

1 **CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA, INC.**
2 **Board of Directors' Meeting**
3 **MINUTES**
4

Mission Statement:

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

5
6 *California FBLA is a nonprofit Benefit Corporation. The Directors named by the Corporator in an*
7 *action by Incorporation executed following filing of the Articles of Incorporation of the Corporation*
8 *as named above, constituting the Board of Directors of this Corporation, held a regularly scheduled*
9 *meeting at the time, the day, and at the place set forth as follows:*

10 **DATE:** October 6, 2020 **PLACE:** Teleconference

11 **ITEM 1: CALL TO ORDER**

12 Chris called the meeting to order at 5:10 p.m.

13
14 **ITEM 2: ROLL CALL**

15 The following Directors, constituting all of the Directors named by the Incorporation and a majority
16 of the authorized number of voting Directors (thereby establishing a quorum) of the board,
17 participated in the meeting:

- 18 • Chris Gomez, Chairman, Business and Industry Representative
- 19 • Donnette Silva Carter, Vice Chairman, Business and Industry Representative
- 20 • Jill Wright, Secretary, Business and Industry Representative
- 21 • Molly Anderson, CDE Representative
- 22 • Nikole Burg, Northern Section Director
- 23 • Graeme Logie, Management Team President
- 24 • Tamera Mallery, Business and Industry Representative
- 25 • Martin Baltierra, Business and Industry Representative
- 26 • Gregory Fox, Business and Industry Representative

27 Non-Voting Members present (guests):

- 28 • Sue Christensen, Business Manager
- 29 • Melanie Dias, Program & Events Manager
- 30 • Ryan Underwood, TEAMTRI Co-Founder & CEO

31
32 **ITEM 3: ACTION ITEMS**

33 **A. Approval of September 16, 2020 Meeting Minutes–J. Wright**

34 Molly expressed concern that the minutes are too cryptic. She feels that an outside person
35 should know what is going on in the meeting. Molly expressed a need to provide a
36 history of what is covered in FBLA Board meetings. When they are cryptic and read
37 more like an agenda it appears that important information is being omitted. Donnette
38 suggested the CDE representative and others on the agenda topics provide a written report as
39 part of the agenda packet as this is a common practice for non-profits. Guest Ryan
40 Underwood suggested the Rule of Thumb of 3D—discussion, decision, and action.

41
42 **A motion** was made by **Donnette** to approve the September 16, 2020, minutes. **Greg**
43 **seconded the motion. The motion passed unanimously.**

44 A motion was made by **Donnette** to require material context discussion in brief for agenda
45 topics; and require reports in the board agenda to be written, provided a week prior to the
46 board meeting so that they are submitted with the board meeting packet, and become an
47 addendum to the official meeting minutes. **Greg** seconded the motion. **The motion passed**
48 **unanimously.**
49

50 **ITEM 4: BUSINESS**

- 51 **A. Governance Working Group Update (R. Underwood/G. Fox)**
52 **a.** Bylaws–The amendment process was presented.
53 **b.** Organizational Chart–Ryan displayed and reviewed the proposed organizational chart as
54 developed by the task force. Donnette pointed out that because we are a 501c3 non-
55 profit organization, she does not fully agree with the CDE role on the chart. We are a
56 contractor for CDE and should at least be at the same level. She noted compromise is
57 okay in order to move forward and meet the CDE task list. Ryan appreciated her
58 honesty and noted that 4-H was created by the Department of Agriculture, but they are
59 two separate entities. Without one, they cannot exist. The bylaws need to be sun-shined
60 today and put on the next agenda for approval.
61 **c.** Position Roles & Responsibilities–There was discussion on which group should be
62 involved with this task and whether or not there is an extra cost involved with the
63 additional work by TEAMTRI since it is not contracted work. Melanie and Sue will
64 make follow-up contact.
65 **d.** Sponsorship Plan–Ryan proposed a committee is needed for the Sponsorship Plan
66 development. Melanie will follow-up on gathering the team.
67 **e.** A motion was made by **Donnette** to place the draft corporate bylaws, student bylaws,
68 and organizational chart on the next agenda for adoption. **Greg** seconded the motion.
69 **The motion passed unanimously.**
- 70 **B. State Adviser Report (M. Anderson)**
71 **a.** 2020-2021 CDE Contract Status–Molly discussed the contract. Molly is aware the board
72 is concerned with the July 1 start date without an executed contract. Discussion
73 followed.
74 **b.** 2020-2021 Affiliation Status–Molly reported 79 applications have been received, they
75 are being processed, and notifications are sent if approved. TEAMTRI is running a
76 chapter information center, hello@cafbla.org, to answer questions.
- 77 **C. Other Standing Reports Only If Board May Request**
78 **a.** Business Manager Report (S. Christensen)–Sue needs direction on approval of contracts
79 related to events and who has authorization to sign contracts. A motion was made by
80 **Graeme** to give Sue authority to pay Pitsco (parent company of TFI Esess) the state
81 online computer contract at \$1 per test. **Tamera** seconded the motion. **The motion**
82 **passed unanimously.** Sue will email the contract to Chris for his signature. She
83 reported the taxes, which were circulated to the board, have been signed and filed.
84 **b.** Program & Events Manager Report (M. Dias)–Melanie gave an update on the Adviser
85 Retreat for this upcoming weekend.
86 **c.** Student Executive Board Adviser (L. Looker)–No report
87 **d.** Management Team Update (G. Logie)–Graeme reported the management team
88 discussed adding the judging coordinator duties to Melanie’s job duties. The
89 management team would like support from the board to have a virtual state conference
90 (2021 SLC).
91

92 **ITEM 5: SET DATE/TIME NEXT MEETING**—October 21, 5 p.m.

93

94 **ITEM 6: COMMENTS AND ANNOUNCEMENTS**

95

96 **ITEM 7: ADJOURNMENT**

97 The meeting was adjourned at 7:52 p.m.

98 The next meeting will be held on October 21 at 5 p.m.

99

100 Respectfully submitted,

101

102 CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA, INC.

103

104

105

106

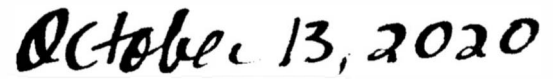
107

108



Jill Wright, Secretary

Business and Industry Representative



Date: October 13, 2020

Note: Item 3A was edited per a Board action taken at the December 9, 2020, regular meeting. See the minutes from that meeting to see both the before and after wording of Item 3A.