



Board of Directors

Meeting Minutes

Iowa FBLA-PBL Board of Directors
July 21, 2021
Meeting Minutes

Standard Agenda Items

Call to Order

Meeting called to order by board chair, Erin Snitkey at 7:01 pm:

Roll Call

Present: Kent Seuferer, Chris Dzurick, Erin Snitkey, Jane Koch, Jeff Sears, Shannon Smith, Jennifer Anderson, Tracy Weber, and Joe Hanson

Absent: None

Approval of Agenda

Motion: I move to approve the proposed agenda with flexibility. Jeff Sears requested to change the agenda date to July 21, 2021 instead of April 6, 2021.

Motion to approve: Jeff Sears

Second: Joe Hanson

Outcome: Motion passed

Previous Meeting's Minutes

Motion: I move to approve the April 6, 2021 board meeting minutes.

Motion to approve: Jeff Sears

Second: Tracy Weber

Outcome: Motion passed

Previous Meeting's Minutes

Motion: I move to approve the April 27, 2021 special board meeting minutes.

Motion to approve: Jeff Sears

Second: Joe Hanson

Outcome: Motion passed

Financial Report

Current Bank Balance: \$64,336.12

- Shannon Smith asked if all SLC money had been submitted. Kent Seuferer said that most have been turned in. There are no major outstanding accounts receivable.

FY21 Budget



Board of Directors

Meeting Minutes

Membership Report

Division	Members	Advisers	Chapters	% Change
ML	0	0	0	N/A
FBLA	836	44	29	-32.91%
PBL	83	11	4	-42.17%
PD	37	N/A	N/A	-6.5%

- Kent said that the percent change is typical across other associations for the pandemic year. Jeff Sears asked if the percent change was just comparing 2019-20 to 2020-21. Jeff asked if throughout the year we would be comparing for different points in time in the year or always at the end of the year. Kent said that this would be done multiple times during the year comparing that point in time to last year, but the information above is for the end of the year membership.

Executive Director Report

Highlighted past and upcoming events for Iowa FBLA-PBL. Additional information relating to strategic planning and FBLA-PBL in a post-COVID world.

- Kent asked if there were any questions on the report. Shannon asked about the Region 1 Vice President replacement process and if there would be limits on SFLC and NFLC. There is a maximum capacity of 1400 for NFLC in Milwaukee but if registrations get to a certain point at SFLC, we are prepared to have two keynote sessions and dining time frames to accommodate.

Subcommittee Reports

Governance - Jennifer Anderson said a lot has been accomplished on this committee since our last board meeting. They reviewed several documents in the formation of these new governance documents. Erin Snitkey wanted to personally thank the governance committee for all of the hard work put into this. Thank you Chris for giving examples of other organizations and Kent for providing additional information.

Personnel - Jeff Sears discussed the job description, posting, interviewing, and compensation package process this committee went through. Kent Seuferer was successfully hired as the new Iowa FBLA-PBL Executive Director.



Board of Directors

Meeting Minutes

Action Items

Iowa FBLA-PBL Board & Staff Handbook

Kent went over some highlights of this handbook. In 1.4 it specifically talks about how the board would rotate. By then an application process will be in place. Also discussed the expansion of the FBLA-PBL board so that members did not have to serve on multiple committees. This is in line with other board of directors and recommended by the state of Iowa. Jeff asked if people would have the option to get off the board if they wanted to. Kent said this could be incorporated. Kent said the Conflict of Interest Policy we had in place did not meet the National Organization's guidelines and so this was updated. There is also a change to the mileage reimbursement from \$0.40 to \$0.50 per mile.

Motion: I move to approve the board & staff handbook as recommended by the governance committee.

Motion to approve: Jeff Sears

Second: Jane Koch

Outcome: Motion passed

Iowa FBLA-PBL Policy Manual

Kent discussed how this was a combination of multiple forms of communication that we were already using. Much of this goes over the state officer process. One change is the process of National Officer interest. Missouri FBLA's procedure was used as an example. Persons interested in running for National office will need to run at SLC like other positions and meet the same qualifications as president. The person who wins would receive the endorsement Iowa FBLA. They would serve as an ex-officio State Officer for Iowa FBLA. Those running for National Office must NOT run for Iowa FBLA President. Regions are being renamed to Districts so there is no confusion with the five national regions. Board would approve any new state events. It also outlines the requirement to stay at conference lodgings. Change in the code of conduct sheets. Adviser has to sign off that they have all of the code of conducts signed for their students. It also discusses how to handle transfer of membership between schools.

Motion: I move to approve the policy manual as recommended by the governance committee.

Motion to approve: Joe Hanson

Second: Jeff Sears

Outcome: Motion passed

Executive Director Incentive Agreement

The agreement was reviewed and discussed with the personnel committee prior to this meeting. After feedback there were four goals created: 1) Membership Growth to 1,200 members, 2) Chapter Growth to 40 chapters (had 33 in 2020-21), 3) Membership Experience focused on



Board of Directors

Meeting Minutes

conference attendance increase for SFLC, RLC and SLC, 4) Organization Income (non-dues revenue) increase through grants, reduction of expenses, or new revenue streams.

Jennifer asked if this membership numbers are based on just FBLA or if it includes PBL. Kent said PBL and ML are included. Professional division numbers are not included.

Motion: I move to approve the executive director incentive agreement as recommended by the personnel committee.

Motion to approve: Jennifer Anderson

Second: Tracy Weber

Outcome: Motion passed

FY22 Budget

Shannon Smith asked about the capacity limits for SFLC and NFLC and how this might change the budget. Jeff Sears asked if there was a way to have a hybrid option. Kent said given our venue, this would be hard to do because we have already and the advisers on the call said they didn't think that their students would participate virtually. He is hoping not to have an attendance limit on SFLC by having two opening sessions, two eating sessions, etc. if needed to meet COVID restrictions.

Motion: I move to approve the FY22 budget as presented.

Motion to approve: Jennifer Anderson

Second: Joe Hanson

Outcome: Motion passed

Perkins FY22 Grant

Kent Seuferer submitted our grant. It should be approved in the next few months. It is a multiple page grant. This is to make the board aware of the funds being made available. Jennifer Anderson asked if this is just for FBLA or can PBL use these funds. Kent said it can be used for Student Technical programs in grades 5-14 (so this would affect community colleges).

Motion: I move to approve the Perkins FY22 Grant as presented.

Motion to approve: Shannon Smith

Second: Jane Koch

Outcome: Motion passed

Board of Directors Officer Positions

Nominations for Chair: Erin Snitkey

Nominations for Vice Chair: Shannon Smith

Motion: I move to close nominations for the board of directors officer slate.



Board of Directors

Meeting Minutes

Motion to approve: Jeff Sears
Second: Joe Hanson
Outcome: Motion passed

Motion: I move to approve the nominations as presented for the positions of Chair and Vice Chair.

Motion to approve: Jeff Sears
Second: Joe Hanson
Outcome: Motion passed

Bylaw Amendment

Kent discussed how they made the bylaws for FBLA and PBL the same and also matched this to the Nationals bylaws. Also additions to bylaws about Middle Level (ML). Voting Delegates will be 2 delegates per chapter which is consistent with the parent organization. It also includes the amendment changes approved at NLC 2021 by the delegates. If this is approved, it will be sent to the chapters to approve at the next statewide meeting, which is SFLC 2021.

Motion: I move to approve the bylaw amendment as presented and send it to the general membership.

Motion to approve: Joe Hanson
Second: Jeff Sears
Outcome: Motion passed

State Officer Resignation

Kent said we would fill this position. It would be opened up at the beginning of August, when advisers begin checking their emails.

Motion: I move to accept the resignation of Vivian Khan, Region 1 Vice President.

Motion to approve: Jeff Sears
Second: Jennifer Anderson
Outcome: Motion passed

Non-Action Items

State Leadership Conference (2024-2025)

Request for proposals sent to five visitors and convention bureaus in Iowa for the 2024 and 2025 State Leadership Conference.

- Des Moines, Ames, Cedar Rapids, Cedar Falls, Iowa City/Coralville
- These proposals would be submitted in the fall and then a group of board members and staff would take tours of those locations.
- Coralville Marriott is changing to a Hyatt Regency.



Board of Directors

Meeting Minutes

Announcements:

- Congratulations to Madison Kramer from UNI PBL for being elected National PBL Parliamentarian
- Congratulations to Chris Dzurick appointed Chair-Elect of the the FBLA-PBL National Board of Directors
- 2021-22 Board Meetings are tentatively scheduled for the following dates and times:
 - Oct 3, 2021 (11 a.m.)
 - Jan 19, 2021 (7 p.m.)
 - Mar 30, 2022 (11 a.m.)
 - July 20, 2022 (7 p.m.)

Adjournment

Meeting adjourned at 8:44 p.m.