplies	250.98	401.30	60%	230.55	-43%	203.49	-19%	811.24	299%	507.99	560.56

APP



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St. Officer Expenses	11,934.87	6,808.18	-43%	243.76	-96%	7,182.57	-40%	15,344.95	114%	1,296.83	3,410.08
State Grant Expenditures					#DIV/0!						
Coordinators Contracts	29,500.00	29,500.00	0%	29,500.00	0%	29,500.00	0%		-100%		-29,500.00
Facilities	9,500.00		-100%		#DIV/0!		-100%				-9,500.00
Grant Registration NLSC					#DIV/0!			2,790.00			2,790.00
Staff Grant Travel					#DIV/0!			5,546.00			5,546.00
Student Grant Travel					#DIV/0!			11,664.00			11,664.00
Total State Grant Expenditures	\$ 39,000.00	\$ 29,500.00	-24%	\$ 29,500.00	0%	\$ 29,500.00	-24%	\$ 20,000.00	-32%	\$ 0.00	\$ 19,000.00
Travel					#DIV/0!						
Board Travel	5,437.29	6,154.57	13%		-100%	227.96	-96%	5,318.61	2233%	2,287.71	-118.68
State Director	4,139.53	3,752.59	-9%	145.01	-96%	5,231.92	26%	1,508.98	-71%	478.02	-2,630.55
State Officer/Advisor	12,325.35	4,488.38	-64%	895.31	-80%	7,513.47	-39%	8,988.06	20%	7,100.09	-3,337.29
Total Travel	\$ 21,902.17	\$ 14,395.54	-34%	\$ 1,040.32	-93%	\$ 12,973.35	-41%	\$ 15,815.65	22%	\$ 9,865.82	\$ 6,086.52
					#DIV/0!						
Total Expenses	\$ 218,251.52	\$ 105,345.15	-52%	\$ 61,740.25	-41%	\$ 213,071.16	-2%	\$ 261,487.92	23%	\$ 49,964.08	\$ 43,236.40
Net Operating Income	\$ 50,387.77	\$ 19,999.98	-60%	\$ 4,527.36	-77%	\$ 62,985.51	-225%	\$ 75,765.34	20%	\$ 6,781.49	\$ 126,153.11
Net Income	\$ 50,387.77	\$ 19,999.98	-60%	\$ 4,527.36	-77%	\$ 62,985.51	-225%	\$ 75,765.34	20%	\$ 6,781.49	\$ 126,153.11

APPK



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Year to Year Conference Comparison

	COVID - Leadership in person Last normal year - BASELINE		COVID - Leadership in person State/Nationals moved online	COVID - No Leadership, State online competitions, Nationals online	Yr 1 Post-COVID, all in person	Yr 2 Post-COVID, all in person	All in person			horizontal analysis first semester only 23	Change 2018-2023	
	Jun-19	Jun-20	horizontal analysis COVID	Jun-21	horizontal analysis COVID	Jun-22	horizontal analysis 19 with 22	Jun-23	horizontal analysis 22 with 23	Jul 2023 - Dec 2023		
LEADERSHIP	Las Vegas	Elko				7-day only, Reno & Vegas		Las Vegas		Las Vegas		
Leadership Income	\$21,520.00	\$13,680.00	-36%	\$600.00	-96%	\$16,680.00	-22%	\$14,325.00	-14%	\$13,800.00	-4%	-\$7,195.00
Leadership Expense	\$23,269.45	\$12,603.20	-46%	\$1,134.12	-91%	\$15,562.64	-33%	\$19,664.12	26%	\$14,027.48	-29%	-\$3,605.33
NET	-\$1,749.45	\$1,076.80	-162%	-\$534.12	-150%	\$1,117.36	-164%	-\$5,339.12	-578%	-\$227.48	-96%	-\$3,589.67
NATIONALS	Louisville	Online		Online		Atlanta		Atlanta				
NLSC Income	\$20,710.00	\$6,203.00	-70%	\$2,375.00	-62%	\$25,255.00	22%	\$28,605.00	13%			\$7,895.00
NLSC Expense	\$28,624.78	\$1,436.00	-95%	\$7,090.00	394%	\$26,577.84	-7%	\$33,485.00	26%			\$4,860.22
NLSC Staff/State Officer Travel	\$15,115.96	\$0.00	-100%	\$0.00		\$23,254.67	54%	\$23,598.58	1%			
NET	-\$7,914.78	\$4,767.00	-160%	-\$4,715.00	-199%	-\$1,322.84	-83%	-\$4,880.00	269%			\$3,034.78
STATE												
State+Regionals Income+pins	\$150,268.90	\$28,776.35	-81%	\$10,687.50	-63%	\$68,826.50	-54%	\$95,431.43	39%			-\$54,837.47
State+Regionals Expense	\$68,384.90	\$26,217.07	-62%	\$3,542.91	-86%	\$81,550.16	19%	\$104,748.80	28%			\$36,363.90
NET	\$81,884.00	\$2,559.28	-97%	\$7,144.59	179%	-\$12,723.66	-116%	-\$9,317.37	-27%			-\$91,201.37
OVERALL												
Conference Income	\$192,498.90	\$48,659.35	-75%	\$13,662.50	-72%	\$110,761.50	-42%	\$138,361.43	25%			-\$54,137.47
Conference Expense	\$120,279.13	\$40,256.27	-67%	\$11,767.03	-71%	\$123,690.64	3%	\$157,897.92	28%			\$37,618.79
NET	\$72,219.77	\$8,403.08	-88%	\$1,895.47	-77%	-\$12,929.14	-118%	-\$19,536.49	51%			-\$91,756.26



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	Last normal year BASELINE Jul 2018 - Jun 2019	COVID - Leadership in person; State/Nationals moved online Jul 2019 - Jun 2020	COVID - No Leadership, State online competitions, Nationals online Jul 2020 - Jun 2021	Yr 1 Post-COVID, all in person Jul 2021 - Jun 2022	Yr 2 Post-COVID, all in -person Jul 2022 - Jun 2023	Comments
LEADERSHIP	Las Vegas	Elko		1-day only, Reno & Vegas	Las Vegas	
Leadership Expense	\$23,269.45	\$12,603.20	\$1,134.12	\$15,562.64	\$19,664.12	
Approx. Participants	358	228		278	239	
% of Total	10.7%	12.0%	1.8%	7.3%	7.5%	1
NATIONALS	Louisville	Online	Online	Atlanta	Atlanta	
NLSC Expense (no staff/officer travel)	\$28,624.78	\$1,436.00	\$7,090.00	\$26,577.84	\$33,485.00	
Approx. Participants	138	41		168	191	
% of Total	13.1%	1.4%	11.5%	12.5%	12.8%	2
STATE						
Regionals	\$1,123.98	\$2,248.21		\$166.38	\$0.00	
State	\$71,674.92	\$23,968.96	\$3,542.91	\$81,383.78	\$104,748.80	
Approx. Participants	1,400	275		655	900	
TOTAL	\$72,798.90	\$26,217.17	\$3,542.91	\$81,550.16	\$104,748.80	
% of Total		33.4%	24.9%	5.7%	38.3%	3
OVERALL CONFERENCE						
Conference Expense	\$124,693.13	\$40,256.37	\$11,767.03	\$123,690.64	\$157,897.92	
% of Total	57.1%	38.2%	19.1%	58.1%	60.4%	4
SCHOLARSHIPS	\$3,000.00	\$1,000.00	\$4,000.00		\$1,000.00	
% of Total	1.4%	0.9%	6.5%	0.0%	0.4%	5
CHARITABLE DONATIONS		\$250.00				
% of Total		0.2%				
ADMIN EXPENSES	\$7,330.39	\$7,885.16	\$8,639.14	\$7,869.93	\$12,704.76	What are the admin expenses?
STAFFING	\$34,275.00	\$34,750.00	\$36,050.00	\$38,100.00	\$38,745.00	What is the breakdown of the staffing expenses?
State Staff/Director Travel	\$4,139.53	\$3,752.59	\$145.01	\$5,231.92	\$1,508.00	Travel 4 year total \$
TOTAL	\$45,744.92	\$46,387.75	\$44,834.15	\$51,201.85	\$52,957.76	
% of Total	21.0%	44.0%	72.6%	24.0%	20.3%	6
BOARD TRAVEL	\$5,437.29	\$6,154.57		\$227.96	\$5,318.61	
% of Total	2.5%	5.8%	0.0%	0.1%	2.0%	7

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NEVADA ASSOCIATION OF SKILLSUSA
SUMMER BOARD MEETING

	Last normal year BASELINE Jul 2018 - Jun 2019	COVID - Leadership in person; State/Nationals moved online Jul 2019 - Jun 2020	COVID - No Leadership, State online competitions, Nationals online Jul 2020 - Jun 2021	Yr 1 Post-COVID, all in person Jul 2021 - Jun 2022	Yr 2 Post-COVID, all in person Jul 2022 - Jun 2023	Comments
#students state/nationals						
NLSC STATE STAFF/OFFICERS						
Travel - Total	\$15,115.96			\$23,254.67	\$21,948.58	
Travel Staff	\$6,718.20			\$11,627.34	\$8,779.43	
Travel State Officers	\$8,397.76			\$11,627.33	\$13,169.15	
% of Total	7%			11%	8%	1
NLSC Clothing - Total						
NLSC Clothing - Staff (Est.)					\$787.60	
NLSC Clothing State Officers (Est.)					\$1,181.40	
% of Total					1%	2
Food - Total						
Food - Staff	\$5,967.44	\$0.00	\$0.00	\$3,591.29	\$6,687.98	
Food - State Officers	\$2,652.20			\$1,795.65	\$2,675.19	
Food - State Officers	\$3,315.24			\$1,795.64	\$4,012.79	
Approx. Participants	9			8	10	3. 3 year average cost of food per students/staff pd SkillsUSA \$601.73
% of Total	3%	0%	0%	2%	3%	4
TOTAL food travel clothing	\$21,083.40	\$0.00	\$0.00	\$26,845.96	\$30,605.56	
% of Total	9.7%	0.0%	0.0%	12.6%	11.7%	5
STATE OFFICERS						
Expenses	\$5,967.43	\$6,808.18	\$243.76	\$3,591.28	\$4,718.97	
Travel	\$12,325.35	\$4,488.38	\$895.31	\$7,513.47	\$8,989.10	
Approx. Participants	5	5	5	5	3	6. 4 year average cost of state officers per student \$3,022.34
TOTAL	\$18,292.78	\$11,296.56	\$1,139.07	\$11,104.75	\$13,708.07	
% of Total	8.4%	10.7%	1.8%	5.2%	5.2%	7
TOTAL EXPENSES	\$218,251.52	\$105,345.25	\$61,740.25	\$213,071.16	\$261,487.92	

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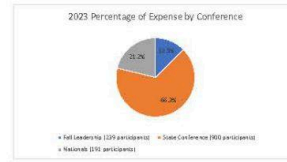
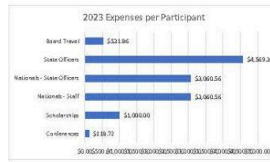
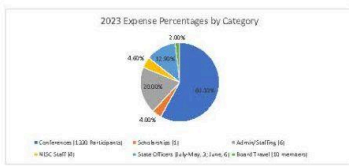
SUMMER BOARD MEETING

Category	Percentage
Conferences (1330 Participants)	60.30%
Scholarships (1)	4.00%
Advisory Staffing (6)	30.00%
NLSA Staff (4)	4.80%
State Officers (July-May, 3, June, 6)	12.50%
Board Travel (10 members)	2.00%

Total Expense
\$17997.92
2000
\$2967.76
\$2242.22
\$2072.43
\$538.63
\$21487.92

Year	Category	Expenses/Participant	Number of Part	Percentage of Total
2023	Conferences	\$13.72	3330	60.30%
2023	Scholarships	\$1,000.00	1	4.00%
2023	Nationality - Staff	\$3,000.56	4	20.00%
2023	Nationality - State Officers	\$1,000.56	6	4.80%
2023	State Officers	\$4,989.38	3	22.50%
2023	Board Travel	\$538.63	10	2.00%

Conference	Percentage of Total Spending	Amount	Number of Students	
Fall Leadership (23)	12.5%	\$82.08	\$39,694.32	239
State Conference I	66.3%	\$116.89	\$304,745.00	900
National (193 par)	21.2%	\$2176.31	\$53,430.00	311
			\$187,897.92	





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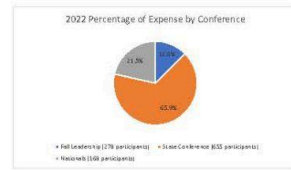
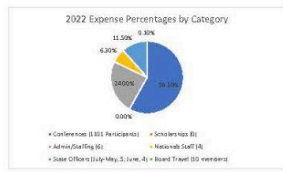
SUMMER BOARD MEETING

Category	Percentage
Conferences (1101)	58.30%
Scholarships (0)	0.00%
Admin/Staffing (6)	28.00%
National Staff (4)	6.30%
State Officers (5)	31.80%
Board Travel (10 m)	0.30%

Total Expense
\$123,890.64
\$120,185
\$3422.99
24527.69
227.96
238791.13

Year	Category	Expense/Participant	Number of Par	Percentage of Total
2023	Conferences	\$112.84	1101	60.30%
2023	Scholarships	\$0.00	0	0.00%
2023	National Staff	\$3,355.74	4	20.00%
2023	National - State Officers	\$3,355.74	4	4.60%
2023	State Officers	\$2,200.95	5	12.90%
2023	Board Travel	\$22.80	30	2.00%

Conference	Percentage	Spending Amount	Number of Students
Fall Leader	12.6%	\$55,08	278
State Conf	69.9%	\$124,50	856
National	23.8%	\$156,20	180
		\$123,890.64	





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SUMMER BOARD MEETING

How is our CTSO doing financially?

•**Welcome**, everyone! Today, we'll go through some financial data for a career and technical student organization. Our goal is to understand the key financials and highlight some important takeaways."

Take the financials

Look them over

Make notes on the comment lines



Objective:

•By the end of this session, you should be able to interpret the provided financials and understand key strategies to manage and improve them.



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SUMMER BOARD MEETING

Overview of Financial Statements

•Explanation of P&L Statements:

- "A Profit and Loss (P&L) statement shows the revenues, costs, and expenses during a specific period."
- "It helps us see where the organization is making money and where it is spending it."

•Importance of Monitoring Income and Expenses:

- "Regularly monitoring financials helps ensure the organization stays financially healthy."

•Horizontal Analysis:

- "A horizontal analysis compares financial data across multiple years to identify trends and changes."



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Detailed Analysis

Income Categories:

◦ **Leadership Conference Income:**

- "In June 2019, the income was \$21,520. It dropped significantly in 2020 and 2021 due to COVID-19 but recovered somewhat in 2022 to \$16,680, before slightly dropping again in 2023 to \$14,325."

◦ **NLSC Income:**

- "Income for the NLSC started at \$20,710 in June 2019. It dropped to \$6,203 in June 2020 but showed a strong recovery to \$25,255 in June 2022 and \$28,605 in June 2023."

◦ **Regional Contests Income:**

- "Income was \$4,605 in June 2019, decreased slightly in 2020, and was almost zero in 2021. It recovered slightly to \$1,290 in 2022 and \$1,110 in 2023."



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SUMMER BOARD MEETING

Detailed Analysis

Expense Categories:

- **Leadership Conference Expenses:**

- "Expenses fluctuated from \$17,995 in June 2019, dropping to \$13,246 in June 2020 and \$1,200 in June 2021. They increased to \$13,850 in June 2022 and \$12,455 in June 2023."

- **NLSC Expenses:**

- "Expenses were \$19,605 in June 2019, dropped to \$10,000 in June 2020, and then to \$5,780 in June 2021. They increased to \$22,340 in June 2022 and \$27,455 in June 2023."



5

Big Takeaways

- **Takeaway 1: Impact of External Factors**

- "COVID-19 had a significant impact on income and expenses. It's crucial to adapt to external changes quickly."

- **Takeaway 2: Importance of Expense Management**

- "High expenses, especially for NLSC, need to be controlled. Regular reviews and cost-cutting measures are essential."

- **Takeaway 3: Diversifying Revenue Streams**

- "Exploring additional revenue sources like virtual events and fundraising can help stabilize income."

- **Takeaway 4: Regular Monitoring and Adjustments**

- "Regular financial reviews and budget adjustments are necessary to maintain financial health."

- **Takeaway 5: Community and Sponsor Engagement**

- "Engaging the community and sponsors can boost income and help offset costs."



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Discussion

- Does anyone have any questions about the financial data or the takeaways we discussed?

- How can you apply these strategies in this organization?
 - I will give you each 2 sticky notes to answer this question
 - I will compile your answers anonymously and email the ideas you all have for this year (July 2024-June 2025)



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SUMMER BOARD MEETING

Thank you

- Jennifer Kazarian
EPP Office of Career Readiness, Adult Learning, and Education Options
Jennifer.Kazarian@doe.nv.gov
- Kristina Carey
EPP Office of Career Readiness, Adult Learning, and Education Options
kcarey@doe.nv.gov



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SUMMER BOARD MEETING

Profit and Loss Analysis: June 2019 to June 2023

Income:

1. **Leadership Conference:**
 - In June 2019, the income was \$21,520.
 - In June 2020, it dropped to \$13,680 because of COVID-19.
 - By June 2021, it fell further to \$600.
 - It recovered in June 2022 to \$16,680, but decreased again to \$14,325 in June 2023.
2. **National Leadership and Skills Conference (NLSC):**
 - Income started at \$20,710 in June 2019.
 - In June 2020, it decreased significantly to \$6,203 due to COVID-19.
 - In June 2021, it was slightly better at \$2,375.
 - By June 2022, the income increased to \$25,255 and further to \$28,605 in June 2023.
3. **Regional Contests:**
 - The income was \$4,605 in June 2019.
 - It slightly decreased to \$4,381 in June 2020.
 - There was no income reported in June 2021.
 - In June 2022, the income was \$1,290, and it slightly decreased to \$1,110 in June 2023.

Expenses:

- **Leadership Conference Expenses:**
 - Expenses were \$17,995 in June 2019.
 - They decreased to \$13,246 in June 2020 and to \$1,200 in June 2021.
 - By June 2022, expenses rose to \$13,850 and slightly decreased to \$12,455 in June 2023.
- **NLSC Expenses:**
 - Expenses were \$19,605 in June 2019.
 - They decreased to \$10,000 in June 2020 and then to \$5,780 in June 2021.
 - In June 2022, expenses increased to \$22,340, and further to \$27,455 in June 2023.
- **Regional Contests Expenses:**
 - Expenses were \$3,905 in June 2019.
 - They decreased to \$3,500 in June 2020 and then to \$1,290 in June 2021.
 - In June 2022, expenses increased to \$2,200 and remained the same in June 2023.

Summary:

Over the past five years, the organization faced significant income and expense fluctuations, mainly due to the impact of COVID-19. Despite these challenges, there has been a recovery in some areas, especially in income and expenses for the National Leadership and Skills Conference. The organization should continue to monitor and adapt to changing conditions to ensure financial stability.



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NEVADA ASSOCIATION OF SKILLSUSA SUMMER BOARD MEETING

Areas of Concern and Recommendations

1. Leadership Conference Income and Expenses

- **Concern:** The income for the Leadership Conference saw a significant drop in 2020 and 2021 due to COVID-19, and while it recovered somewhat in 2022, it decreased again in 2023. The expenses have also been fluctuating.
- **Recommendation:**
 - **Increase Promotion:** Boost marketing efforts to increase attendance. Use social media, partnerships with schools, and local businesses to promote the event.
 - **Cost Management:** Implement better cost management strategies to ensure expenses are kept in check. Negotiate with vendors for better rates and seek sponsorships to cover some costs.
 - **Diversify Revenue Streams:** Explore additional revenue streams such as virtual events, merchandise sales, or online workshops to supplement income.

2. National Leadership and Skills Conference (NLSC) Income and Expenses

- **Concern:** The income for NLSC dropped significantly in 2020 and 2021 but showed strong recovery in 2022 and 2023. The expenses, however, have been high, particularly in 2022 and 2023.
- **Recommendation:**
 - **Expense Control:** Conduct a detailed review of all expenses to identify areas where costs can be reduced without compromising the quality of the conference. Look for ways to streamline operations and reduce unnecessary expenditures.
 - **Sponsor Engagement:** Engage more sponsors to offset the high costs. Create attractive sponsorship packages that offer value to sponsors and reduce the financial burden on the organization.
 - **Monitor Trends:** Continuously monitor income and expenses to detect any early signs of issues and address them promptly.

3. Regional Contests Income and Expenses

- **Concern:** The income for Regional Contests was nearly zero in 2021 and has been low in subsequent years. Expenses have also fluctuated, with a slight increase in 2022 and 2023.
- **Recommendation:**
 - **Community Involvement:** Increase community involvement and partnerships with local schools and businesses to boost participation and funding for these contests.
 - **Fundraising Events:** Organize fundraising events specifically for regional contests to generate additional income. Use these events to also increase awareness and participation.
 - **Cost-Benefit Analysis:** Perform a cost-benefit analysis to ensure that the expenses for these contests are justified by the income and benefits they provide. Make adjustments as necessary to ensure financial viability.



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SUMMER BOARD MEETING

Monitoring Plan

1. **Regular Financial Reviews:** Conduct monthly financial reviews to monitor income and expenses closely. Use financial software to generate regular reports and track trends.
2. **Budget Adjustments:** Adjust budgets quarterly based on the performance of each income and expense category. Be flexible and proactive in making changes to avoid large deficits.
3. **Stakeholder Feedback:** Regularly gather feedback from attendees, sponsors, and other stakeholders to understand their needs and improve offerings, potentially increasing income.
4. **Performance Metrics:** Establish key performance indicators (KPIs) such as attendance numbers, income per event, and cost per participant to measure the success of different activities and identify areas for improvement.
5. **Contingency Planning:** Develop contingency plans for unexpected events (like COVID-19) to ensure the organization can quickly adapt to changes and minimize financial impact.

Implementing these recommendations and monitoring strategies will help the organization address areas of concern, improve financial stability, and ensure long-term success.



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Lesson Plan: Understanding Financial Statements for a Career and Technical Student Organization

Duration: 15 minutes

Objective: To help adults understand the key financials of a career and technical student organization and highlight 4-5 big takeaways.

Materials Needed:

- Projector/Screen for presentation slides
- Handouts of summarized financials (optional)
- Whiteboard/Markers

Agenda:

- 1. Introduction (2 minutes)**
 - Welcome and brief overview of the session.
 - Objective: Understand key financials and takeaways from the provided data.
- 2. Overview of Financial Statements (3 minutes)**
 - Explanation of Profit and Loss (P&L) statements.
 - Importance of monitoring income and expenses.
 - Brief overview of what a horizontal analysis is.
- 3. Detailed Analysis (5 minutes)**
 - **Income Categories:**
 - 1. Leadership Conference Income**
 - Discuss the trends: drop in 2020-2021 due to COVID-19, recovery in 2022, slight drop in 2023.
 - 2. National Leadership and Skills Conference (NLSC) Income**
 - Highlight the significant drop in 2020-2021, strong recovery in 2022-2023.
 - 3. Regional Contests Income**
 - Low income in 2021, slight recovery in subsequent years.
 - **Expense Categories:**
 - 1. Leadership Conference Expenses**
 - Fluctuating expenses, need for cost management.
 - 2. NLSC Expenses**
 - High expenses in recent years, need for expense control and sponsor engagement.
- 4. Big Takeaways (5 minutes)**
 - **Takeaway 1: Impact of External Factors**
 - COVID-19 significantly affected income and expenses. Adapting to external changes is crucial.
 - **Takeaway 2: Importance of Expense Management**



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- High expenses in NLSC need to be controlled. Regular reviews and cost-cutting measures are essential.
- **Takeaway 3: Diversifying Revenue Streams**
 - Explore additional revenue sources like virtual events and fundraising to stabilize income.
- **Takeaway 4: Regular Monitoring and Adjustments**
 - Regular financial reviews and budget adjustments are necessary to maintain financial health.
- **Takeaway 5: Community and Sponsor Engagement**
 - Engage community and sponsors to boost income and offset costs.
- 5. **Q&A and Discussion (3 minutes)**
 - Open the floor for questions.
 - Encourage discussion on how these takeaways can be implemented in their contexts.





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Detailed Lesson Plan

1. Introduction (2 minutes)

- **Greeting:** "Welcome, everyone! Today, we'll go through some financial data for a career and technical student organization. Our goal is to understand the key financials and highlight some important takeaways."
- **Objective:** "By the end of this session, you should be able to interpret the provided financials and understand key strategies to manage and improve them."

2. Overview of Financial Statements (3 minutes)

- **Explanation of P&L Statements:**
 - "A Profit and Loss (P&L) statement shows the revenues, costs, and expenses during a specific period."
 - "It helps us see where the organization is making money and where it is spending it."
- **Importance of Monitoring Income and Expenses:**
 - "Regularly monitoring financials helps ensure the organization stays financially healthy."
- **Horizontal Analysis:**
 - "A horizontal analysis compares financial data across multiple years to identify trends and changes."

3. Detailed Analysis (5 minutes)

- **Income Categories:**
 - **Leadership Conference Income:**
 - "In June 2019, the income was \$21,520. It dropped significantly in 2020 and 2021 due to COVID-19 but recovered somewhat in 2022 to \$16,680, before slightly dropping again in 2023 to \$14,325."
 - **NLSC Income:**
 - "Income for the NLSC started at \$20,710 in June 2019. It dropped to \$6,203 in June 2020 but showed a strong recovery to \$25,255 in June 2022 and \$28,605 in June 2023."
 - **Regional Contests Income:**
 - "Income was \$4,605 in June 2019, decreased slightly in 2020, and was almost zero in 2021. It recovered slightly to \$1,290 in 2022 and \$1,110 in 2023."
- **Expense Categories:**
 - **Leadership Conference Expenses:**
 - "Expenses fluctuated from \$17,995 in June 2019, dropping to \$13,246 in June 2020 and \$1,200 in June 2021. They increased to \$13,850 in June 2022 and \$12,455 in June 2023."
 - **NLSC Expenses:**
 - "Expenses were \$19,605 in June 2019, dropped to \$10,000 in June 2020, and then to \$5,780 in June 2021. They increased to \$22,340 in June 2022 and \$27,455 in June 2023."



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4. Big Takeaways (5 minutes)

- **Takeaway 1: Impact of External Factors**
 - "COVID-19 had a significant impact on income and expenses. It's crucial to adapt to external changes quickly."
- **Takeaway 2: Importance of Expense Management**
 - "High expenses, especially for NLSC, need to be controlled. Regular reviews and cost-cutting measures are essential."
- **Takeaway 3: Diversifying Revenue Streams**
 - "Exploring additional revenue sources like virtual events and fundraising can help stabilize income."
- **Takeaway 4: Regular Monitoring and Adjustments**
 - "Regular financial reviews and budget adjustments are necessary to maintain financial health."
- **Takeaway 5: Community and Sponsor Engagement**
 - "Engaging the community and sponsors can boost income and help offset costs."

5. Q&A and Discussion (3 minutes)

- **Invite Questions:** "Does anyone have any questions about the financial data or the takeaways we discussed?"
- **Encourage Discussion:** "How can you apply these strategies in your own organizations or contexts?"

Visual Aids:

- **Slides with Key Points:** Prepare a PowerPoint presentation with key points and charts to visually represent the data.
- **Handouts:** Provide a one-page summary of the financials and takeaways for participants to refer to during and after the lesson.

This lesson plan should help adults understand the financial data and key strategies to manage and improve their organization's financial health effectively.



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NEVADA ASSOCIATION OF SKILLSUSA
SUMMER BOARD MEETING

Arlene Lovino



Arlene Lovino has more than 20 years experience working in the corporate setting as an accountant. Currently working as a consultant for the IGT Cost Accounting department, Arlene provides accounting support to various operating groups and manufacturing plants worldwide, including her strong knowledge of internal controls, cost accounting methods, and cost modeling tools and methods. Arlene's demonstrated analytical skills and her ability to interpret complex data in meaningful and relevant ways resulting in accurately identified variances.

Currently semi-retired, I also lend a hand with my husband's various businesses as well as his charity efforts working with Make a Wish foundation and the Boys and Girls Club of Truckee Meadows. Arlene has also previously volunteered her time with both the Junior Achievement and Salvation Army non-profit organizations. As well as her efforts with Skills USA of Northern NV as a Judge during state competition since 2017.





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SUMMER BOARD MEETING

BIO: FARYAL ZAIDI [REDACTED] [REDACTED]

3/6/2024

Faryal Zaidi

Training Officer II, Curriculum Designer

State of Nevada, Department of Transportation

Education: M.Ed., MA (in progress at UNR)

Certifications: CELTA, CPM, T3

Teaching experience: University of Nevada, Reno, Truckee Meadows Community College, Northern Nevada Literacy Center

Career Counselor & Workforce Development: Sierra Nevada Job Corps, State of Nevada, Department of Employment, Training & Rehabilitation

Consultant: Western Nevada College, develop course descriptions, accreditation, and assist with scheduling

Relevant experience:

- National Assessment of Educational Progress, conduct assessments in local k-12 schools
- Outreach to develop internships and work based learning opportunities for students with local employers
- Job placement of hundreds of residents in northern Nevada
- Teaching background that exceeds 15+ years
- Resume writing, grant writing, report writing
- International experience with diverse populations in building capacity
- Disaster emergency response duties, crisis management on college campus research
- Former Skills USA judge
- Current: Facilitator in Leadership training sessions for staff of 1800 throughout Nevada

Provided a broad range of services as Employment and Training Representative, Facilitator, per Workforce Investment Act, to assist clients and businesses towards a skilled workforce.