

SkillsUSA Arizona Board of Directors
Virtual Meeting Agenda
January 20, 2025: 4:00pm

- A. Call to Order/Attendance (ensure quorum)
 - a. *Julie Ellis, Eric Frost, Jonathan Yamasaki, Kevin English, Bootsie Martinez, Mike Jackson, Niki Reppy, Tracy Rexroat, Ross Rector, Bruce Watkins, Hugh Wolf, Andrea Yancey Goodwin, Yvette Jaimes, Mike Srsen, Trevor Tuttle, Travis Black [Quorum met]*
 - b. *Andrea mentions 7 vacancies for B&I positions in this Board of Directors. Some members have changed job roles. Julie Ellis clarifies that it is best to have a wide range of industries represented. Challenge issued to find new members that represent all areas that we cover.*
 - c. *Andrea requests members to notify of when terms started. Need to determine term limits and when elections are needed. Recommend revisiting in Summer 2026.*
- B. State Officer Report: Given by Andrea Yancey-Goodwin
 - a. Barrett Jackson
 - b. *Attended with free passes from an industry connection from 6:30am-5pm, many questions answered. Spread word about CTE and did networking for future connections. Wants to improve next year, has ideas.*
 - c. Status of Officers
 - d. *Had to dismiss one (Tiffany) due to low grade issues. Another is being dropped due to attendance issues. Julie comments that other CTSO's have more on team (8 or n compared to our 7).*
 - i. *Suggestion: create committee to evaluate process for officers, how many on team. Refine guidelines for being accepted.*
 - ii. *Kevin English moves to create, seconded by Frost. Andrea takes to vote. Approved unanimously.*
 - e. February SkillsUSA week moved to Virtual
 - f. *In past years, state officer team went to Phoenix. Andrea chose to change this to be virtual instead this year. She tasked team to create a community service project that can align with dates of state conference.*
- C. Approval of Minutes and Ratification of Email Votes: Travis Black
 - a. Virtual Board Meeting: Dec 3, 2025
 - b. Ratification of Email Vote:
 - i. Deposit for Hyatt Regency Hotel for State Conference
 - 1. \$5,000 - 1/13/2026

- c. *Andrea shares previous minutes - notes details about purchases less than \$5k for transparency. Recaps Fall events, past-due balances, upcoming schedule.*
 - i. *Trevor moves to accept as shared, seconded by Julie. No discussion. Approved unanimously.*
 - ii. *Andrea mentions making deposit for hotel block at Hyatt.*
 - 1. *Kevin moves to accept, Trevor seconds. No discussion, moved to vote. Passes unanimously.*

D. Finances: Niki Reppy

a. Review and Approval of Financial Statements

- i. Statement of Financial Position
- ii. Statement of Activity
- iii. Accounts Receivable Snapshot
- iv. *Niki provides overview of financial position: more invoices have been collected since last meeting. No other significant changes. Some issues from TRI arose related to reports being shared in different formats as past, no action taken on past due balances, need to reconcile past due credits - want to avoid writing off bad debt (which has happened in past). Andrea spoke with TRI about writing off pre-2023 debts. They are working on report of what is owed, who from and what for - goal to have completed/ ready by end of fiscal year (August 2026). Need to be specific about which schools within districts the various invoices are related to.*
- v. *Travis Black requests that this get completed sooner so we have time to follow up with those with unpaid debts. Julie Ellis agrees this is problematic, and there should be consequences (not allowed to register, etc.) for those with unresolved debts.*
- vi. *Julie Ellis Moves that registration restriction be enacted for state conference 2026 to those with debts. Seconded by Ross. Move to discussion. Andrea mentions some errors found with TRI's work (card vs check payments). Mike Jackson asks about when this would apply to. Julie responds that it should be this academic year (not past years). Mike Srsen asks if there's a threshold for how much debt causes cutoff. Julie clarifies any debt should qualify. Clarification point: who gets restricted (program? Campus? district?). Julie says it should be by Chapter.*
- vii. *Vote called: passes unanimously*
- viii. *Ross moves to accept as shared, Trevor seconds. Goes to vote, passes unanimously.*

b. New Approvals

- i. State Conference costs
 - 1. PROEM Tables Drapes - \$8,825.34 Quote
- ii. *Andrea shares quote (from Carrie), explains that we rent these every year from Pro Em National Event Services. Travis requests comparison against*

last year. Julie Ellis mentions she may be able to share some owned by ADE in future years. Discussion of how drapes/pipes are used at state conference. Andrea will share with BoD for review.

- c. State Conference Costs less than \$5,000
 - i. CMS for tabulations - Package 2 - \$1,595.00
 - ii. Copier for Tech Chairs and Judges - \$969.00
 - iii. *Explained by Andrea. Julie suggests using a printer from ADE to save costs. Andrea expresses concern about set-up of printer possibly causing issues.*
 - d. State Conference other expenses that will be coming:
 - i. Phoenix Convention Center
 - ii. Parking
 - iii. Food
 - iv. Electricity
 - v. Internet
 - vi. *Awaiting quotes, not in yet.*
- E. State Director Report:
- a. Regional Conferences Update
 - b. *Some started, others coming up. Seems to be going well, despite some hangups. Andrea will write a guide for regional coordinators to be more consistent across state and improve organization.*
 - c. State Conference Update
 - i. Tech Chairs
 - 1. Missing a few:
 - ii. Judge Link
 - iii. Exhibitor Link
 - iv. Which days can they attend?
 - v. *April 7-8. Need some new Tech Chairs (cabinetmaking, photography, more.). Found Criminal Justice. Requested contacts from advisors across state. Andrea will share more info with group.*
- F. New Business
- a. *Tri's response for writing off past due balances from June 2023 and before*
 - b. *Not discussed - time ran out.*
- G. New Business and Industry Representative
- i. Ryan Gray, AZ Masonry- ryan@azmasonry.org
- H. Schedule Next Meeting
- a. March 10th
 - b. March 11th
 - c. *May 28, 2026 suggested.*
 - d. *Suggest to plan out entire 2026-27 calendar during summer 2026*
- I. Future meeting topics
- a. Review Term Limits

b. By-Laws Review

J. Adjournment

K. Move to adjourn Frost, seconded Black. Meeting adjourned at 5:22pm