

AzHOSA Advisory Board Meeting

8/15/2022

5P - 7P

Meeting Minutes

Present: Sandi Oigny, State HOSA Advisor
Charity Mattingly (v) AZ HOSA President
Dina Chavez (v) Past HECA President / Member
John Vreyens (v) Member
Michelle Landreville (v) Secretary
Justin Lisonbee Acting President
Julie Ellis, CTSO Lead
Hailey Adams (v) AZ HCEA President
Wesley Wood ADE Healthcare Specialist
Ann Marie Lee Member
Martha Alonso Member
Katy Becker Alumni Rep / Industrial Rep
Sharon Black, Treasurer

Call to Order: The meeting of the Arizona HOSA Advisory BOD was called to order by Justin at 5:05 pm in Tucson AZ and via Zoom for virtual attendees.

Review of Minutes: Minutes were reviewed by the BOD members. A motion to approve was made by Martha and seconded by Ann Marie. Minutes approved as written.

5:09 PM Officer's Reports:

President's Report (oral) Justin

Highlights:

- Great ILC with good showing by AZ; good to be in-person and students were energized
- Justin is now employed by AMR ambulance & EVIT substitute; He will serve as our Industry Rep
- possible goal to increase MS involvement

Treasurer's Report (Sandi)

Highlights:

- \$249,540 total assets as of 8/12
- doing well with membership
- are there places to cut expenses; ex, staff at SLC and ILC?
- uncollected payments 90+ from several districts
 - several outstanding debts for state pins by individuals; need a solution
 - accounts are currently blocked until payment is received

State Advisor's Report (Sandi) will be submitted to Drive

Highlights:

- Thanks and grateful to BOD during transition
- Goals will be shared in next meetings

AzHOSA State President Report: Charity

Highlights:

- Officer training with Tri
- Set goals
 - increase MS membership
 - increase social media presence
- Reach New Altitudes - 22-23 theme
- Will attend Washington Leadership

CE Committee Report: Sandi

- New opening to replace Sandi
- Will need to nominate a new lead
- Will be using Tallo

CTSO Team Lead Report

Highlights:

- Julie recommends Tri attend the next meeting to give a detailed account of how AZHOSA was thousands of dollars over budget.
 - Liz met with Tri and has some written explanations
- Thanks to Liz for her leadership and best wishes
- Already getting compliments for Sandi; having a teacher who understands the advisor position
- Skills, HOSA, DECA, FLBA- want to conduct a separate MS conference with SO team
 - Julie will set up structure
 - Nov TBD for FLC
 - March 20th SLC @ El Conquistador/ contract in place

Special Agenda Item

5:48 Election of new Vice President to fill vacancy

Justin called for nominations from the floor.

Attend meetings and conduct meetings in the absence of the President, approve payments if the President is unavailable. This position is not in succession

- Ann Marie & Martha both self-nominated. Ann Marie withdrew nomination.
- Martha was unanimously elected

Unfinished Business

5:52 PM – Discussion

1. Advisor Memorial Committee- intent is to consistently memorialize, recognize, and honor current and past advisors who die.
 - a. Sharon has been the lead for this committee and has draft of guidelines
 - b. A scholarship was created for an advisor in the past, but that's not always feasible.
 - c. Can be a simple video memorial or photographic tribute.

- d. local chapters are encouraged to honor advisors; members of AZHOSA organization can non-financially participate in the local chapter memorial.
- e. Call for committee members: Sharon, Ann Marie, John volunteered
- 2. BOD Structure
 - a. proposal to add start times for all BOD members to create terms.
 - b. Katy stated that term changes were added to the Bylaws a few years back. There is a file with all BOD start and end-of-term dates (2 year terms)
 - i. the term limit is 6 years according to Bylaws.
 - c. Sandi will find, clean up and share all BOD term dates with members.
 - d. There are open board positions. An advisor session is titled “Beyond the Classroom”. Sandi hopes to generate new member interest.
 - e. Julie suggested applications are posted on the advisor website for transparency.
 - f. There is a need to move from Google to One Drive. Need to be housed under the ADE. Julie suggests having a BOD login on the website.
 - i. Will be forthcoming when Sandi learns the system
 - ii. Current GD will be accessible until all documents are moved
- 3. Competition Camps
 - a. Sandi, Jon H and others created 2 videos and posted with tips and expectations for ILC ‘22 that was viewed live and viewed later.
 - b. Would like to make this a work group session.
 - i. in-person event
 - ii. north & south options
 - c. Martha suggested providing top 5 teams feedback from SLC would be very helpful

New Business

6:20 PM – Discussion

- 1. ILC Recap
 - a. Sandy created a presentation for ACTEAz; will share slides with BOD
 - b. great showing from AZHOSA
 - c. EVIT top fundraiser for “Be The Match”
- 2. 2022-2023 Budget
 - a. Julie and Sandi will work budget together; Final budget will be emailed
 - b. The difference in SLC cost reason given was that the hotel charged more than anticipated. Question: How can this occur if we have a contract with the Westin?

- i. Discussion: We need to know cost overruns in order to avoid them in future budgets.
 - ii. Should we increase budget items? Conference fees?
 - c. Total affiliation dues were eliminated by vote in a past BOD meeting.
 - i. it benefited a few chapters, but cost AZHOSA money
 - ii. \$32K last year for the 10% discount
 - d. Sharon stated AZHOSA BOD has a history of fiscal responsibility and anticipates the same going forward.
 - e. Julie and Sandi will complete the analysis and send out the 22-23 budget by Friday.
 - i. A vote of approval for the 2022-2023 budget will be conducted by email affirmation.
 - f. The Board President should be the authorizer on the account. Katy is still listed and her term ends this year. It has been an issue.
 - i. Motion: “Effective immediately, all pre-existing signers on AZHOSA CHASE checking account and both Business Advantage Savings account members will be removed as signers. Jeannie Dorsee, Finance Director, Sean Robinson, Disbursements, and Justin Lisonbee AZHOSA Board President should be added to all accounts with full signing authority with the right to add or remove all future signers.”
 - Motion made by Martha and seconded by Katy.
 - Discussion: Sharon asked how the process would work. Others can still make deposits, but only authorized signers may make withdrawals.
 - Motion passed unanimously
3. State Officer Coach Contract
 - a. tabled
4. AzHOSA Assistant Contract
 - a. Sandi presented a job description that Skills USA and other CTSO’s
 - i. trying to have more consistency among AZ CTSO job descriptions and contracts.
 - ii. 15-20 hours / week
 - iii. Final description with edits with the budget this week
 - iv. Sandi hopes to hire an assistant ASAP
5. 2022-2023 Goals
 - a. Each BOD member please consider goals for AZHOSA. Intent is to have work groups before the next BOD meeting.
6. Work Group Setup- tabled to next meeting; Poll will be sent to choose committee options
 - a. 5 Year Plan
 - b. New Advisor Toolkit
 - c. Champ Camps

7. BOD Meetings 22-23
 - a. work group recommended to be a Saturday in December
 - b. Justin and Sandi will set preliminary dates and send to BOD
 - i. December - work group
 - ii. February- business meeting
 - iii. May- business meeting

7:00 PM Adjournment

Justin called for adjournment at 7:00 pm. With no objections, the meeting was adjourned.