

# Spring Arkansas DECA Board Meeting Minutes

Friday, January 22, 2021

Zoom Meeting

## I. MEETING CALLED TO ORDER AT 9:03. A.M.

## II. ROLL CALL

- A. Attending: Emily Beck, Emilee Wilson, Nalea Holliday, Samantha Lewandowski, Jax Nalley, Laurie Jennings, Cindy Whitaker, H.B. Whitaker, Bob Johnson, Jennifer Boyette, Chris Davis, Sherry Siler, Seth Cole, Michelle Camp, Bart Draper, Philip VanDenBerg, and Tiauna Young.
- B. All board members and officers present.

## III. APPROVAL OF MINUTES FROM [September Board Meeting](#)

- A. Cynthia Whitaker moves that the minutes from the September board meeting be approved.
- B. Michelle Camp seconds.
- C. Motion carried.

## IV. APPROVAL OF MINUTES FROM [January 15 Board Meeting](#)

- A. Michelle Camp moves to approve the minutes from the January 15th board of directors meeting.
- B. Cynthia Whitaker seconds motion.
- C. Motion carried.

## V. FINANCIAL REPORT

- A. Audit update
  - 1. Bart Draper presents on the financial standing of AR DECA.
  - 2. [Link to copy of presentation](#)
- B. 990 Documents
  - 1. Chris Davis explains that the 990 Documents are public information and tied to national DECA. He can receive those forms up to 5 years if requested.
  - 2. H.B. Whitaker requests the official 990 forms from Chris Davis.
  - 3. Cynthia Whitaker clarifies the deposit issue to HOSA in relation to the audit update presentation is not DECA owing money to HOSA.
  - 4. Sherry Siler requests that the presentation given by Bart Draper be emailed to the Board and shared in the google drive.
  - 5. Sherry Siler requests a current copy of the expenditures and receipts associated with the account.
  - 6. Cynthia Whitaker asks if the audit is still ongoing or finished.

7. Bart Draper states that the audit is still ongoing.
8. Sherry Siler requests that the documents requested to be shared during the meeting be shared by the 29th of January.
9. No further discussion.

C. Proposed Budget for 2020-21

1. Subject postponed to SCDC update.

**VI. UNFINISHED BUSINESS**

A. Update on Fall virtual AR DECA Conference

1. Chris Davis deemed Fall Conference successful.
2. No further discussion.

B. Advisor name tag update

1. Discussion ensued regarding the process of ordering and costs of Advisor nametags.
2. Michelle Camp recommends purchase of Advisor name badges go through the AAMET organization.
3. Michelle Camp left the meeting at 9:48 AM.
4. No further discussion.

C. Inventory report on surplus plaques, medallion

1. Chris Davis reports on the current inventory of AR DECA awards.
2. Michelle Camp returned to the meeting at 9:50 AM.
3. Chris Davis shared the inventory of AR DECA awards in the shared google drive.
4. Chris Davis clarifies that 'sticker' refers to the nameplate on the plaques.
5. No further discussion.

D. Membership Update

1. Chris Davis gives a report on the past and current student membership of AR DECA.
2. Sonja-Wright McMurray joined the call.
3. Cynthia Whitaker asks how many chapters have paid.
4. Chris Davis replies that we currently have 28 chapters.
5. Seth Cole asks how many chapters we had last year.
6. Chris Davis replies we had 38 members last year.
7. Chris Davis states that we have 924 members including alumni and professional members.
8. Seth Cole requests a comparison between past active chapters and current active chapters as well as a list of current unpaid chapters.

9. Chris Davis replies that he does not have that information with designated years.
10. Sherry Siler requests a document of membership be shared with the Board.
11. Chris Davis leaves the meeting at 10:09 AM.

**VII. MEETING ADJOURNED AT 10:10 AM.**

**VIII. MEETING RESUMED AT 10:20 AM.**

A. Membership Update Continued

1. Seth Cole states that the membership information is in the shared google drive.
2. Tabled for when Mr. Davis returns.

B. AR DECA Playbook update

1. Tabled for when Mr. Davis returns.

C. Update on inventory of AR Shop DECA

1. Tabled for when Mr. Davis returns.

**IX. Chris Davis returned to the meeting at 10:28 AM.**

A. Old Business resumed.

1. Continued Membership update.
  - a) Seth Cole restates that the detailed membership report can be found in the shared google drive and states we have 30 members this year.
  - b) Chris Davis states that we have 28 paid chapters and two of the missing chapters could be unpaid.
  - c) No further discussion.
2. AR DECA Playbook update
  - a) Discussion occurred regarding Playbook used for Officer Training in the fall.
  - b) No further discussion.
3. Update on inventory of AR Shop DECA
  - a) Chris Davis reports on leftover inventory of AR Shop DECA.
  - b) Sherry Siler suggests we send out available merchandise to AR DECA Advisors and posted on the website.
  - c) No further discussion.

**B. NEW BUSINESS**

1. Changes within AAMET and ACTE
  - a) Professional awards
    - (1) Discussion tabled.

C. SCDC update

1. SCDC budget approval

- a) Bart Draper presents a spreadsheet of the proposed budget.
- b) Discussion ensued regarding budget.
- c) H.B. Whitaker suggests a pickup location option opposed to shipping to lower costs of t-shirts and awards.
- d) Sherry Siler requests the price per test and for judges gifts.
- e) Chris Davis states that the quote given by AR DECA is a flat charge, and no gift has been decided upon.
- f) Sherry Siler suggests redesigning shirts to lower costs.
- g) Cynthia Whitaker asks about inclusion of the AR DECA scholarship in budget.
- h) Bart Draper replies that it is not currently included in the budget.
- i) Sherry Siler requests bids for awards.
- j) Bart Draper clarifies that the DLG budget is a scale based on the number of students.
- k) Chris Davis shares the quotes for t-shirts.
- l) Sherry Siler recommends to not use the soft style shirts.
- m) H.B. Whitaker suggests thank you cards for judges to lower costs.
- n) Discussion occurred changing art design for tshirt to lower costs.
- o) Cynthia Whitaker requests that the t-shirt design be shared with the board to be approved.
- p) Emily Beck presents the proposed t-shirt design for SCDC 2021.
- q) The color gray and ivory were removed from the t-shirt design.
- r) Emily Beck clarifies the t-shirt design now has the color as berry, outlined in black, and filled in with ivory.
- s) Emily Beck clarifies that the t-shirt font will be 'Good Mood'.
- t) Jax Nalley moves to approve the t-shirt design as presented.
- u) Samantha Lewandowski seconds.
- v) Motion carried.
- w) Emily Beck suggests changes in cost regarding camp couchdale with officers not being present.
- x) Chris Davis suggests that all filming of officers be handled locally.
- y) The Judges gifts were replaced with Scholarship and the price increased to \$500.
- z) The estimated student registration was increased to 250.
- aa) The DLG (Testing) cost was increased to \$240.
- bb) 'Participant Souvenir' was changed to 'T-Shirt for participants'.

- cc) Advisor registration cost was increased to \$40.
  - dd) Sherry Siler requests the bids for a production company be shared with the board.
  - ee) Discussion occurred regarding the cost of the video production company and platform.
  - ff) Sherry Siler requested the bid for the production company be shared with the Board.
  - gg) Sherry Siler requests the timeline and content of the two separate sessions.
  - hh) Chris Davis discusses the timeline of the sessions.
  - ii) Cynthia Whitaker moves that the board approves the proposed budget for SCDC 2021.
  - jj) Laurie Jennings seconds.
  - kk) Bart Draper clarifies that the budget is based on 250 students registering and 30 advisors registering.
  - ll) Sherry Siler requests that the bids be presented to the board within the week.
  - mm) Motion carried.
  - nn) Cynthia Whitaker requests that Bart Draper notify the board upon noticing financial issues with the budget.
  - oo) Sherry Siler asks that the budget be sent out to all advisors.
  - pp) Cynthia Whitaker suggests reaching out to Schools for production bids.
  - qq) No further discussion.
2. Camp Couchdale meeting
- a) Chris Davis states that all officer recordings will take place locally.
  - b) No further discussion.
3. Trophy selection, DECA Glass vs Plaques
- a) Chris Davis recommends that we continue to use plaques.
  - b) Sherry Siler moves to table the discussion until Fall 2021 board meeting.
  - c) Cynthia Whitaker seconds.
  - d) No further discussion.
  - e) Motion carried.
4. Merchandise
- a) Tshirt, masks, etc
    - (1) Sherry Siler requests that pricing be quoted for new colors.

(2) No further discussion.

5. State Officer Application and Procedure

- a) Chris Davis states that all DECA State officer applications will go through the AR DECA Website and the application is planned to go out today. The application will be due by February 12th, 2021.
- b) Chris Davis clarifies that the new integrity documents will be available shortly on the website.
- c) Laurie Jennings suggests that we ensure information and documents are sent out to all advisors.
- d) Bob Johnson asks if Emilee Wilson has compiled a list of DECA Advisors.
- e) Emilee Wilson states that she has not been able to find the information.
- f) Emily Beck asks that Chris Davis create a listserv of advisors.
- g) Chris Davis states that he can not create a new listserv because of policies in place.
- h) No further discussion.

6. Recording submissions

- a) What are the requirements? (full length or waist up)
  - (1) Chris Davis states that full length or waist up will be based on event. There will be no requirement.
- b) Will SCDC (March 5) reveal be recorded and shared?
  - (1) Chris Davis states that the video will be prepared and then accessible as seen in the example provided. This is subject to change based on the production company.
  - (2) Laurie Jennings asks about the status of medals and if they will be sent out.
  - (3) Chris Davis states medals that we have can be sent out and limited to top 3.
  - (4) Discussion ensues regarding awarding medals to top 6 opposed to top 3 and costs associated.
  - (5) Medals will be awarded to top 6 competitors.
  - (6) Seth Cole asks that shipping of medals or pickup be clarified.
  - (7) Chris Davis states that medals should be shipped to a co-op and advisors pick up medals from there.

- (8) Emily Beck asks about the use of graphics in presentations of written events.
- (9) Chris Davis states that the video would need to be one take and the camera treated as a live judge.
- (10) Discussion ensues regarding the contents of the two sessions and the need for two sessions opposed to one.
- (11) Bart Draper states that the option of one session could be available depending on the production company.
- (12) Emily Beck clarifies that the officer team has decided not to produce live sessions at SCDC.
- (13) Discussion occurred regarding one closing session for SCDC 2021.
- (14) Michelle Camp moves that discussion regarding officer sessions during SCDC be tabled for the Fall 2021 Board Meeting.
- (15) Sherry Siler seconds.
- (16) No further discussion.
- (17) Motion carried.
- (18) Michelle Camp moves that there be one closing session for SCDC 2021.
- (19) Nalea Holliday seconds.
- (20) Laurie Jennings states that advisors have the ability to split sessions up as they please.
- (21) Bob Johnson suggests pictures of students throughout the year be displayed in the closing sessions video.
- (22) Chris Davis states that he will see if including student pictures in closing session is an option.
- (23) Sherry Siler requests and agenda of the closing session be sent out to advisors.
- (24) Motion Carried.

#### D. Competitive Events

1. Status of judges needed
  - a) Sherry Siler suggests using past judges as reference for this year.
2. Judging of events
  - a) Penalty pointing written events

(1) Score sheets will be sent out to advisors after the conference.

- b) Role play/TDM/Prin/PFL allowed items
- c) Scoring weighting
- d) No further discussion.

E. ICDC Update

- 1. Chris Davis states no information has been shared.
- 2. No further information.

F. Changes with AAMET and ACTE

- 1. None present in position to speak to the item.
- 2. No further discussion.

**X. ANNOUNCEMENTS**

**A. Penalty points will be done by judges assigned to the specific event.**

**B. Advisors may be asked to judge events but that is not currently the situation.**

**C. Advisors will be contacted if business personnel need to be contacted regarding judging.**

**D. Business contacts/potential judges emails should be sent to Bart Draper or Chris Davis**

**E. No further announcements.**

**XI. MEETING ADJOURNED AT 12:45 PM.**