

MINUTES
CTSO EXECUTIVE DIRECTORS' MEETING
Monday, November 12, 2018
Sonesta ES Suites, Williston
4:00-5:30 p.m.

Attendees	Members present: Suzanne Buck, Sarah Emery, Joyce Kemp, and Susan Ladd
Advisor of the Year Write-ups	All write-ups for Thursday's presentation were submitted for Susan to use during the recognition luncheon.
Website Updates	<p>Susan explained that Bram Moreinis' class at Burlington Technical Center has volunteered to update the vtctso.com website. She provided information on what the scope of that would look like so far and invited E.D.s to give input.</p> <p>A Google calendar seemed to be the best option. Joyce suggested that I send out invitations for dates when things are due to me. e.g. Quarterly reports, POWs, etc.</p> <p>Susan hopes the new website could also be a location for E.D.s to submit these reports. Sarah agreed that there must be a way to have us submit information on a form and have an email generated that would let the E.D. know it has been received. Susan liked this idea since all documents would be in the same format for ease of comparison.</p> <p>Vtctso.com changes and upgrading to WordPress should be accomplished by the end of the year.</p>
Programs of Work	Some Programs of Work have been placed in Google drive. Unless they are named uniquely, this presents somewhat of an issue for Susan. Many of the POWs are finalized. She requested that a pdf of each POW be sent to her as an attachment to an email so she may post them on vtctso.com.
Financial Reports	<p>All CTSO FLCs are done. Susan set a deadline of December 1 for all financial reports of those conferences.</p> <p>Discussion arose regarding receipt of funds from schools for the FLC. With the new redistricting that has occurred in VT, schools are finding a different and lengthier process for requesting funds and for getting the checks to the CTSOs in a timely manner. Even though actual funds may not appear until after the report is created, it was suggested to use the term "Anticipated Registration Income" or something similar to indicate that the schools have been invoiced but the actual \$\$\$ has not appeared in the CTSO's treasury. This does pose a challenge for CTSOs that do not have a substantial pool of money to operate until the funds arrive.</p> <p>Sue reminded E.D.s that a cash flow report is due at the end of each year covering the fiscal year of July 1-June 30. It is important that these are submitted to show transparency from year to year.</p>
Quarterly Reports for Accountability	<p>Originally with the MOUs, some sort of time sheet (hours or days spent on the CTSO tasks) was required. These were sent to Robin before funds were dispensed. However, now that the Service Contracts are in place, she no longer requires them. BUT she strongly encourages each person receiving funds through the supervisory union to submit to Susan some sort of accountability form. That way, if during an audit these are requested, Susan can send them as verification that the service contract was completed.</p> <p>Sarah suggested a narrative paragraph of what the E.D. has done during each</p>

quarter. Again, this could possibly be done through the new website. Until then, please submit via email by the 15th of each monthly quarter--September 15, December 15, March 15, and June 15.

Suggestions for
Proposed Budget for
FY 19-20

Discussion revolved around the \$23,000 Youth Through Consortium grant. \$7,000 is earmarked for liability insurance for the four E.D.s and Susan. \$500 is earmarked for travel for Susan. \$2,000 had been earmarked for Supplies & Materials. It was discussed to move that to Conferences so each CTSO would get \$500 more for Presenters \$4,500 is earmarked for CTSO Member/Officer/Advisor Trainings. Susan has no figures yet for the two CTSO Local Leader Trainings since only one invoice has been received. This amount will stay the same for FY19-20. \$1,000 is earmarked for the Legislative Breakfast/Entrepreneurship Day. Sarah suggested that it be a Meet & Greet and no food (bagels, muffins, etc.) be provided and that the only students who should be at the cafeteria should be the state officers. The state officers do not have to have food and legislators usually buy their own breakfast and to use that money for other things that day. {See attached for newly-proposed Budget}

Proposal for Stipends

Jay will be submitting a new proposal based on adding HOSA to the VT CTSOs. This would also include a minor increase in funds for each E.D. and the Coordinator. {See attached Possible Budgets for CTSOs}

Background Checks
& Fingerprinting

Suzanne reported on the new requirements being handed down from National FFA. Every 18-year-old or older state officer, judge, chaperone, etc. (anyone who possibly would be left alone with a minor) will need to go through the background check, fingerprinting, and training to keep minors safe. National FFA no longer wants it to be up to the school/district. They want to be released from liability.

This created a huge discussion regarding the practicality of this. Cost was a major issue as well as the logistics of getting everyone fingerprinted in time for a conference. Suzanne stated that there will need to be a paper trail once FFA gets this initiated. For now we are all aware of the possible changes that may be coming; we will not take any action at this time.

Updating CTSO
Consent Form

Based on the previous topic's discussion, it is time to review the CTSO Consent Form. Joyce brought her school's handbook, and others should provide samples as well. Susan will put it on Google Drive as a shared document so comments and revisions can be made.

Sarah is looking at making it part of the registration process for FBLA.

Performance Reviews

Although Jane was not in attendance, she wanted to raise the point that since we are under Service Contracts and are not employees, we should not be using a performance review as we have the last two years. Creating goals and reflecting on them is one thing; a performance assessment indicates something else.

Sue stated that perhaps the EOY POW could serve this purpose. She will talk with Jason Gingold about using this process to keep Executive Directors on track with their visions for their individual CTSOs.

Other Business

Sarah invited all the state officers of the VT CTSOs to join VT FBLA at the NH CTSO State Officer Training in Gorham, NH August 5 & 6. The cost is \$925/CTSO plus rooms. Sarah explained that this was an excellent training and having her state officers do this during the summer prepared them for the school

year's activities. The drawback was this year some officers were voted in at the Fall Leadership Conference, so they did not have the training, and it is obvious.

Suzanne's FFA state officers have multiple trainings each summer, so they would not be involved.

Joyce thinks perhaps VT DECA could attend this year, based on the dates.

Adjournment The meeting ended at 5:45 p.m.

Respectfully submitted,

Susan Ladd
CTSO Coordinator