

BOARD OF DIRECTORS - MINUTES

California Association of DECA, Inc.
Board of Directors Meeting
December 2, 2021
Video Call – 2:30 p.m. to 5:30 p.m.

A. Introduction

1. Call to Order – Call to Order @ 2:33 p.m.

2. Welcome and Roll Call

Board Members in Attendance

Maureen Rankin	Dennis Mifflin	Kerry Moquett	Juston Glass
Bradley Fulk	Molly Anderson	Jeffrey Baughman	Michael Acheatel

Staff Members in Attendance

Brycen Woodley, California DECA

Ed Trang, California DECA

Ryan Underwood, California DECA

3. Approval of the Minutes from May 2021

Kerry – asked for clarification – “When do students need to pay for their conferences”

Molly clarified that it is based on equity – if it is part of their grade, they cannot be required to contribute expenses to attend

- Maureen moved to approve the May 2021 minutes. Dennis seconded. Motion approved.

B. Reports

1. State Advisor Update (Molly Anderson)

- A. Peter Callas is the new CTE director. New CTE state plan in process of being updated.
- B. In meeting with state advisors, there was a discussion about private schools. In the past, private schools have had a bit of an exception to the CTSO requirements. It is not currently enforced, but the other CTSO's are pushing back. This may be addressed in the future.
- C. CDE has partnered with Cal HOSA – there is some money for student mental health projects. Some grant money was offered to both FBLA and DECA to work on mental health related projects. Carl Schmidt received a grant to have his students look at the current needs for mental health related issues. The students are looking for things that they can do to work on issues surrounding mental health. There was meeting between Molly and these students this morning where they provided an update on their progress

- towards their project. Molly wanted to ensure that this work is made visible to those at the CDE level.
- D. Kerry asked for an update about grant dollars. Molly said there should be an update soon from the state on this. Possibly looking at March 2022.
 - E. Ryan asked if there were discussions at the state level about the reasons behind some of the rules. Molly said that it always revolves around the 11 elements of high quality CTE programs. The CDE believes that you get your highest quality programs when you have highly qualified leaders at the top. Ryan asked about the pathway requirements. Molly mentioned that they don't have a set plan to approach this, but she is working on reasonable exceptions with individual cases.
 - F. Molly has been in preliminary discussions with Brycen about PD opportunities for DECA advisors. Molly mentioned that we may be adding an advisor PD track to the CDC's to support advisors during the district conferences. This would be possibly coming in the 22-23 school year.

2. Management Team Report

A. Membership/Conference Review & Stats

- a. Last year we had 4,469 which was down from 5,550 the year prior due to COVID. This year we are tracking towards 5,000+, which would allow us to retain our ICDC slots.
- b. CDC numbers SoCal 404, SV 719, NorCal 728. These numbers are live at the moment so they could go up still. These numbers are approaching pre-pandemic numbers. We are closely monitoring the new Omicron variant of COVID-19 and unsure of the impact this will have on conference attendance.
- c. Advisor conference numbers were good, but perhaps not so for the advisor kick-off event. There were 50 advisors in attendance this year at the advisor conference. This was a higher than anticipated attendance and shows positive growth.

B. Status of Chapter Grant Funds

- a. CA DECA has completed requirements for receiving the money. It has moved to the state approval part of the process. Chapters will receive likely last year and this year's money. Molly mentioned that she remembers signing the approval in November and it is likely moving forward, but she is going to check on the progress.

3. State Officer Team Report

A. Documents for this are in the folder for the board meeting.

- i. Kerry mentioned that the officer team is out visiting chapters and was curious if they were going to continue reaching out to visit chapters around the state. Brycen mentioned that they are doing this as much as the school restrictions will

allow it to happen due to COVID. They are doing Zoom meetings as well to complement their outreach efforts.

C. Action Items

1. Financial

A. Review and approval of 2020-21 year-end Financial Statements

- a. Opened to questions – no questions asked.
- b. Brad moved to approve the 2020-2021 year-end financial statements as presented. Maureen seconded. Motion passed

B. Review and approval of 2021-22 year-to-date Financial Statements

- a. We have received these financials to date.
- b. As always, it is a bit hard to predict the year at this time because we haven't received conference funds yet.

C. 990 Group Filing Submitted

- a. 990 was submitted and accepted by DECA Inc.. They are now in their approval process.

D. Audit Update

- a. Audit committee - update. Dennis said that they audit group mentioned that they found no red flags in the audit.
- b. Brycen mentioned that the auditor is doing a great job, but they are not moving as fast as we're used to. This is due to personal issues with the audit group and they are working towards finishing up the process.
- c. Kerry mentioned that the report seemed rather brief from her experience. The report was very concise and mentioned no issues. Dennis mentioned that he would compare this audit to the previous one for reference. Ryan mentioned that they were exhaustive with their questions about our group. He thought that because of the process they have established, they thought there would be fewer questions. Ryan felt the questioning was high quality. Ryan felt this firm did a great job of describing our business overall and did some things very well in the process. Brycen felt they asked for a great deal of information, and they were quite thorough.
- d. Maureen mentioned that on p. 9 paragraph 2, they said that our board of directors was composed of paid members.
- e. Ryan mentioned that at our next meeting we could move to close up the process from the audit committee and the board.
- f. For the May meeting, we should probably get bids for the next audit to be reviewed at the May meeting. Dennis suggested that the CDE could really help in the process by having a person from the CDE who does these audits. Ryan mentioned having seen this in other states and said he liked not having auditors used to government financials working on non-profit financials from experience.

- g. Dennis and Michael agreed to remain the audit committee. No one else requested to join. Michael and Dennis to come to May meeting with quotes.
- h. Meeting confirmation that we have received the audit. Nothing to approve at this time.

2. Executive Officer Candidate Discussion

- a. Daniel Bowen has submitted an application to run for executive officer. He submitted on time. Next step is a screening committee. Nothing for the board to do, but the screening candidate reviews materials to see if the candidate is approved to run.
- b. The board has been notified that someone has asked to run.
- c. Kerry and Molly agreed to be part of the committee on behalf of the board.

3. District & State Conference Updates & Discussions

- a. With Omicron first cases hitting the US just now, we don't have enough information about it yet to know what kind of impact it is going to have on the conferences. The Management Team has communications going out to the different counties to discuss the plans for conferences.
- b. Advisors will be reminded of the COVID procedures and expectations. Social distancing and masking will be required. Even though some areas don't require masks, the governors mandate extends to schools and school events so masks will be required at all events.
- c. Discussion point – if the conference is cancelled will people get their money back?
 - i. Kerry mentioned that her group wants assurance that there is a testing/vaccination requirement. Brycen said it is determined by the county where the event is held. NorCal it is required right now. Currently not in Santa Clara county or Orange County. The state mask requirement still holds regardless of local rules.
 - ii. Regarding refunds, there are hotel and CA DECA related comments.
 - 1. CA DECA has attrition penalties if we don't have enough rooms booked based on the contract.
 - 2. In the registration packets, it mentions that COVID related issues will be addressed on a case-by-case basis. For power trip, DECA was giving a 50% refund in these last-minute scenarios. We are considering a similar approach.
 - 3. Santa Clara Marriott is flexible with numbers. NorCal seemed to be a little flexible. In SoCal, they are less inclined to allow us to get out of the contract in a COVID related emergency.
 - 4. Brycen recommended that we refund a chapter for their registration if the local rules prevent them from attending and it is out of their control.
 - 5. As a contingency plan, we can always revert to virtual like we did last year and the Management Team feels comfortable making this change if needed.

6. Brycen mentioned that we will give refunds to the extent that we can, we will give refunds, but there is only so much we can do.
 7. We may need an emergency meeting if something happens that requires mass refunds.
 8. It looks like SoCal has the potential to be a tough hotel to get out of the attrition fee if it comes to it. There has been issues with the hotel selling rooms currently for cheaper prices than we were contracted for, but the hotel is not honoring the lower prices.
 9. Molly requested that we let chapters know that we will work with them, but that we may not be able to refund anything if circumstances dictate it.
- iii. Brycen mentioned that chaperones at SV were concerned that we charge a fee for chaperone in SV. This doesn't happen in the other districts.
 1. This topic will be rediscussed in May.

4. Advisor Conference 2022

a. September 16-17, 2022 (Friday-Saturday)

- i. Many advisors mentioned wanting to be back in person.
 - ii. Attendance was higher in years where we were in person.
 - iii. Kerry mentioned being in support of in person. Juston seconded.
 - iv. Discussion about where to have this conference was held.
 - v. Michael motioned that we go to a Northern California advisor conference on 09/16-09/17. Location to be determined by management team. Molly seconded. Motion passes.
- b. Dennis mentioned that we need to contact Anaheim about Disneyland for the state conference because of the new reservation system.

D. Next Meeting: May 13, 2022 (Location?)

- a. Typically, people travel on Thursday, the meeting is on Friday (5/13).
- b. Molly said that the board meeting may need to be held in Sacramento because the state advisor is not allowed to travel.
- c. Brycen mentioned that the meetings can be quite expensive if not held at the site of a conference where we have contract concessions which provide free sleeping rooms and meeting space.
- d. Ryan mentioned that forward planning at these meetings would be good to revisit to look at our long-term plan for DECA.
- e. Molly mentioned a preference for at least one meeting to be in person because people may be fresher and able to concentrate on larger decisions without distractions.
- f. Dennis moved that the May board meeting be held virtual in the morning on May 13th. Molly seconded. Motion passed.
- g. Brycen mentioned that DECA may be able to help with sub costs if needed.

E. Adjourn (by 5:30 PM) Brad motioned, Jeff seconded. Adjourned at 5:06pm