

1 **CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA, INC.**
2 **Board of Directors' Meeting**
3 **MINUTES**
4

Mission Statement:

*To bring business and education together in a positive working relationship
through innovative leadership and career development programs*

5
6 *California FBLA is a nonprofit Benefit Corporation. The Directors named by the Corporator in an*
7 *action by Incorporation executed following filing of the Articles of Incorporation of the Corporation*
8 *as named above, constituting the Board of Directors of this Corporation, held a regularly scheduled*
9 *meeting at the time, the day, and at the place set forth as follows:*
10

11 **DATE:** February 18, 2021 **PLACE:** Via Microsoft Teams Teleconference

12 **ITEM 1: CALL TO ORDER**

13 Chair Chris Gomez called the meeting to order at 6:05 p.m.

14
15 **ITEM 2: ATTENDANCE**

16 The following Directors, constituting the Directors named by the Incorporation and a majority of
17 the authorized number of voting Directors (thereby establishing a quorum) of the board, participated
18 in the meeting:

- 19 • Chris Gomez, Chair, Business and Industry Representative
- 20 • Donnette Silva Carter, Vice Chair, Business and Industry Representative
- 21 • Greg Fox, Business and Industry Representative
- 22 • Tamara Mallery, Business and Industry Representative
- 23 • Dr. Cary Johnson, Business and Industry Representative
- 24 • Dr. Jarom Peariso, Business and Industry Representative
- 25 • Rohit Ramchandani, Treasurer, Business and Industry Representative
- 26 • Martin Baltierra, Business and Industry Representative
- 27 • Molly Anderson, State Adviser

28
29 Non-Voting Members present (Reporting Staff, Members, Guests):

- 30 • Sue Christensen, Business Manager
- 31 • Melanie Dias, Program & Events Manager
- 32 • Graeme Logie, Bay Section Director

33
34 Absent:

- 35 • Laurie Looker, State Officers Coordinator

36
37 **ITEM 3: APPROVAL OF THE MINUTES- Donnette Silva Carter moved and Cary Johnson**
38 **seconded to approve the revised minutes of the January 13, 2021, meeting as presented. *Motion***
39 ***carried unanimously***
40

41 **ITEM 4: Financial Report – Sue**

- 42 A. Sue reviewed the Balance Sheet, including current Assets and Liabilities
- 43 B. No actions were taken – just an update only.

46 **ITEM 5: Membership Report – Sue**

- 47 A. **Sue** shared the membership report, and spoke of the lower CA FBLA numbers this year,
48 which stands at 2930, versus 4612 from a year ago.
49 B. All states are being impacted by Covid-19
50 C. All CTSOs are facing similar challenges, with lower enrollments at 55-60% from the
51 previous year.
52 D. There was some discussion on finding ways to increase student engagement
53 E. No requests were made of the Board, just information sharing only.
54

55 **ITEM 6: PPE Loan – Sue**

- 56 A. **Sue** indicated that she completed the application for \$90K via the Oklahoma bank
57 B. There still isn't clarity on if the Covid-19 grant will be secured, which is still TBD
58 C. Regarding IDLE, Sue indicated it is still a black hole, and she has inquired about status, but
59 no responses as of yet.
60

61 **ITEM 7: Invoice – Contract Full Executed – Sue**

- 62 A. **Sue** indicated that we need to determine what documentation is needed
63 B. There was a motion to accept the financial reports – **Jamon** moved, **Tammy** seconded the
64 motion, the *motion carried unanimously*.
65

66 **ITEM 8: State Advisor Report – Molly**

- 67 A. **Molly** complimented **Sue** on the quality of her reports.
68 B. **Molly** welcomed **Jamon** and **Cary** as new board members
69 C. Onboarding completed by **Molly** and **Melanie** for 45 minutes – including review of the roles
70 and responsibilities, personnel overview, current state and where we are going
71 D. **Donnette** to talk through Board Fiduciary responsibilities with **Jamon** and **Cary**
72 E. **Molly** indicated that we now have an executed contract – we can actually bill against it now
73 F. The contract typically runs from July 1 – June 30, but hasn't happen for a while.
74 G. **Molly** indicated that she really wants to see a July 1 start date so we can bill expenses more
75 quickly.
76 H. **Molly** working on a 2021 – 2022 contract. \$225K is target budget amount.
77 I. **Donnette** asked what other CTSOs are doing for 2021 – 2022.
78 J. Discussions centered on that we could give an 8% indirect to the organization – just for
79 operating costs.
80 K. **Molly** said that she wants make sure this is written into the contract - \$16K can be used for
81 indirect expenses -shipping, clerical work, etc.
82 L. Discussion centered on the fact that **Jacob** and **Melanie**, **Graeme**, and **Ryan** can give inputs
83 into the contract for next year. Hopes were expressed for an in-person SLC for this coming
84 year.
85 M. Two Grants were discussed – one focused on Chapter Support Grant, and one on the
86 Balance of Financial Literacy. The focuses is on asking advisors how to teach young people
87 about financial literacy. This came in via a VISA settlement.
88 N. **Molly** communicated that **Pradeep** – our current State director, is resigning, and his last day
89 will be 26 February, 2021, and is transitioning to a CA workforce development board –
90 effective March 1. So we are currently without a directory and deputy director.
91 a. There is hope that we will have a CTSO spring meeting and policy guide, with the
92 role currently vacant, that may be a risk.
93 O. **Sue** posed Question on chapter grants, focused on the range of \$960 to \$1200 per chapter.
94 **Molly** said she would run it by section directors to verify that chapters are active, as there is
95 some pushback on sending \$ to schools, if they aren't actively participating in FBLA.

- 96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
- a. **Graeme** posed the question as to if there was some kind of rubric – question – is there a rubric as to what “active” means, and is it a matter of the kids or advisors being active?
 - b. **Molly** talked about potential measurements for consideration, such as: did you attend the Advisor’s conference, or LDI, or Section? Did you perform an Advisor duty, or are you planning on going to State Conference?
 - c. **Graeme** indicated that as the events being so distance, Advisors cannot always be present.
 - d. **Molly** indicated this is first year that we have asked these questions and that we shouldn’t be too hard on the advisors, as there is some advisor fatigue, and perhaps we can always add more parameters. But before we issue the grants, we want to ask the right questions.
 - e. **Graeme** proposed that we make the rubric public so they know what the criteria is so they know what they are dependent on for grants.
 - f. **Tammy** spoke of how Sectionals just occurred and that all were out at the high school and that our advisors are moving things forward and are working really hard.
 - g. There was recognition that was a really good Board topic of discussion among **Molly, Tammy, Graeme, and Chris**.
 - h. Sue indicated that we don’t want anyone doing SLC to do things that are dangerous in the world of Covid, including not encouraging school gatherings for competitions.
 - i. **Chris** indicated that the District ultimately makes the call, and that the Advisors would need to fill out questionnaire, indicating what they did or did not do. He said that we should be clear as to what an active Chapter and active Advisor looks like, including what constitutes eligibility for the Chapter grants. The criteria should be released and communicate soon, so that as Chapter grants go out in the fall, they can have clear understanding of the requirements.
 - j. **Molly** indicated that the State wants to give support to active chapters and provide disincentives to those that just have a chapter on the books. Section directors will determine which ones are hitting the mark. This is first year that we have even asked the questions.

127 **ITEM 9: Management Team Updates / Section Conferences - Graeme**

- 128 A. **Graeme** shared Section Conferences went quite well and that 6 sections had conferences.
129 Southern was quite good. Bay section was 43% down.
- 130 B. **Graeme** indicated that the reports were sent to the Board and that the Bay section closing
131 ceremonies lasted just 39 minutes, versus 2.5 hours previously, so good progress.
- 132 C. All sections are short officers, so there is a need to look for and secure more officers for
133 SLC.
- 134 D. Revenues are also down, but so are expenses. All plaque orders are in.
- 135 E. All in all, things went quite well. **Graeme** indicated that **Manuel** did a great job via the Blue
136 Panda – 24/7 support and that since 75-80% of students attending next year will have never
137 before attended an SLC – there will be a steep learning curve
- 138 F. **Chris** indicated that we will all need to help communicate expectations.
- 139 G. **Molly** said that there is some goodness in this, you can start fresh and begin with new
140 expectations
- 141 H. **Greg** shared that the preparation and training in advance of judging and get up to speed and
142 comfortable with Blue Panda was quite good. **Cary** also indicated that he loved the
143 experience.
- 144
145
146

147 **ITEM 10: Programs and Event Manager Update – Melanie Dias**

- 148 A. **Melanie** said that we all show watch the opening and closing ceremonies and that **Graeme**
149 and his team did an amazing job with the drones, production quality and editing.
150 B. All awards are downloaded into a PowerPoint.
151 C. **Melanie** said that **Manuel** was big asset to the section conferences and be a big asset to the
152 State Conference.
153 D. **Sue** was recognized for the work that she did with Blue Panda – arranging meetings, setups,
154 etc. and that Blue Panda will be used for State Conference for assets, or pre-judged events,
155 etc.
156 E. **SLC – Melanie** working with tri-leadership on SLC and that competitive events –in the
157 works and there will be out-reach to past judges and board members to recruit for pre-judged
158 and live events.
159 a. **Graeme** said that to bolster attendance we have agreed to have 5 wild cards to allow
160 more events to be filled. Allows 3 more students per chapter.
161 a. Work is occurring on the invoicing for grants for quarter 1 and quarter 2 and ideas
162 for future grants are being generated. There is work going on as well with **Ryan**.
163 b. As SLC is the only revenue-generation event, it will be important to execute well.
164

165 **ITEM 11: Partnership with Tri-Leadership – Donnette**

- 166 A. **Donnette** indicated that **Ryan** and his team have conducted done a deep dive into the
167 organization and current status, financial, events, and that they will provide a report to us
168 next week with some kind proposal to move forward.
169 B. There is consideration of having FBLA under Tri-Leadership Management or a potential
170 hybrid model – with DECA, FBLA, and other organizations looking at the same kind of
171 issues, as all are feeling the pinch.
172 C. **Donnette** indicated that **Ryan** wants to be involved in developing the contract for next year
173 and that he will likely link with **Molly, Sue** and **Melanie**. A proposal is needed by April so
174 that Board can consider and take some action.
175 D. **Chris** indicated that the Board is looking at filling the holes that we have, such as hiring of
176 COO, taking over our accounting items and looking at some needs we have had for a long
177 time. **Chris** said that we will keep the Board apprised of this and when we might have zoom
178 meetings to ask questions or become more knowledgeable on this.
179 E. **Molly** shared a concern that if we want to get these out of the contract, we need to get the
180 pieces in by March 1st – and that she would need to be part of the conversation.
181 F. **Donnette** indicated that we need to contact **Ryan** tomorrow and next month we need to
182 bring the full board together in order to finalize.
183 G. **Molly** says that the spring refresh should be moved to summer, which **Sue** said can take
184 place in May or June. **Chris** said we will try to get this addressed before end of the FY.
185 **Donnette** said May could be ideal.
186

187 **ITEM 12: Continued Expansion of the Board Membership – Chris**

- 188 A. **Melanie** said that we have additional board members / applicants in the pipeline, and would
189 send the list to the Board.
190 B. **Donnette** reached out to **Glenn** from PBL and **Ryan** as they are connected with. GoBiz and
191 **Donnette** is speaking with someone that is a pathways graduate.
192 C. **Chris** indicated that he would like to interview 1-2 candidates next month with a goal to
193 have 6 more board members by November. **Donnette** indicated that we will need to reach-
194 out to other industries.
195
196
197

- 198 **ITEM 13: Sponsorship Plan Committee – Chris**
199 B. Sponsorship plan committee – **Chris** said that need to pull this together. Need the right
200 people with the right personality types.
201 C. **Chris** indicated that we need 2 board members – and asked if there was anyone that would
202 be interested in chairing this for the board, and that we can also add Management team
203 members. **Rohit** indicated that he was willing to participate as a member of the committee
204 and **Donnette** was happy to provide some support.
205 D. **Cary** indicated that he will agree to chair the Sponsorship Committee. There is a plan
206 proposal in place. **Donnette made a motion to have Cary become the chair, Greg**
207 **seconded the motion. *The motion carried unanimously.*** **Greg** agreed to participate on the
208 Sponsorship Committee. **Donnette** amended the previous motion with **Jarom** seconded.
209 ***Motion carried unanimously.***
210 E. **Chris** asked to look at adding 3-4 more committee members, including Advisors and
211 Management team members. He asked for Tri-Leadership thoughts on this moving forward.
212

213 **ITEM 14: Financial Audit Planning – Sue**

- 214 F. **Sue** indicated that the last audit was submitted in 2020 and completed by 2019, at a cost of
215 \$9K. She asked if we could push the next off to July, while we work to get some CDE
216 reimbursements from the work we have already done.
217 G. **Sue** asked if definitely needed to have the audit completed by June 30, while we are writing
218 plans for next year, as it may cost \$11K. **Sue** asked for **Molly’s** support so that we could be
219 push this past July 1st.
220 H. **Molly** indicated that the idea of an annual audit was first told to CTSOs by **Donna Wyatt** in
221 2018. In 2019, **Pradeep** said it again. It wasn’t until Feb. 2021 that we got the specifics.
222 **Molly** said that as long awe are making an effort to make an annual audit, if we need a few
223 months wiggle room, that she would ask to put in \$ in budget for next year for an audit. If
224 we can get a 3 years for a plan – that would be helpful.
225 I. **Chris** said let’s see if we can get an auditor for 3 years to lock into a plan for a better deal.
226 J. **Sue** asked as to what **Ryan’s** CFO is doing with our books, as they are asking for
227 everything and kind of doing an audit already, which is very thorough.
228 K. **Donnette** said that we should be cautious about a 3-year plan for all of our accounting
229 service through Fitzpatrick.
230 L. **Chris** closed the discussion that let’s do what we need to do to take action.
231 M. No Board Action was asked for or required at this moment.
232

233 **ITEM 15: Future Board Meeting**

- 234 N. March 15, 2021 was set as the next board meeting at 6:00 PM PDT, with the following items
235 on the agenda to consider:
236 a. SLC Updates
237 b. **Ryan** to join the meeting. Tri-Leadership
238 c. Additional Board members to interview
239

240 **ITEM 16: Meeting Adjournment**

- 241 A. Adjourn at 7:35 PM PT
242
243
244
245
246
247
248

249
250
251
252
253
254
255

Respectfully submitted,

CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA, INC.

A handwritten signature in black ink, appearing to read "Greg Fox". The signature is fluid and cursive, with a long horizontal stroke at the end.

256
257
258
259

Greg Fox, Secretary
Business and Industry Representative

February 18, 2021
Date: February 18, 2021