

1                   **CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA, INC.**  
2                                   **Management Team Meeting**  
3                                   **MINUTES**  
4

*Mission Statement:*

*To bring business and education together in a positive working relationship  
through innovative leadership and career development programs*

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6   *California FBLA is a nonprofit Benefit Corporation. The Directors named by the Corporator in*  
7   *an action by Incorporation executed following filing of the Articles of Incorporation of the*  
8   *Corporation as named above, constituting the Board of Directors of this Corporation, held a*  
9   *regularly scheduled meeting at the time, the day, and at the place set forth as follows:*

10  
11   **DATE:** October 11, 2014

**PLACE:** Holiday Inn Express- Ontario, CA

12  
13   **ITEM 1: CALL TO ORDER**

14       The meeting was called to order 3:24 p.m. on Friday October 11, 2014.

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16   **ITEM 2: ROLL CALL**

17       The following Directors, constituting all of the Directors named by the Incorporation and  
18       a majority of the authorized number of Directors (thereby establishing a quorum) of the  
19       management team, participated in the meeting:

- 20  
21
  - Pam Stalley, Northern Section Director—President
  - Jacob Avila, Central Section Director—Secretary
  - Nancy Sansot, Bay Section Director
  - Shannon Lenert, Southern Section Director
  - Lee Lara, Inland Section Director
  - Karen Wong, Mission Valley Director

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28       The following staff members and guests were in attendance:

- 29
  - Judy Nunes, Program Coordinator
  - Sue Christensen, Communications Manager
  - Dr. Laurie Looker, State Officers' Adviser
  - Theresa Hagelbarger, Business Manager
  - Will Goebel, CAFBLA State President

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35       
  - Gold Coast Director- currently vacant

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37   **ITEM 3: APPROVAL OF MINUTES**

38       L. Lara moved to approve the Management Team minutes from June 20-22, 2014, as  
39       corrected. J. Avila seconded. The motion carried.

40  
41       L. Lara moved to approve the Management Team five Online Motions from June 25-  
42       Septemebr 19, 2014, as corrected. S. Lenert seconded. The motion carried.  
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44 **ITEM 4: NEW BUSINESS**

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46 **A. BUDGET—(Business Manager Report presented at 8 am on Saturday Oct 11)**

- 47 a. 2014-15 State Budget review  
48 b. Section Budget Updates (email or post to SharePoint prior to meeting)  
49 c. SB 70 Grant for 2015  
50 d. Policy changes on Storage Lockers/Signatures on Bank Accts

51  
52 **B. STATE OFFICERS' REPORT**

- 53 a. October Meeting Update  
54 i. LDI Planning took place: scripts, workshop practice with adviser  
55 feedback.  
56 ii. OAT Day Recaps were given by all Section Presidents  
57 iii. Chapter Liaison: contact database to work closer with chapters throughout  
58 the state.  
59 b. SCABR 2014 – status (Achievement Grant to 13-14 President withheld until  
60 complete SCABR is submitted to Management Team)  
61 i. It has been requested, but nothing has been sent from this past year's team.  
62 c. Video Update  
63 i. Videos were created for the cafbla.org website: recorded and slide show is  
64 in process.

65  
66 **C. GOLD COAST DIRECTOR POSITION - Discussion**

- 67 a. L. Looker explained the current situation for the Gold Coast section with Director  
68 and CAP Committee position at the 2014 Gold Coast OAT Day.  
69 b. Concerns: If there is no director, what would happen? Where would schools go if  
70 the section folded?  
71 c. The advisers felt that they wanted the section to remain active  
72 d. Management Team President to write letter to all advisers of Gold Coast  
73 informing them of the decision to combine Mission Valley and Gold Coast after  
74 FY 2015 if no director steps forward to take over from Dr. Looker. Gold Coast is  
75 to elect only a Section President for FY 2016 at the 2015 Section Conference.

76  
77 **Motion:** J. Avila moved to approve L. Looker to act as Gold Coast Section Director f  
78 or the 2014-2015 year to fill out the current term until June 30, 2015 effective  
79 immediately. This position will include the Gold Coast Director stipend of the \$4,125 for  
80 the remainder of the year. N. Sansot seconded. Motion carried.

81  
82 **D. MANAGEMENT TEAM TREASURER**

83  
84 **Motion:** J. Avila moved to approve L. Lara to act as the Management Team Treasurer fill  
85 out current term until June 30, 2016 effective immediately. S. Lenert seconded. Motion  
86 carried.

87  
88 **E. ONLINE TESTING FOR SECTION CONFERENCES & SLC 2015 (L. Kwan)**

- 89 a. Reviewed questions, concerns, new information for the 2014-15 CAP with L.  
90 Kwan via Conference Call

- 91 b. Several issues were discussed: New events, edited events, substitutions, ID/Name  
92 Badges for competitors, online vs. mail submission, production test submission,  
93 competitive event procedures, etc.  
94 c. The reviewed document was the 2014-2015 CAP Log that L. Kwan created and  
95 will take to the CAP Committee with the proposed changes and information for  
96 the 2014-2015 CAP.  
97

98 **F. CONTRACTS (Lee & Jacob)**

- 99 a. PDC Contract Status (Lee)

100  
101 **Motion:** J. Avila moved to approve PDC for 2015, 2016, 2017 State Leadership  
102 Conferences. L Lara seconded. Motion carried.  
103

- 104 b. SLC keynote speakers 2016 and beyond?  
105 c. SLC '15 Hotel Room Block –(Lee & Jacob)  
106 d. SLC 2017 & 19 (North) and 2016 & 2018 (Ontario contract is written?)  
107 e. Management team and Board Meetings 2014-15-  
108 i. March Meetings: North (San Jose or Sacramento)  
109 ii. May Meetings: North (San Jose or Sacramento)  
110 f. Summit 2015: North  
111 i. Sacramento area/Rancho Cordova  
112

113 **G. STATE SUMMIT: RESTON, VA, Jan 9-11, 2015**

- 114 a. Contact Judy if interested  
115

116 **H. SLC 2015**

- 117 a. Judges' Gifts (Judy)  
118 i. This should shift to gift cards instead of gifts to included judges on this as  
119 well. Make a note about creating a custom card crediting CA FBLA on  
120 the card  
121 ii. LDI gifts going forward for both North and South?  
122 b. Keep Same Curfew Form for SLC 2015  
123 c. Sponsorship packets designed by Theresa (attached) & Update Sponsors on  
124 website (Sue)  
125 d. SW Flights- add [jnunes@cafbla.org](mailto:jnunes@cafbla.org) address to recipients of your itinerary  
126 e. Logistics for SLC 2015:  
127 i. On-site Judges & Pre-judged events: Nancy  
128 ii. Adviser Help- Event Admin, Proctors, Timekeepers: Pam  
129 iii. Registration: Theresa  
130 iv. Hotel and Meeting Space Logistics: Lee and Jacob  
131 v. Transportation (Marriott): Lee and Jacob  
132 vi. Conference Chair: Jacob  
133 vii. Program: Pam  
134 viii. Online Testing: Sue (Chris and Marcus)  
135 ix. Data: Sue and Nancy

- 136 x. Great America: Gene Longinetti
- 137 xi. Workshops and Exhibitors: Nancy and Bay Section Team
- 138 xii. Event Submission for hard copy events: Nancy
- 139 xiii. Nametags: Jacob
- 140 xiv. Judges Training and Greeting: Nancy
- 141

142 **I. OPEN INITIATIVE CHAIRPERSON REPORTS**

- 143 a. Software/Tech: transition CA FBLA to using MS Outlook products, new website
- 144 (Sue): Reviewed websites that the State Officers liked—selected #68
- 145 b. Travel Policies: chaperone/student supervision explore DECA HOSA (Laurie):
- 146 Asked to have Chris Gomez, Board Member review the legality in having State
- 147 Officers travel alone.
- 148 c. Online Testing Cost/Benefit: (Theresa/Lee/Jacob) Currently Bay, Central, Gold
- 149 Coast and Inland plan on Section Online testing for 2015
- 150 d. Doc Mgt: New Hire pkt, Procedure Manual, Bylaws (attached) (Pam) Reminded
- 151 state team to keep forms updated and current throughout the year.
- 152 e. Communication/Info Dissemination lists (Judy & Sue)
- 153

154 **ITEM 5: OTHER**

- 155 A. Forgery from Achievement Award Eligibility Form from 2014 NLC in Nashville, TN
- 156 a. 5 students from Lynbrook students forged P. Stalley’s signature on the
- 157 Achievement Award Eligibility Award Form at 2014 NLC in Nashville, TN
- 158 b. Discussion was had describing that it was these students responsibility to turn in
- 159 form and complete the tasks listed.
- 160 c. Original forms were reviewed by the Management Team to determine agreement
- 161 on the forgery charges. All members agreed that the signatures did not in any
- 162 way stand up to examination and were definitely not Mrs. Stalley’s.
- 163

164 **Motion:** J. Avila moved to withhold and not reward the full NLC Achievement Awards  
165 for Bahaar Bhatia, Ananya Gupta, Tulika Wagle, Mark Braisted, and Prachi Athavale  
166 from Lynbrook High School at NLC 2014 in Nashville due to the forging of signatures  
167 on the Achievement Award Eligibility Form. S. Lenert seconded. Motion carried.  
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169 **DATE OF NEXT MEETING**

170 The next regularly scheduled meeting will be held on March 16, 2015 in San Jose, CA.

171

172 **ADJOURNMENT**

173 The meeting was adjourned at 10:33p.m. on Friday October 10, 2014.

174

175 Respectfully Submitted,

176

177 CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA, INC.

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179

180 \_\_\_\_\_

181 Jacob Avila, Secretary

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Date