

SkillsUSA Arizona Board of Directors

Virtual Meeting Minutes

July 8, 2025: 4:00pm

Minutes by Kayla Staggs

Call to order by Michelle Martinez. Attendance: Alex Celaya, Cassie Mejia, Eric Frost, Evanika Bolton, Jonathan Yamasaki, Jyotsna Subramanian, Leerabari Kpea, Lily Robert, Michelle Martinez, Bootsie Martinez, Mike Jackson, Niki Reppy, Tracy Rexroat, Craig Pearson, Rick Jackson, Tiffany Proctor, Kayla Staggs, Trevor Tuttle, Yvette Jaimes.

Introduction of Leerabari Kpea, SkillsUSA Arizona 2025-2026 State Officer President.

Leerabari started her report talking about JOLT – June State Officer Training. She mentioned Amy Gallimore and discussed what they learned in their workshops with Amy. She also made note of the hard work that was put in on their Program of Work.

She reported that NLSC was full of good times and great competitions. Excellent pin trading and exposure to business and industry.

A slideshow was then presented and Jyotsna Subramanian, State Vice President, introduced their Program of Work. Advocacy and marketing were covered by Lily Roberts, State Secretary. She discussed a few of the ideas they have for completing these sections of the POW, outlining events and goals they have for themselves as well as all of Arizona's members. She also highlighted some of the things that have already been completed from their POW. Evanika Bolton, State Reporter, discussed Work Place Experiences. She outlined plans for conference workshops and sessions they are already planning. Leerabari spoke on Leadership Development and laid out a list of upcoming leadership events in which the State Officer Teams plans to be involved. Jyotsna discussed Community Engagement. Such as a drive, community service, and working on the strength of our Alumni network. Leerabari spoke on Financial Management and discussed ideas we can share with our delegates to grow in their work place skills. Tiffany Proctor, State Treasurer, discussed Partner and Alumni Engagement. She discussed ideas for reinstating the Alumni Newsletter and strengthening our relationships with our business and industry partners.

Michelle Martinez wrapped up the Program of Work presentation by explaining what the Program of Work means for this team. She explained how the Program of Work was put

together during the June State Officer training and how proud we are of their accomplishments in just those few short days.

Travis Black is not in attendance so Niki Reppy was asked to step in to run through the approval of the board meeting minutes from January 22, 2025. Time was given for everyone to scroll through the minutes before voting.

Motion by Mike Jackson, second by Eric Frost. Vote is unanimous, all in favor.

Nikki opened up the floor for anyone who had questions about the SLSC invoices presented for approval. Prior approval was made through email, but ratification was needed for email vote. No questions were presented, Niki asked for a motion.

i. Phoenix Convention Center Invoice: \$47475.00

ii. White Tie Productions: \$36549.50

iii. Hyatt Hotel: \$20,000 for rooms, \$8000 for food and beverage, \$14903.70 for Encore

iv. Conference Tshirts: \$18874.99, \$674.96

v. Pride Security: \$10363.78

vi. Smart City Internet: \$4111.00

vii. Commonwealth Electric: \$25849.25

viii. Miscellaneous: \$5000.00

Motion by Eric Frost, second by Craig Pearson. Vote is unanimous, all in favor.

Nikki opened up the Statement of Financial Position document that was provided for review. She made note of the balances and explained that more information would be provided in further detail while reviewing the other documents.

Motion by Rick Jackson, second by Bootsie Martinez. Vote is unanimous, all in favor.

Nikki opened up the Statement of Activity document for review. Showed the balance from SLSC and NLSC and explained how the money earned is used for next years conference. Michelle discussed how this will go hand in hand with an upcoming discussion about next years budget. Explained how the decision was made to keep pricing for regionals next year the same to allow for any flux in support needed by the State Office. Nikki stated that she, as well as some of the other members, might be curious to know how the scholarship fund

has grown so much. Michelle explained that we had made a good amount of money at Camp, SLSC, and Nationals in selling merchandise and that all those proceeds had been put into the scholarship fund. Michelle also explained that the scholarship fund can be used for higher education or can also be used for “Skills for the trade” for students looking into going straight into the work force and she hopes that will continue in the years that follow.

Motion by Rick Jackson, second by Trevor Tuttle. Vote is unanimous, all in favor.

Michelle started the conversation explaining how invoices are sent and resent according to policy at 30/60/90 days. She opened up the A/R Report and explained the columns 1-30, 31-60, 61-90, 90 and over and what those balances mean to us. The 91 and over column is concerning but is being addressed. The balances owed in the 31-60 column are more recent charges, SLSC and NLSC, not quite as big of a concern. She scrolled up to show how we have balances of money received that have not been allocated and noted that we are working very hard to get those figured out. She opened the floor for any questions.

Craig Pearson spoke up and made note that the invoicing this year has been much better. He made note that the invoice numbers from the system are still different from what is sent through the finance company because we are adding the conference and year code before the invoice number. He said often times it causes issues for payroll because they are either paying twice or don't pay because the invoice number is different from what was requested on the PO and it gets missed. Michelle has asked Kayla Staggs to make note of this conversation so we can bring it to Julie's attention for a possible resolution. Michelle stated she hopes to bring forth some examples for review by Craig and the other board members.

Motion to approve by Craig Pearson, seconded by Jonathan Yamasaki. Vote is unanimous, all in favor.

Michelle opened up the NLSC Invoice from Westin Marriott Invoice. She explained how registration worked and that schools were responsible for scheduling their own rooms, but that SkillsUSA Arizona was billed for the entire delegation. Invoices were then created by Kayla Staggs for the cost of registration, rooms, and swag and sent to the appropriate advisors for them to pay their portions directly back to SkillsUSA Arizona.

She then went through the bill and explained all of the charges on the bill. Rooms, catering for meals, parking, and audio visual. She explained the bill will be \$238 less than listed here as a refund was issued just yesterday to a parent that was registered but cancelled in the appropriate time.

Motion to approve Eric Frost, Rick Jackson. Vote is unanimous, all in favor.

Michelle Martinez opened up the operating budget and explained that typically we would wait for the new State Director to be hired to go through this approval process; however, being at the end of the year and start of the new fiscal year, we need to get something to finance as soon as possible. The new Director can come back to the board and request any changes they would like to see in the budget.

She then went through the proposed budget and explained the raise in revenue across most of the conferences being due to growing numbers. Camp Champion costs were double due to the increase of putting on two camps this year.

Michelle explained the price jump in storage space with the hope of acquiring a warehouse. We are currently paying for three storage units. 1 at the Uhaul in downtown Phoenix and 2 at the Storquest where all the other CTSOs are housed. She explained the need for more space as well as needing a place we can receive shipments. She explained some of the trouble with moving things back and forth for conferences and how much easier the warehouse will make all of that.

Michelle explained that with their approval of the proposed budget, it will be sent to Kimberly to prep for next year and opened the floor for questions. Nikki asked about the Employee Wages and why that was not moved over. Michelle explained with ADE paying for a second person to work as part of the state staff, that allowance in the budget would no longer be needed.

Motion to approve by Rick Jackson, Cassie Mejia seconded. Vote is unanimous, all in favor.

Michelle opened the discussion by stating this is something that could wait for the next State Director to decide upon, but urged that they approve at least for the Fall Conferences so that we can get the ball rolling for those conferences.

Michelle spoke on the contract for Camp Champion and hoping to get that booked as the keynote can cover both events. She also spoke on the pay increase for Regional Coordinators and explained how hard they work to put on the conferences by themselves: finding judges, locations, gathering supplies, and providing food. Michelle also mentioned that Julie Ellis asked to make sure that Kristie Wooley in Tabulations and Carrie O'Grady as the Floor Manager were among the first approved. Michelle stated some of the other onsite support people for SLSC and the State Associate Chaperone contracts could wait for approval to make sure the new Director wants similar support.

Motion to approve Eric Frost, seconded by Trevor Tuttle. Vote is unanimous, all in favor.

Michelle tried to show the SLSC video to begin the State Director Report but was unable to get it to load. She spoke of our numbers at state, the number of contestants was close to

last year, 200 less despite our growth in numbers. 89 contests at the State level, 114 Nationally. 5 locations including UTI (did not close their school so the contest was later in the day allowing those students to come to PCC to view other contests beforehand) and Walter Cronkite (red carpet treatment, supplied the help needed to guide the students through the process and space). We had 3 grievances that were handled wonderfully by Norm Champagne. Grievances about technical standards are the only grievances entertained. Once proposed to the State Director, Norm was called on scene to review the issue and propose a solution. Leadership day brought a computer fire to PCC. Students and staff handled things wonderfully and all the students affected were allowed to give their presentation again.

Looking ahead to next year, April 7-8. We are still in the South building. If we've had any complaints, it's been with welding. We have a great support system at West-MEC but the contest is outgrowing their space. A meeting was held with welding advisors from around the state and they seem eager to jump in and help. There's more to discuss there later.

Masonry will need to be a regional qualifier this coming year. Arizona Masonry Council is an excellent partner and goes to most of the regional conferences, but they have asked that we limit the numbers at state. She opened the floor for questions.

Bootsie Martinez mentioned there is a grievance form already in existence that can be used for SLSC. Eric Frost asked about the state reinstating the PD test prior to SLSC. Michelle explained it's something she would like to bring back if it's something feasible that we can make work.

38 medals were brought home from NLSC! 38 is the most we believe ever for the state of Arizona. We took 18 delegates this year, the maximum number of delegates we could've taken. Michelle explained a bit about the delegate program and how this is truly amazing as it means our schools are sending students solely for the purpose of being a part of the overall experience and running of SkillsUSA, and showing it's not just about the competitions and leadership awards. Pranav Vippagunta was elected for National Office. After doing some digging Michelle discovered he is the 35th National Officer from Arizona and he is number 5 in the last 6 years. We had 3 Models of Excellence this year, out of 24 in the Nation. All three schools were new to the National stage. After an on-site interview, La Joya High School, under the advisement of Mr. Phillip Mulherin, was chosen as the National Model of Excellent. Brady Mitchell was chosen as National Advisor of the Year. He was also put through an onsite interview and won over many other qualified candidates. National Educator of the Year was given to Travis Black. Another incredible award for Arizona and our amazing advisors. FANUC Robotics will be gifting a FANUC Robotic arm to Pima County JTED. Mike Rowe was the keynote speaker. Long time supporter of SkillsUSA and Technical

Education. He was well received and did an amazing job. Nationals tried out a new format for the Awards Ceremony this year. It was advertised as a “come-and-go” format. Awards were given out by career cluster allowing only those on the floor at the time they were supposed to be there. The rest of the arena was open seating. It seemed to work well.

Michelle then brought up the topic of the National Officer campaign. She explained that the National Office issues a National Officer Guide and how we use that to plan, starting in October, to make sure our candidates are ready to go. Some concerns have come up in the last couple of years that Michelle has addressed with Nationals and wants to board to be aware. She gave an example from last year about a student changing her slating onsite after viewing how everyone else was slated, despite it being against the rules laid out in the guidelines. This year, a student was added to the candidacy list after the announcements were made at the opening ceremony. The guide is very clear that no one is supposed to be added after opening ceremony. It's a very secretive process, no one's supposed to know you're running, and there are many approval steps prior to the announcement at opening session to make sure that all the candidates are following the rules laid out in the guide. Michelle reached out to National Staff and was told Shellie Travis gave the okay for this candidate to be added late. She then explained the feedback heard by the delegates in the meet-and-greet regarding this student. The student was not properly coached on how to deal with her situation and openly told delegates how her State Director had gotten her added late. Michelle did send a follow-up email after NLSC to the National Staff regarding this situation explaining her and Arizona's distrust with the whole process and requesting resolution. She explained to the board that she did offer to be a part of that resolution process and plans to stick with it in hopes of making sure a resolution is reached.

Michelle made note that she got the State Standards of Excellence submitted in June. She is confident we will receive gold this year, but we should know in August. The new policies that were adopted for that are now available on the website.

Niki opened up the conversation and document provided in the Google folder regarding School Participation due to NLSC Attendance. Michelle spoke about the great partnership we have with the school in question and the issue at hand. She is asking that the board vote to deny the school any further involvement in SkillsUSA conferences until the NLSC bill is paid. We were notified after registration had closed that they might not be in attendance. Michelle provided some options for them to cancel the hotel rooms to lessen the amount owed but advised that what was entered in registration would need to be paid. The advisor did not follow through with cancelling the hotels, so she's asking we hold them to the full balance owed and opened the floor for questions.

Bootsie would like to give time for Julie to contact the school to see what their resolution is before denying them further involvement. Niki agrees with what Michelle has outlined, with the caveat that we give Julie time to investigate. Bootsie thinks we should look into the legality of denying a state funded school from being involved. Niki asked to confirm Michelle had spoken with the advisor. And she did, she spoke with him on the day the hotel registration closed because he was not on the list and wanted to confirm. Bootie wants to make sure the advisor and students haven't gotten stuck in the middle of the school saying yes go ahead and then refusing to pay registration. Michelle asked if she is proposing we just wipe the slate clear? And Bootsie said not necessarily, but we need to get more on the situation before just denying them further involvement. Eric Frost chimed in and said the letter doesn't have to deny them from attending, but if the letter is sent as an information request, we might get more information regarding the situation. Trevor Tuttle agreed.

Vote to draft the letter was tabled in favor of allowing Julie some time to reach out to the school before we make any moves.

Michelle referred to the document of chair elect officers. Niki opened up the floor for each candidate to say their piece.

Trevor Tuttle, former student, wants to be involved because of the great things he's seen happen in SkillsUSA.

Yvette Jaimes is very passionate about education and has learned very quickly how great this is for the students and wants to be a part of the future of SkillsUSA.

Rick Jackson put in for the position because he wants to volunteer to help in whatever ways he can to get keep the organization going.

Michelle sent out a form for voting and will give everyone a couple of days to respond.

Michelle stated that the next meeting will be scheduled by the new state director. No other business at this time. Meeting adjourned at 605pm.