

Texas FBLA Midwinter Board Meeting
Saturday, December 3, 2022 - Sunday, December 4, 2022
Galveston Hilton
5400 Seawall Blvd.
Galveston, TX 77551
Meeting Room - Tower A

Update Board Roster Information

Current Members

Present:

Renee Hancock Treasurer
Donna Crook State Coordinator
D'Ann Matlock State Adviser
Christina Perez ML Rep Secretary
Christina Mina State President
[John Whitten](#) Area 6
Wesley Haynes Area 7
Clark Saunders Area 5 President
Jennifer Garza Area 4
Kristi Coleman Area 1
Joe Newson Business Representative

Call to Order - [Clark Saunders](#)

Board Officers

President – Clark Saunders
Vice President- Wesley Haynes
Secretary- Christina Perez
Treasurer- Renee Hancock

1.Public Forum: This is a period of time at the beginning of the board meeting where non-board members may address issues or pose questions to the board. Each person shall be given a time of three (3) minutes.

John Bryan - Moving Days for SLC
Stacy Hammond - Student Ambassadors
Alfredo Martinez - Online testers may hurt the opportunity for those that will need flexibility

2. Approval of Minutes of Previous Board Meeting

Current Revisions: Policy & Procedures with new job descriptions and will require future zoom meetings.

Finding ways to communicate, resources, and having multiple points of resources. Finding different platforms.

[Renee Hancock](#) moves to approve minutes as written
[John Whitten](#) Seconded

Unanimously Voted: Yes

Discussion: Of future training for competition and fundraising.

3. Treasurer's Report – Renee Hancock
4 th Quarter Financial Report

End of Year Audit – Mike to discuss the financial position of Texas Future Business Leaders of America as of June 30, 2022 and the changes in its net assets and its cash flows for the year ended in accordance with accounting principles generally accepted in the United States.

Financial Position - CLEAN AUDIT

Statement of Activities: Increase from previous year

Program Service Expenses increased (specifically)

Expenses: Conferences, Conventions, and Meetings & Meals Entertainment both increased from previous year

Renee Hancock Moves to approve the Jun 30, 2022 Financial Statements

Wesley Haynes Seconded

Unanimously Voted: Yes

4. Virtual Chapter Update – D'Ann Matlock
None at this time...

5. Perkins Grant Update – D'Ann Matlock

\$36, 018 to double for an additional COVID to be able to spend and will automatically be given without application. \$73,632

Will help towards conference fees, website rebuild, and stipends for state board members total of \$10,000.

\$46,000 for TRI

Balance: \$15,174 (Pipe and drape covered)

Question: What will Perkins cover?

Professional Contracted Service - \$12,000

Discussion: Moving forward, no need to discuss details at this time.

6. Update report from Student State President – Christina Mina



Theme: Map out your future with Texas FBLA”

Finalized T-Shirt:

Stickers: Will sell to raise money for March of Dimes

What was Completed:

Finished Farewell speeches

Scavenger hunt

Toured facilities

Created draft to send chapters regarding state, community service project and resources

Assigned script parts With Mrs. Patterson

7. **State Officer Coordinator Report** – Donna Crook

Donation of March of Dimes went well next last year \$1100

Ribbons for sell

Bottles will be done to collect \$

Business Cards will be done using the National template for branding purposes

Area 3 member missing

Discussion: Being Conservative with money

NFLC: Allowing/Paying (Mandatory) for Officers to attend

Workshops (Survey Forms) - Officers

Opening/Closing

Goose Chase

Renee Hancock motioned if NFLC is in Texas (the host state) that all paid travel expenses and registration will be paid for the state officers.

Wesley Haynes Seconded

Unanimously Voted: Yes

8. **Update report from Middle Level Representative** – Christina Perez

Texas Virtual Chapter - 3

Middle Level Chapters - Active 16 Chapters (3 paid)

ACTION ITEM: Will give information to Clark to post on website

9. **Board elections** -

Areas 1, 3, 5, 7

How do we handle Area 3 if we don't get a board member?

Business Representative:

Discussion: Board Member (Travel expenses will be paid for board meetings)

Any Chapter: May nominate one person per chapter, May cast one vote to elect the board member; Use multiple avenues for communication of the board nominees and have them vote at SLC.

Discussion: Database must be updated with personal information.

Area 3 Board Member:

Discussion: How can we fill this position?

Postcards

Meetings

Any other ideas

ACTION ITEM: PROMOTE

10. **Tax Exemption**

How are bank accounts being handled per area chapters?

Set up a zoom meeting with National for additional information on bank accounts.

January 10-13, 2022

Renee offered the bookkeeper to assist.

Account under \$50,000

- Will take notes to pass out to other area chapters
11. **Open Events** – What events will we offer? Who will write the tests?
- The ones we used last year were very outdated
 - Checking with Alfredo to see if he has them.

Ideas for tests:

- Business Etiquette
- Copyright and Fair Use
- Social Media
- Professionalism

ACTION ITEM: Donna Crook will work on these

12. **Website**

- Donna, Kristi, & D'Ann (Will update the website)
- Pictures can be emailed to Donna
- Donna will create a shared folder for pictures for the board members
- SLC will be under getting involved in the website

13. **App Report** – D'Ann Matlock

Guidebook - PDF are not available, but videos are available.
D'Ann will work with Renee to train her for competition day
Information will be available until we have it, etc.

ACTION ITEM: Discussion: Update sponsorship on website (Kristi Coleman)

14. **Update report from State Adviser** – D'Ann Matlock

Discussion:

Update Pull Ups with general information
Skills and QR codes

**D'Ann will request a pull-up for recruiting and one for SLC
\$293.62**

Wesley Haynes: Motioned to pay for 2 pull ups (One for recruiting and one for SLC)

John Whitten Seconded

Unanimously Voted: Yes

15. **Adviser Training for Next Year**

Communication: Region 17
How to get new advisers to the training?

Discussion: On the days in which to have this training (Sun & Mon)

Time Frame for registration: All of August for registration to mid September
September 24th & 25th

Swag: Order items, lanyards

Location: Kalahari, Great Wolf, D'Ann will research information

Topics: Competitions, Fundraising,

Drive Through Meal, V-Day Dinner for the elderly, Outback Steak House \$25 person, Auction off Seniors,

Zoom Meeting: January

16. Mini Grant Application - help filling it out

Working on filling out the form with current educational programs

What are our 2-3 accomplishments?

- Increased participation in Education Programs for BAA
- ML increased
- Establishing Adviser Training

The objective is to provide professional development to FBLA advisers. This opportunity will be available to new and seasoned advisers by partnering with members of the business community.

17. NFLC 2023 - Dallas November 17-18 @ the Anatole or San Antonio October 28-29

A. Will need help

B. State Officers are featured

- a. SLC Workshops - Alex Graham to help with workshops, etc.
 - i. Hotel
 - ii. Meals Paid
- b. Opening and Closing Sessions
- c. Profit Share of 20%

18. Goosechase - State Leadership Conference \$750 (Yearly)

Kristi Coleman - motions to try out GooseChase this year

Renee Hancock seconde-

Vote: 5 Yes 1 No

****The meeting was called to in to order 8:14 am by President [Clark Saunders](#)**

19. SLC board assignments volunteer to:

- a. **Create Award Certificates** - This will be for 5th place winners of all FBLA events for the SLC awards [Joni Patterson](#) to work on awards if [Staci Hammond](#) does not have them already.
- b. **Walkie Talkie-** [Donna Crook](#) and [Renee Hancock](#) will be looking to purchase.
- c. **Monitor Dress Code at Awards Ceremony** - Business attire required or student will not enter ceremony room and especially stage area.
Assignment: 1. [Wesley Haynes](#) 2. [Norma Payan](#) 3. [John Whitten](#) 4. [Renee Hancock](#)

Workshop Attire required during Conference times

Continued...

Discussion: Donation of Ties

- d. **Monitor Conference Headquarter Room** - reminder that only board members and official SLC graders are allowed in the room.
- e. **Arrive early to prepare materials- Tuesday Mar 21, 2022 @Noon**
 1. **Any board member coming let Donna Crook know about flights**
 - a. Packets
 - b. Sort T-Shirts
 - c. Ribbons
 - d. Signage
 - e. Meal Tickets
 2. **Do a trial run of the locations for all board members**
- f. **The board is to be available the day of competition. See Below**

20. Judge /Coordinator - Courtney Newberry/ Kristi Coleman/Norma Payan

- a. **Signage** will be created for Judges/Coordinators to go upstairs
- b. Check In QR Code/Eat Breakfast
- c. Training (D'Ann Matlock)
- d. Judges Gifts at the table
- e. Breakfast and Lunch will be provided for judges (am or pm)
- f. Give them their credentials for judging
- g. Make sure the credentials work

Coordinator will take Judges to the Room and will oversee the sections
Administrator will assign timers and runners

Discussion: Should we pay for the coordinator to meet/eat with judges?

Check in by using QR Code to verify for events (Judges, Students)

Coordinator Meeting via zoom at least 2 weeks prior to the event

Someone to work the judges breakfast and/or lunch

20. Work SLC Registration starts @ 2:00 PM

Wednesday - Everyone will be working on registration day
Agenda will be created by D'Ann Matlock

Prejudged event sign-up – Need to find judges for these events

Judges packets will be created by Joni Patterson

Event: American Enterprise Project John Whitten

Business Ethics Wesley Haynes

Business Financial Plan Donna Crook

Business Plan Clark Saunders

Community Service Project Norma Payan

Digital Animation [Kristi Coleman](#)
Digital Video Production [Jennifer Garza](#)
Job Interview/ FBL [Joni Patterson](#)
Local Chapter Annual Business Report [Donna Crook](#)
Partnership with Business [Joni Patterson](#)
Word Processing - [D'Ann Matlock/Donna Crook](#)
Database - [Kristi Coleman/Christina Perez](#)
Spreadsheet - [Wesley Haynes](#)
Computer Applications [Kristi Coleman/Christina Perez](#)

21. On-line Testing

Case Studies test at home

Objective Tests/ at home (Thursday @ 5PM)

Online Tests will be on site

Production Tests are done at home

Objective tests will be on-site (Adviser Responsibility will be assigned) 3 needed

- Advisers proctor online-test

Testing Credentials Login information will be giving

22. Registration Packet Document

Dates will be kept the same (2 week registration)

The packet needs to be revised before January

Hotel CutOff is March 8th, Wednesday

February 6th for Everyone else (Michelle or Tara will handle the board members)

23. Workshop Presenters - [Clark Saunders](#) Area 5 will help with presenters

Fashion Design

Alex Graham

\$125 Workshop unless they present

Discussion: Ideas for different types of workshops

Cost of Banner backdrop plus Officer Help (Donna Crook)
TEexas A&M ROTC Houston

24. TAP Update

-Competition Zoom Meeting for Texas and Record

25. Blue Panda

Rating sheets \$1

Testing

Registration

26. Third General Session- Thursday Night 6:30 pm to 7:00 pm

1. Middle School (Award Places) 4pm to [Joni Patterson](#)
 - a. Send List of Events as they get registered to [Joni Patterson](#)
2. Scramble Awards

d. Voting – Do we want to do it all virtually like nationals did this year

22. Future Dates:

- a. NLC: June 27 – June 30, 2023 – Atlanta, GA
- b. Summer Board Meeting:
- c. CTAT Conference: July 10-13, 2023, Dallas TX
- d. SLC 2023: April 10-12, 2023 – Galveston, TX
- e. NLC 2024: June 27-June 30, 2023 – Atlanta, GA

23. CTSO Week at the Capital – January 26-28

- a. Wednesday evening – meet/greet/team building/assignments
- b. Thursday – Day at Capital activity/Dinner with SBOE in evening
- c. Friday – SBOE meeting – CTSO month declaration

24. Other As Needed

25. Advisers and registered guests will need to choose at least one shift (AM or PM)

- a. On-lin Testing
- b. At school or conference
- c. How to schedule
- d. Who will proctor
- e. Best location – Ballroom in Convention Center or Tower Ballroom
- f. Third General Session?
- g. Who would it be for?
- h. ML or Awards
- i. Voting – Do we want to do it all virtually like nationals did this year
- j. Other As Needed

26. Membership - D'Ann Matlock

- A. COP Requests & New Chapter Information Included
- B. Membership Incentives Do we want to do something for those who have members registered by the end of December?
 - a. Stickers and/or Tech tattoos
 - b. Currently have 2,745 paid/unpaid members likely to surpass the 3,071
 - c. Middle level 88 paid/unpaid members, last year 114 memberships

Discussion: New Branding for FBLA continues to market by using the Tech Tattoos only for State Leadership Conference.

27. Future Dates:

- a. NLC: June 27-June 30, 2023
- b. Summer Board Meeting: Either July 8-9 or July 15-16 Dallas, Texas
- c. CTAT Conference: July 10-13, 2023, Dallas, Texas
- d. SLC 2023: April 10-12, 2023 Galveston, Texas

e. NLC 2024: June 24-June 30, 2023 - Atlanta, GA

22. CTSO Week at the Capital - February 1-3

- a. Wednesday, evening - meet/greet
- b. Thursday, Day at Capital activity/Dinner with SBOE in evening
- c. Friday, - SBOE meeting CTSO month declaration

23. Old Business

Clark Saunders motions for the invocation to be a moment of silence

Renee Hancock Second

Discussion: Religious inclusivity

Voted: 2 yes; 2 no Tie

Renee makes a motion to table the the invocation to be a moment of silence until Midwinter

[Clark Saunders](#) Seconded

Voted: Yes, Unanimously

Revisited and voted to do a moment of silence.

Renee Hancock motions to adjourn the meeting

Kristi Coleman Seconded

Unanimously Voted: Yes