

**SkillsUSA California  
Board of Directors Meeting  
Doubletree by Hilton Ontario Airport  
Wednesday, April 24, 2019**

**Members present:** Chair Don Black (WECA); Vice Chair Kathy Looman (Gene Haas Foundation), Treasurer Tom Vessella (Pierce College), Secretary Adria Salvatore (AWFS); David Earhart (Slawson Occupational Center); Chuck McCall (Administrator, Granite Hills High School); John Peros (Autodesk)

**On the Phone:** Daniel Lehmkuhl (InjectorsDirect.com); Patrick Mullen (PG&E)

**State and Organizational Staff:** Clay Mitchell, SkillsUSA CA State Director; Loretta Cabuyadao, Membership & Chapter Coordinator, Alumni and Friends Coordinator; Tanishia Jones, Executive Administrative Assistant

**Guests:** John Stokes (Region 2 Coordinator/Cuesta College); Laurie Stidham (National Quality Director); Jasembri Malone (SkillsUSA CA State President); Amani Gaber (State Officer Trainer); Faustino Tarin (Alumni & Friends Co-Coordinator); Reimah Gaber (Alumni & Friends Co-Coordinator); Marie Guzman (Contest Coordinator); Clarke Stephens (Business & Industry Partnership Development, Contest Coordinator); Debby Van Setten (Contest Coordinator)

- I. **Welcome/Call to order** at 9:15 a.m. by Chair Black; Board member and guests welcome and introductions.
- II. **Review of Agenda:** request to delay bylaws revision to July meeting. ***Motion to approve agenda.*** (M/S Loretta Cabuyadao/Tom Vessella). All approved. No objections. No abstentions. Motion carries.
- III. **Review of Minutes from Jan 31, 2019 meeting:** ***Motion to approve minutes from January 31, 2019 Board meeting.*** (M/S David Earhart/Tom Vessella.) All approved. No objections. No abstentions. Motion carries. Correct Don's company to WECA not WETA.
- IV. **Staff and Committee Reports:**
  - A. **GenT and Alumni & Friends Reports:** Loretta Cabuyadao (see Membership & Chapter Coordinator Basecamp report) –
    1. **Membership & Chapter Coordinator** (Loretta) – Loretta has made a lot of great contacts, been to every region, and several conferences (CITEA) since beginning the position. Hoped to have 25% increase in membership, we did not reach, but we have a lot of new members. Expect to see more growth due to continued communication, training, professional development opportunities, onboarding. Focus on quality and strengthening the process. Have 22 special guests who are coming to the state conference to learn more before starting new chapters in the fall. The greatest success has been establishing relationships and building communication with new members and the quantity of presentations they have been able to accomplish. The biggest challenge for the upcoming year is setting up processes and best practices to continue communication with the new team and coordinate needed travel to reach all regions. Chair Black encouraged Loretta to reach out to the Board for support and continued success.  
  
Loretta has also been working with the state conference team to prepare for state conference, helping with web updates, serving as ambassador for organizations with state and national officers. She will be offering seminars at state conference on “Chapter Meetings 101”, “Framework”, “Career Essentials”, and “Team Building Experience” for new and prospective chapter leaders.

She is also serving as alternate on SCCRC grant committee, and it has been “interesting to learn the process”. Clay shared that he feels hopeful that the chapter quality will increase thanks to Loretta’s work and the new position.

2. **Gen T (Loretta)** – Lowe’s is still rolling out directive on how to promote GenT. California is one of five pilot states in the campaign to expand Building & Construction Trades skill development. See report on Basecamp for tracking of communication within that sector, (but she is also communicating with other sectors for state objectives). Lowe’s is now rolling out a media kit and more direction, expect to see more information and progress moving forward. Clay thanked Loretta for her support and all of her hard work, and recognized the challenge in the position.
  3. **Alumni & Friends Co-Coordinator** (Loretta) - welcomed Faustino and Reimah, no official report because they just started in the role, focused on conference and onboarding. Reimah shared that she was a student in 2012 and has been volunteering with SkillsUSA CA since, wanted to get more involved. Faustino was a SkillsUSA AZ member in high school, moved back and started helping out in CA last year.
- B. **SAC/Conference Coordinating Committee** (Clarke Stephens) - Clarke has been creating drives of data and history to keep track of process and procedure. Goal to move to laptops for all written contest tests, no more paper tests in the future! Maria and Debbie have been very helpful with event management. This year has gone much better than last year in new facility, anticipate it will get even easier. Will have 4-6 people from the local carpenters union to help with the construction contests. Starting to make inroads with local business & industry to help with state conference and events. Actively looking for ways to help with making the organization run more smoothly. TheFabSchool.com is a new partner and will be running the welding fabrication contest, we are listed on their website. Local NPR reporter may be here at state conference for coverage.
- C. **Operations** (Tanishia) – see AR Aging reports on Basecamp – Tanishia has been working to get payments sorted out from aging report. Now have about 50 schools who are registered for the state conference that are outstanding. About 40% of the outstanding are consistently on the aging list. Process is improving, receiving more credit card payments. QuickBooks has been a significant improvement because all schools can now pay online. Onsite state conference process for registering and collecting payments has been improved for this year. There are some chapters who are on the aging report who are no longer “active” or will not be at state conference. Chair Black recognized Tanishia’s support and hard work following the resignation of our Treasurer.
- D. **Treasurer’s Report** (Don Black and Tom Vessella) – Overview of QuickBooks. We no longer have the services of Supporting Strategies, currently interviewing other bookkeepers and hope to contract with one soon. Working to keep financials moving during transition process. Chair Black reminded Board to review QuickBooks regularly (at least quarterly) as it is our fiduciary responsibility. Pat reminded of the importance of setting a hard date for an audit soon. ***Motion to engage an audit firm and create a Board Audit Committee (at least two Board members) by the next board meeting on July 11.*** (M/S Pat Mullen/Don Black) Chair Black requests that we move to October meeting deadline. ***Amendment to October meeting deadline.*** All approved. No objections. Clay abstains. Motion carries. The Executive Committee, Past Chair, and Treasurer serve as the Audit Committee. They have interviewed two audit firms and have a third to interview yet.
- E. **State Officer Report** (Jasembri Malone, see report on Basecamp) – Began by thanking the Board and state staff for continuous support. Jamsebri reviewed the year’s activities for the State Officer team. Assisted with regional conferences. Released state officer applications to recruit for replacements. Planning for state conference; Helping with preparation and practice for ceremonies and helping students attend Loretta’s workshops on

leadership. Challenge was learning and getting going as a new team, greatest success was making the event as a success and making all members feel welcome and included. Chair Black asked Jasembri “What is the student value being involved?” Response: “Before serving on State team, it was about competitions and knowing that college isn’t the only answer. Now, it’s about sharing that and making sure everyone knows, there are many options and SkillsUSA is a pathway to success.”

- F. **State Officer Trainer Report** (Amani Gaber) – Amani provided a year in review of events and activities; they have been holding Skype meetings regularly. Assigned Career Essentials modules to the State Officer Team, will incorporate clear deadlines for completion in the future. A conversation ensued about the Career Essentials process, challenges with completing it, the significant time required, and the need for student computer access and literacy in order to complete the assessments. Board members observed that the technical skill areas are “disappointing” and do not align with current industry skill needs. Clay explained that all California SkillsUSA members receive the license for the general (leadership) assessment, not focused on the technical skill assessments at this point. Amani shared that the team’s challenge has been communication throughout the year but has grown now to a success. She learned a lot as a national officer that she would like to implement and adopt at the state level as appropriate. David added the importance of National Signing Day on May 8 as a way to promote and build awareness for the organization and skilled trade careers.

V. Closed Session 11:26 a.m. – Review of Contract for Executive Director.

- A. **Motion to offer the position of Executive Director to Clay Mitchell effective April 27 pursuant to the contract.** (M/S Tom Vessella/Kathy Looman.) All approved. No objections. Clay abstains. Motion carries.

VI. Adjourn for lunch 12:00 p.m.

VII. Reconvene from lunch at 1:20 p.m.

#### IV. (continued Staff Reports)

- G. **State Director Report:** (Clay Mitchell, see Basecamp report) – membership down slightly, because there is turnover of new members. Goal was to keep new members, rather than just growing numbers. Regional conference participation slightly lower but not to be concerned. Changed policy so that students can only compete in one contest, which resulted in more attendance. This allows them to participate in other activities such as seminars while at state conference. Streamlined some processes for state conference, such as lunch.

Trying to increase advisor professional development training for next year. Chuck McCall shared that millennial teachers don’t want to participate in weekend events, consider events during the week instead to get more participation. Once they know what it is, most principals would be supportive of taking a PD day and providing a sub. A suggestion to register PD for state CEU’s, however high school teachers no longer need to earn CEUs.

New SkillsUSA National CEO will be identified by national conference this year (hopefully), will be announced after the national conference and the focus at national conference will be on Tim Lawrence. Clay shared the “Delivering ROI” brochure and the National Strategic Plan and how it aligns with our state organization objectives and efforts. Working towards all states using the same contests at state level, using national business and industry standards.

A question of why our post secondary (PS) membership is so low and how we can increase? The top PS membership state, Tennessee (12k+), has “college for all” and a strong Tech Center PS network, so many young students transition directly from 12<sup>th</sup> grade and bring their SkillsUSA passion. In California, most post secondary

students are older and have family and work obligations, and they transition quickly through community college process. Further, building a chapter in the post secondary environment is a very different process than high school.

Staffing – Added Loretta’s position, Member Coordinator, Executive Director position, hope to soon add Assistant Executive Director and Conference Operations Assistant.

The state apprenticeship department will have a table at state conference and their survey responses will be shared, many of the schools who completed the survey will be here. Apprenticeship Department will also be at the National Signing Day in San Jose for electricians. John Dunn is identifying ways that SkillsUSA CA can get involved in pre-apprenticeship process through community college districts for the “Online CTE Pathways” grant.

New website update: biggest challenge at this point is cost, estimated budget is \$30k. Will request formal RFP from Jodi Halligan, goal is to complete it by August 2019.

**H. Budget review** – added Lowe’s GenT grant, which has a net zero but provides significant resources (staffing). \$425k previously from Perkins is not secured, we only have CTEIG \$225k. Bill 1303 “Strong Workforce” may return Perkins funding, but it is controlled by community colleges so not guaranteed. Executive Director budget for this year was smaller than expected. Other state staff /contractor positions are open. May be additional costs for new bookkeeper. Chair Black asked for feedback on the process with the new vendors such as Divvy, Expensify, etc. John Stokes shared that as a Regional Coordinator, the learning curve was steep, but now it’s much better. One challenge is that the expense categories are too limited. Divvy is nice because it allows users to set budgets for spending categories. We have a new vendor source for state conference store with an expanded product line.

**I. Activities at State Conference for BOD:**

**Tonight Wed 4/24:** 6:00 p.m. dinner with State officers at Courtyard

**Tomorrow Thurs 4/25:**

Noon: Registration opens

5:45 – VIP/Board reception, Ted Alejandro County Superintendent will speak

No volunteer/judge breakfast on Friday and Saturday morning

**Friday 4/26:**

Regional advisors of the year nominees/applicants – need Board members to help with interviews (David Earhart and Don Black volunteers) – Friday evening after 5:00 p.m.

**Saturday 4/27:**

VIP Tour, get Board name badges. 4 Remote sites: San Bernardino Valley College – auto, culinary, and baking; Fabschool – welding fab; Chaffey HS – woodworking and cabinetmaking; UTI - automotive

**Sunday 4/28:** can hang medals if you want for award ceremony! Otherwise just come and observe.

**J. Meeting Adjourned: A motion was made to adjourn the meeting at 2:43 p.m.** (M/S Tom Vessella/David Earhart.) All approved. No abstentions. Motion carries.

**Next board meeting:** Friday, July 12 in Sacramento, CA

Respectfully Submitted,

Adria Salvatore  
SkillsUSA CA Board Secretary