

BOARD OF DIRECTORS - MINUTES

California Association of DECA, Inc.
Board of Directors Meeting
Anaheim Marriott
December 7, 2018

Call to Order

Board Chair, Christina Charlton, called the meeting to order at 8:08 a.m.

Roll Call

Board Members in Attendance:

Tami Raaker	Dennis Mifflin
Christina Charlton	Maureen Rankin
Juston Glass	Jodi Morgan
Michael Aechatel	Andrew Nelson
Molly Anderson – California Department of Education	

Staff Members in Attendance:

Ryan Underwood – California DECA
Brycen Woodley – California DECA
Marci Shields – California DECA

Approval of the Minutes from May 2018 Meeting

The board reviewed and discussed the minutes from the May 2018 Board Meeting. It was moved by Dennis Mifflin and seconded that the minutes be approved. The motion passed unanimously.

State Advisor Report [Update from CDE by Molly Anderson]

Molly discussed the CTE meeting which was held at CDE in August. Representatives from all 6 CTSO's were present (Brycen Woodley, Ryan Underwood and Christina Charlton represented DECA at the meeting). Announcement of Perkins 5 were made. There was a reiteration about the CTE course requirement. There is work being done to include CTSO participation as part of the College and Career Readiness Index. \$150 million + 14 million CTE Incentive funds will be coming; funneled through the chancellor's office. There was some discussion on program monitoring and teacher credentialing. Additionally, the ongoing challenge that some CTSO's are not abiding by the CTE requirement was brought up. Molly will investigate further. DECA requested that before any additional requirements are imposed on DECA, all CTSO's should be following the current guidelines and requirements. It was requested that a CTE audit be done of all CTSO chapters. Molly requested that we share the chapter affiliation agreement that we are currently using so she can utilize that as part of future implementation.

New CTE Requirements for participation in CTSO's in California

The Board discussed the potential for future concurrent enrollment requirement (meaning every student would need to be currently enrolled in a class to participate in DECA vs. the current requirement that the student have taken or are taking the required course). Andrew brought up an equity issue because larger schools are more likely to have more classes available and smaller schools may not, so not all students will have access. Ryan requested that Molly communicate the model that Donna is using to implement this concurrent enrollment direction. Molly will bring back the feedback regarding challenges such as equity, master schedule, graduation requirements (ie STEM).

CTE Career Indicator Update

As of now, the only CTE element for the CCI is whether a student is a completer. There is potential credit for students participating in DECA but it is too early to implement at this point.

Management Team Report

WRLC

We discussed WRLC with positive feedback from attendees. CA DECA had 25% of the attendance. A new app of Goosechase (scavenger hunt) was used and feedback was shared. It was suggested that the word "new" be taken off the sessions for advisor training so more would attend. Overall it was a great conference and the management team continues to receive positive feedback from attendees both from CA and from other state who attended.

District Conference Updates

Silicon Valley conference registration is up which will present some logistical challenges. Concern was presented that SV district dates are a challenge because it conflicts with winter break (making it hard to get judges and cutting into personal time). It is being proposed that the SV District consider moving their conference forward a week so as not to conflict with the winter break. NorCal CDC registration numbers are down about 60 attendees from last year and SoCal registration numbers are down about 10 from last year. Plans and preparations are moving along smoothly for all three District Conferences.

Membership

CA DECA is currently at 3,981 members which is a good place to be at this time of year. Membership numbers continue to increase leading up to the State Conference registration deadline at the end of January and based on current numbers we are on track to exceed last year's membership total. The board was reminded that the key number is 4,500 members which ensures we retain our 4th ICDC allocation across all events. We should hit that mark this year.

Status of CDE Chapter Grant Funds

The current CDE Grant contract has been approved but funding may take some time. CDE is using a new system (Fi\$Cal) to distribute funds which has slowed the grant process significantly. The tricky thing is the funds may not be dispersed before State CDC. The great news is that California DECA was awarded an additional \$100,000 in grant funds this fiscal year which are going towards enhancing our

support materials and services for Chapters and Advisors. One of the great success stories of the additional grant funds is that California DECA has been able to provide all DECA advisors with access to “TeachDECA” which provides a broad range of helpful tutorials, resource templates, informative videos, guidance/instruction and more. Teach DECA makes it easy to integrate DECA into the classroom. This comprehensive tool includes all the elements a new DECA program needs to be successful and the initial review from advisors is that it has been an invaluable tool. It was estimated that 12-15 hours were needed to onboard each new DECA Advisor and so this resource development will help to streamline that process. Additionally, through these new grant funds advisor mentors are working on development helpful resources and reach out to help and support new and newer chapter advisors. It was requested that a judge orientation video be made to help ensure that every judge gets a consistent message. In addition, a judge recruiting video would be helpful.

State Officer Team Report

We reviewed the CA DECA December 2018 State Officer Report.

Financial Reports

The Management Team reported on updates and enhancements to our financials processes. The management team is also looking at industry best practices as it relates to non-profit financial management to ensure that California DECA is on the leading edge of industry trends and practices. In keeping with these requirements the Management Team is working to update account several key financial practices which were discussed at length with the Board including the transfer of previously approved seed fund for the newly establish California DECA Foundation.

Review and approval of 2017-18 year-end Financial Statements

CA DECA statement of activity show a substantial positive number. It represents the one-time grant surplus which will not happen again. Additionally, we had two donors that gave us approximately \$7,000. It costs us significantly less to host CDC in So Cal than it does to host is in Nor Cal so this surplus will be good in terms of future needs. We are currently contracted for 2020 & 2021 in Santa Clara and then back to Anaheim for 2022. The board expressed a strong desire to look at parking the State Conference in So Cal for the foreseeable future. From a cost/safety perspective it is much easier to hold the conference in So Cal where the entire conference can be under one roof and not necessitate significant rental costs and logistics with using a separate convention center and multiple hotel properties. We need to consider safety, weather, logistics/space and other challenges that are inherent with holding the conference in Santa Clara where we have multiple hotels and a convention center and need to work out logistics for movement between the properties. The management team noted that we continue to invest heavily in our annual Advisor Conference (almost \$30,000 expense item with no cost charged to advisors). As long as we have the funds to support it, the Advisor Conference is a critical component of our overall programming and an important start to the DECA year early each Fall. Chapter debts continue to be an issue. The Management Team is looking at ways to increase collections and anticipate chapter that may end up ceasing operations unexpectedly before balances are paid in full.

NorCal is showing a loss for the last Fiscal Year, and thus far that has been intentional, partially to fund the new District Action Team. There needs to be a conversation on whether we want to continue this and if so, how it will be funded. A proposed increase in Nor Cal CDC registration will be addressed at the May Board meeting.

CA DECA started using mobile banking but around conference times we exceed our limits for the personal system. Thus, we acquired a commercial system but discovered that it did not solve the problem. Currently, we need a deposit trust account for CA DECA to manage deposits for online banking. The Board requested the costs associated with adopting this new system and the Management Team will report at the May Board meeting.

The Management Team reminded the Board that we have a balance of chapter grant dollars which has accrued due to chapters that over time qualified for grant funds, but when it came time to distribute the grant funds these chapters had ceased operations. These chapters can be redistributed to existing/active chapters and the Management Team is working on a plan for this.

The 990 group filing was submitted by CA DECA by the deadline. California DECA has its own EIN, but is a named subordinate on DECA, Inc.'s IRS filing. For this reason, CA DECA reports their financials to DECA Inc. which then creates a comprehensive 990 filing for all of the DECA States that are named subordinates.

Bank records and reconciliations are received, reviewed, and approved by the CA DECA treasurer monthly.

Board discussed the need for a full independent audit, beyond our annual reviews. CDE is requiring annual audits for all CTSO's with no initial start date. The question arose regarding CA State requirements for non-profits. California requires annual audits for non-profits registered with the state that have gross revenue of 2 million or more. Our upcoming independent audit will also satisfy the CDE annual requirement for audit. *Statute and Description: [Cal. Gov. Code §12586\(e\)\(1\)](#) | A charitable corporation with gross annual revenue of \$2 million or more AND that is already required to file report(s) with the General Attorney must file an audited financial statement prepared by an independent CPA.*

It was moved by Michael Acheatel and seconded to complete the transfer of the funds from the LPL investment account and balance from the reserve funds totaled to be \$85,000 (as previously agreed) to the CA DECA Foundation. The motion passed unanimously.

It was moved by Andrew Nelson and seconded that CA DECA move forward with contract negotiations to host the State CDC in So Cal from 2023 and going forward, subject to Board approval. The motion passed unanimously.

It was moved by Maureen Rankin and seconded that the 2017-18 year-end Financial Statements be approved as presented. The motion passed unanimously.

It was moved by Michael Acheatel and seconded that the 2018-19 year-to-date Financial Statements be approved as presented. The motion passed unanimously.

It was moved by Jodi Morgan and seconded that we remove Rhonda Bohall and add Tanya Deer and Marci Shields for the financial signers for all CA DECA Accounts. The motion passed unanimously.

SCDC 2019

Update on conference planning & preparations

Reminder of refinements discussed at May 2018 Board Meeting. Awards for events completed prior to the State Conference (including VBC, SMG, etc.) will be awarded during the Opening Session.

For Mini Awards we will change our approach for all three District Conferences and the State Conference: The announcer will call the TOP 10 finalists in each component part (test/role play/case study/content interview/Presentation) to the stage. Once all are on stage the Announcer will only announce the Top 3 in each component part (e.g. will not re-call finalists as we have done in the past). As students come on stage everyone will receive a Finalist Pin (everyone will just get one finalist pin).

For Grand Awards we will change our approach for all three District Conferences and the State Conference: The Announcer will call the TOP 10 finalists to the stage (in the past we have only called the Top 8).

There will be a key change this year to the approach: Students will be grouped in sections as they have been in the past. The same judge will review all of the projects online for students from the same section. However, different this year; The presentation portion may be judged by a different judge on site (all students from the same section will have the same judge, but the judge who reads that sections projects online may not be the same judge that judges that sections presentations on site).

Requested info from the hotel earlier so it can be discussed with chapters. Hotel rules video could not be heard due to cheering. Advisors need to be reminded to address conference etiquette, particularly with respect to noise levels

ICDC 2019

Conference Update

Per Board request there will be no competition training at ICDC this year. We will have our normal State Meeting which will begin at 10:00 a.m. on Saturday so that chapters can participate in the 5K that morning. CA DECA is at the Renaissance Sea World. We are on the conference bus route.

Advisor Conference 2019

As discussed and decided during the May 2018 Board Meeting the 2019 California DECA Advisor Conference will be held in Southern California to rotate locations in the state and show support for SoCal chapters.

Competitive Event Disqualification Process Discussion

At ICDC, there is a new form that advisors fill out (with incidents) to avoid confrontation and let DECA explore and take action, as necessary. There was discussion as to whether we should implement at the state conference but the outcome was that on a state level, the Board still wants event managers to handle situations on the spot, as they arise. We may implement the form as an optional approach, but that will need to be further discussed.

Further discussion of conference plans for Fall 2019

We discussed strategy and considerations for Fall conference offerings. We looked at a variety of formats (1 day, 2 day, multiple day, etc). Concerns were shared on whether chapters would attend (out of school policy, expenses, etc). The Management Team will gather feedback from chapters and present options at the May Meeting.

Next Meeting: May 17, 2019

Dennis Mifflin moved to adjourn meeting **at 1.12 PM**