



**Business Professionals of America  
Minutes  
Board of Trustees Meeting  
Saturday/Sunday, January 11-12, 2020**

**CALL TO ORDER**

Chair, Cedric Bandoh, called the meeting of the Business Professionals of America (BPA) Board of Trustees (BOT) to order at 9:10 am (EST) on January 11, 2020.

**ATTENDANCE**

Present: Cedric Bandoh, Chair; Natasha Smith, Vice Chair; Athena Frank, Treasurer; Debbie Darnell, Secretary; Angie Benson; Dianne Carroll; Amy Hollingsworth; Cassandra Lindo, Post-secondary President; Amy Riddle; Emily White, Secondary National President; Shauna Williams; Evan Wolff; and LouAnn Ross, Executive Director.

Absent: Nate Cradit

Guests: Brigette Bethea; Heather Bunning; Mark Burch; Ric Cowles; Michele Gordon, Amber McNew; Patrick Schultz; and Jonathan Smith.

**OPENING REMARKS**

Cedric Bandoh, Board Chair, thanked everyone for participating in Friday's visit with the Assistant Secretary of Education and reception. He also thanked the staff for their work in preparing for this meeting.

**Approval of Minutes from November 19, 2019 regular meeting**

Athena Frank moved to approve the minutes. Natasha Smith seconded the motion. Motion approved.

**Treasurer's Report**

*Athena Frank, Treasurer*

Athena reported on the income and expense summary. BPA Mall sales are doing well.

**Audit Report**

Michael Borowitz from Clark Schaefer Hackett reported on the Audit Review. They found the 2019 financial statements in order and in accordance with accounting principles generally accepted in the United States of America.

**Committees met in the afternoon. Recessed at 5:02 pm**

**Meeting reconvened Sunday, January 12, 2020 at 8:38 am**

**Post-Secondary Division Update**

*Cassandra Lindo, National Post-Secondary President*

Cassandra presented an update for post-secondary division.

**Secondary Division Update**

*Emily White, National Secondary President*

Emily presented an update for secondary division.

**State of the Organization and National Center Update**

*Dr. LouAnn Ross, Executive Director*

Dr. Ross presented an update from the National Center. The National Center has moved to 700 Morse Road. The principles used to drive the staff's work are Academic Excellence, Leadership Development, Service to Others. We are more than a host to an annual conference and that all the nearly 45,000 student members matter.

Best Practices used in Operating Practices:

RFP Process for all contracts

Review Standing MOU's

Update Contracts

Post Con Meeting for NLC

Established an accounts management strategy with team regarding partners/sponsors/grants

Apply for and expand grants received

Friendraisers: create a marketing packet and begin implementation

Resource development plan

Goals:

Innovative programs that place us at the forefront of the CTSO community

Increased visibility & validity

Reston, VA office on 2<sup>nd</sup> floor of FCCLA building starting February 2020

Position BPA as a leader in CTSO

Increased advocacy

Project Management training

**Education Update**

*Amber McNew, Director of Education*

Amber presented an update on authoring of competitive events using industry experts, educators, alumni, and CEAC Advisors.

Industry experts include: AICPA, Dell, Stukent, Testout, a Professional Registered Parliamentarian, and Microsoft The CEAC Handbook is in process as well as many classroom resources for advisors.

### **Technology Integration Update**

*Patrick Schultz, Director of Technology Integration*

Patrick presented an update:

Virtual Event Top 10 Announced to State Advisors by March 1

Registration is up in Virtual Event registration

Looking into Health contests

Potential for E-Sports and Python Programming is being investigated

The current industry engagement includes: Dell, Precision Exams, Journeys, TestOut, Adobe, Certiport, CompTIA, StockTrak, and Apprenticeship.gov

The plan for NLC is to use a Conference Mobile App BPA Branded—No Third Party

National Officer Election will use Election Runner

In the process of developing a Highlight Flipbook

### **Leadership Development Update**

*Brigitte Bethea, Director of Leadership Development*

Brigitte presented an update. She has created a Blog Series: Leadership in Action

### **Member Services Update**

*Mark Burch, Director of Member Services*

Mark Burch presented an update of membership data and comparisons and a list of chartered state dues.

### **Marketing & Stakeholder Engagement Update**

*Heather Bunning, Director of Marketing & Stakeholder Engagement*

*Michele Gordon, BPA Mall Distributor*

BPA Mall opened the 2<sup>nd</sup> week of September. We are using National vetted vendors. The biggest seller is polos, torch pins, t-shirts, hoodies, socks, and sunglasses.

Exclusive items will be for sale at NLC BPA Store (picture frames, keychains, BPA Survival Kit)

### **Executive Session**

The Board of Trustees moved into executive session at 11:04 am EST

The Board of Trustees moved out of executive session at 11:51 am EST

### **Code of Conduct & Ethics Policies**

*Athena Frank, Committee Chair*

Athena recommended the acceptance of Code of Conduct and Ethics Policy. Angie Benson seconded. Motion adopted.

### **Strategic Programs & Experiences Update**

*Jonathan Smith, Director of Strategic Programs & Experiences*

Jonathan is working on resolving space concerns with 2020 NLC. He has received a revised contract with additional concessions.

NLC Partnerships: AICPA, Avidity Creates/MasterMIND Productions, Reach and Teach, YWCA, and Men's Wearhouse. Men's Wearhouse is providing 5 comp tuxedos for NLC and all SLCs.

**Closing Remarks**

Cedric shared his appreciation for the National staff and all the great things they are doing.

**Adjournment**

Meeting was adjourned at 12:10 pm EST.

Debbie Darnell, Secretary

*Approved February 25, 2020*

