

**SkillsUSA Advisor Council Meeting
Comfort Inn - Okemos
MINUTES for July 21-22, 2008**

Members Present July 21-22, 2008: Cora Duncan-Foster, Tammy Brown, Lawrence Neely, Patricia Talbott (State of Michigan), Michael LeBeau, Paul Herioux, Dave Wait, Dave Urlaub, Rosa L. Williams, Sam Musto, Russell Chessin, Aime Brown, Andrea R. Keinath, Peggy Plowman

Call To Order – Cora Duncan-Foster
Meeting called to order July 21, 2008 - 1:03 P.M.

Introductions – Introduction of members present

Approval of the Minutes – Lawrence Neely
Reviewed minutes. Minutes approved with no changes to minutes.

President Report – Cora Duncan Foster

TO: SkillsUSA Michigan Advisory Council

FROM: Cora A. Duncan-Foster, President

DATE: July 21, 2008

SUBJECT: President's Report - **Go Gold! Go Gold! Go SkillsUSA, Michigan Family!**

1. I am determined as we all are to make this the best year of SkillsUSA Michigan where we will concentrate and focus on the great things we hope to do and let go of the things of the past. Let's fill this arena with positivity, unity and excellence. Let's set goals and reach them. If anything great comes out of this organization, it will be because of our personal commitment to the mission of SkillsUSA. I am feeling good, because we are all here. Let's get it started in here!
2. Tammy Brown is our exceptional SkillsUSA Michigan Director. Ms. Brown remains calm when faced with demands from superiors, advisors, and peers. She possesses an invaluable source of SkillsUSA Knowledge; effectively organizes, assembles and arranges resources to meet our goals; is continuously planning for improvement of SkillsUSA Michigan and displays a strong commitment to SkillsUSA. I appreciate you. Thanks, Tammy!
3. For those who don't know, at the 2008 National Conference Awards Ceremony, Michigan won 28 medals; ranked 10th in the overall medal count by state even though Michigan was ranked 23rd in total membership by state; received 9 National Champions, ranking 11th in gold medals by state, had 88 of the 155 Michigan Competitors in the top 10 for their contest which was over 56%. This is the highest medal count in the history of SkillsUSA Michigan. **We as a family have excelled in developing team momentum, enthusiasm and pride. Hats off, SkillsUSA Michigan!**

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4. I encourage all SkillsUSA chapters to participate in the National Technical Honor Society. The NTHS is America's highest award for excellence in career and technical education. **The National Technical Honor Society contributes to the positive image for technical education in the community.** They provide recognition for excellence in technical education and create occupational opportunities for America's top workforce education students. Excellence in America's Workforce begins with excellence in the workforce.

5. I want media coverage, which includes: newspaper agencies, television and radio stations to know that SkillsUSA equips our students with life skills to prepare them for the Global Marketplace. Granholm's Office, government agencies, senators, mayors, city councils, and school district superintendents should know that these students are positively changing the world. Community awareness is essential, we've got to have it. School districts are cutting funds for career technical education, which includes the SkillsUSA Budget. Therefore, not only should our SkillsUSA Officers speak in Washington, they need to meet here in Michigan with Governor Granholm and others to discuss SkillsUSA. I spoke to Mr. James Hill, Assistant Editor for the Detroit Free Press about SkillsUSA. He was impressed. My plan is to have SkillsUSA State Officers which includes previous officers to speak to Mr. Hill. I am hoping for an article. Also, Detroit Public Schools has a radio station where students interview and effectively communicate information to others. This could assist us by conveying an impression, which reflects favorably upon the public relations of our SkillsUSA Michigan Organization. We as a state, must publicize whenever our students win a competition or perform exceptionally. The media releases should be sent to Granholm's Office, government agencies, senators, mayors, city councils, school district superintendents as well as to the publicity agencies.

6. SkillsUSA Michigan don't fight the dress code. Our goal as teacher/advisor is to teach our students quality education, leadership, teamwork, work attitudes, communication, employability skills, etc. We prepare our students for successful transition from high school to the world of work. Yes, at the SkillsUSA Michigan Awards Ceremony, you would like your students to wear the school logo tee shirt or maybe even the white top without the red jacket. You think this is for school pride or maybe your student has chosen to not wear the red jacket. Why wear the red jacket? Red is the color of power! Powerful people wear red at meetings. Men wear red ties. Ladies wear red suits or dresses. We are dressed up wearing the red jacket. We even walk differently. We walk with our head up showing high self esteem. This is the walk of a successful person wearing a suit for a job interview or better yet the CEO of a powerful corporation/business.

Treasurer Report – Dave Urlaub

There were no expense or deposits, checking account \$242.77, savings account \$5.05.

Budget - Dave Wait

Question as to the need to having an advisor treasurer account and budget, which was a question, asked in the Budget committee meeting. Trying to understand historically the necessity of the position. Recommendation that \$1.00 from professional membership dues towards spirit gifts or to merge SkillsUSA advisor board treasury into the general fund of SkillsUSA and having spirit

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gift expense coming out of the budget ran by Dave Wait. Dave Wait said that the advisory board would have to make a decision if we will take \$1.00 from professional membership dues or budget the expense in the SkillsUSA budget toward the spirit gift for nationals.

➤ ***Review Expense & Revenue Statement***

- SkillsUSA Michigan Balance Sheet, income for 2007-2008 is \$8653.12. Overall assets - \$82,256.02.
- Talking to companies to sponsor SkillsUSA competition/conference.
- Uncertain about State funding, no plans to increase registration fees. Concern of the cost of competitive events. Competitive events went over \$10,000 this past year, had a grant from Lowe's towards competitive events. Events are more expensive to run. Plan to have two Budget meetings a year. Next budget meeting planned for February.
- Will look at the costs and adjust the budget later in the year to see where we stand on spending toward events and line items.

Directors' Report – Tammy Brown

➤ ***State Conference***

2008 State Conference Count, 1,496 participants, Added Audio Production, Automotive Refinishing Technology (part of Collision Repair)

➤ ***Evaluation of the State Conference (Internet Survey)***

Student Social – Some of the students did not attend, suggestion to do something off site as a social activity (Suggestions Lug Nuts baseball, Movie, talent show, Concert at Michigan State), Cora Duncan Foster had a concern as to the scheduling of the advisor meeting and the social event.

➤ ***National Conference***

National medal Count – Total medal count 29, Gold-10, Silver-8, Bronze-11. There was a problem with the hotel accommodation, Hotel made the arrangement of the rooms, Tammy will make sure to discuss hotel arrangements with travel agent. Tammy will make sure that there will be enough food during breakfast and social at national conference.

➤ ***2007-2008 Membership Stats***

Total Membership 2008 – 4,560. Michigan was 10th in medal position, 23rd largest membership – national. There was a review of the statistical breakdown of membership by region, H.S, College, Professional membership, total membership. Alumni membership has gone up. Currently there are 102 alumni members.

➤ ***2008 – 2009 Calendar***

- Reviewed General SkillsUSA Advisor calendar. The calendar will be on the website.
- March 24, 2009 - Early Registration (*State*)
- April 9, 2009 – Regular Registration (*State*)

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- ***SkillsUSA Michigan Membership Due Date***
Jan 15, 2009 – Final membership Registration

- ***Probationary Contest***
Will not have a competition for 2009 for:
Principle of Technology and Technical Computer Application

- ***2011 State Conference Dates***
 - Week of April 15 – 17, 2011 (*Recommendation*)
 - Recommendation to relocate state competitions to another location for 2011. One recommendation was Grand Rapids, Michigan.

- ***UP Fall Leadership Conference***
Planned for October 17, 2009

- ***State Fall Leadership Conference Advisor Topics Plan***
 - November 12, 2009
 - Suggestion for Advisory Topics: How to become a mentor, State Officer, How to incorporate SkillsUSA into lesson plans, Time management session

Patricia Talbolt advised the board that the State of Michigan offers a New Teacher workshop to be held in Lansing. She will let Tammy know the dates. Any information to be included in packet should be forwarded to Patricia.

- ***Regional Conference Procedures***
 - Regional Representative Timeline
The purpose of the time sheet is to notify advisors when documentation should be turned in throughout the year. The bold items identify, when documentation should be sent to Tammy Brown.

 - Regional Contestant Ranking Sheet
Sam Musto suggested that a list is needed of contestant who are paid member by region and school, also the Regional Contest Ranking sheet needs to include name of school, Fax, address, e-mail, phone number of advisor.

 - Regional Qualifier Direct To State Form
The Purpose of form is for contestants who are going directly to state. The Contest Administrator signature line will be renamed Advisor.

 - Regional Contest Date Form: Due by December 1, 2008

 - Regional Contest Final Report

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- Due Dec 1, 2008, SkillsUSA will pay for all 2009 regional gold medals - \$100.00 Stipend for medals. Items needs to be provide to Tammy for medal stipend:
- Regional Conference Contest Dates Form – Due Dec 1, 2008
 - Regional Conference Medals and Certificates Order Form – Due Dec 1, 2008
 - Regional Conference Final Report – Due one (1) Week after final regional contest
 - **All competitions need to be completed by February 28, 2009.**
- Regional Stats
Shows the growth in the region, Tammy wanted to wait for the July 22, 2008 to further discuss regional stats.
- ***Video Conferencing***
EMU does not have conferencing. Tammy Brown will be at Macomb ISD for Video Conferencing. Will try video conferencing in March 2009.
- ***Champions for Change Grants***
- Press Release – Detroit Academy of Arts & Sciences received grant
 - Two year Grant
 - Have to have plan to maintain grant
 - Money used to help school start a SkillsUSA chapter and use SkillsUSA format as a model.
 - Grant for \$68,000
- ***Lansing Center will not be available for 2009***
Competitions held in Lansing Center will move to Summit Conference Center. Competition that will be affected: *Team Work, Industrial Motor Control, Carpentry, Masonry, and Residential Wiring.*
- ***Facebook Page***
SkillsUSA Michigan has a Facebook. Only Tammy Brown will be able to post to Facebook. Student will be able to make comments only.
- ***National Competition***
Opening and Closing Ceremony
- **Regional Reports:**
- **Region 1** – Cindi Agge, Duane Wagner – No Report
 - **Region 2E** – Guy Hart, Rosa L. Williams – February 21 or 28 for Regional Leadership Competition. Reported by Rosa L. Williams
 - **Region 2W** – Sam Musto, Russell Chessin – Dues will not change, sent out regional certificates. Reported by Sam Musto

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- **Region 3** – Tony Syrakis, Laura Reilly – No Report
- **Region 4** – Paul Herioux, Mike LeBeau – Cost cutting down to \$10.00, increase of 19 participants in SkillsUSA for 2008, Meal card survey-114 responded to the survey. Participants who took the survey would be eligible for a raffle. Looking to run their own cohort and running their own competition separate from SkillsUSA will satisfy state requirement for Perkins. Reported by Paul Herioux
- **Region 5** – Pat Lamb, Aime Brown – No Report

July 21, 2008 meeting adjourned at 4:39 PM

Call To Order: Cora Duncan-Foster

July 22, 2008 meeting called to order – 8:59 AM

President Report – Cora Duncan Foster

Cora Duncan Foster provided a copy of Robert Rules of order – Reviewed Robert Rules of order with members focused on Procedure for Handling Main Motion.

Strategic Planning – Dave Wait

Group members completed Strategic Planning Focus Group Activity #2 handout. Members broke up into three groups to discuss best approach to improve chapter support for SkillsUSA Michigan.

Unfinished Business

Dress Code

President Cora-Duncan Foster presented points as to the importance of wearing Official SkillsUSA Dress. There was a long discussion about the dress code where each advisory board member was allowed to express their options about the dress code.

Moved by Dave Urlaub that the dress code for the State conference for the upcoming school year 2008-2009 be exactly as enforced at the 2008 State conference. Second by Paul Herioux.

Vote: Motion carried

Moved by Russell Chessin that advisors be recommended to wear the same dress code, as our students wear. Required for the opening ceremony & the same as the awards ceremony.

Second by Rosa L. Williams

Vote: Motion carried

Constitution- Tammy Brown

Revision has been made to the Michigan Association of SkillsUSA Constitution. Changes are in bold. Advisory board will vote on the changes at the December meeting. Tammy asked the advisory board members to review changes and make suggestions.

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New Business

➤ ***CPS Representative***

- There is a need for a new college representative on the advisory board. Candidate has to be part of a SkillsUSA chapter in order to be on the board.
- Recommendation that Tammy email colleges to see that there is an interest of anyone who would consider being a college advisory board representative
- Recommendation that Tammy contact Dan Wanink from Ferris State as a candidate.
- Recommendation by Dave Urlaub that any vacancies will be brought back to the advisory board.

Cora Duncan Foster revisited the discussion from the budget committee to continue to keep a advisory board checking and saving accounts, and to continue to deduct \$1.00 from SkillsUSA adult professional dues that will continue to go into the advisory board treasury to be used for spirit gifts that the student's receive at SkillsUSA national competition.

Moved by Dave Urlaub that \$1.00 from every professional membership in SkillsUSA Michigan annually will be placed into the SkillsUSA Advisor counsel treasurer's account, retroactive to 2007-2008 school year. Second by Sam Musto

Vote: Motion carried

➤ ***State Technical Committee Membership***

- Gold medalist advisor (contest coordinator) automatically on Technical Committee.

Moved by Dave Urlaub that contest coordinator for the upcoming SkillsUSA State Championship automatically will be a member of the contest technical committee. Membership of the contest coordinator on the technical committee to be a one-year term. Second by Michael LeBeau

Vote: Motion carried

➤ ***Educators must bring an industry person***

Recommendation by Dave Wait that the (*) line at the bottom of Technical Committee Nomination Form be revised so that it is not so restrictive for 2009 SkillsUSA Competition.

➤ ***State Trade and Industry Advisory Board***

Referred to pg.2, Section 6 of SkillsUSA Michigan Constitution. Tammy will work to accomplish SkillsUSA Michigan constitutional requirement.

➤ ***Michigan Construction Career Days – Carpentry and Team Works***

2-Day event, in Ingham County, would like to see if a merger of SkillsUSA competition with Carpentry and Team Works in the future is achievable.

➤ ***Request for Deadline Extension***

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Submit request for Deadline Extension two weeks before deadline. SkillsUSA Michigan will allow one, two-week extension for state conference.

➤ ***Hotel reservations for the State Conference***

Moved by Dave Urlaub that the hotel reservation process for the SkillsUSA State Championships beginning on second Monday of March. All schools that are staying at the conference hotels must submit the state form to the state office in order to be able to stay at that hotel. Second by Paul Herioux

Vote: Motion carried

Technical Standards will only be on CD

➤ ***Committee Reports***

Budget Committee – Report presented during July 21, 2008 meeting

Open Discussion

Discussed the use of the resume and the leadership test

Next Meeting – December 3, 2008 4:00 P.M, overnight meeting at the Holiday Inn South

Adjournment – Motion by Dave Urlaub Adjourn at 2:45 PM, second by Aime Brown

Respectfully submitted,

**Lawrence Neely
Secretary**