The meeting of the AzHOSA Advisory BOD was called to order on 2/2/2019 at 1108. West-MEC NEC 1617 W. Williams Dr. Phoenix, AZ, 85027.

Present

Sharon Black, Vice President
Aden Ramirez, State Advisor
Sandra Oligny, Treasurer
Hailey Adams, Secretary
John Vreyens, Member
Adrian Kwiatkowski, State President
Molly Cohen, Health Careers Specialists
Justin Lisonbee, Member
Katy Becker, President

Minutes from previous meeting. Minutes reviewed, motioned made to approve the minutes by Sharon Black to approve the minutes with corrections and seconded by Katy Becker. The minutes were approved with corrections.

Officers Reports

President’s report, see attached
Treasurer’s Report, see (3) attached
State Advisor Report
AzHOSA State President’s Report, see attached
CE Committee Report, see attached

Unfinished Business
1. Advisor mentor program
   a. Discussion-
      i. Working with Alabama HOSA, their model makes mentorship required, it has helped to support new advisors. AzHOSA will make it optional, but we want to make it available to support new advisors. Recommendation made to instill Regional Advisors to help with supporting all advisors in their region. Any and all support provided will help alleviate phone calls to Aden Ramirez.

2. 2019-2020 calendar
   a. Review and approve
      i. Aden Ramirez reviewed the calendar of events. Motion was made to approve the 2018-2019 Arizona HOSA Calendar of Events with correction by Katy Becker and seconded by Sharon Black. The Calendar of Events was approved with correction.

**New Business**

1. Restructuring board
   a. Introductions and discussion
      i. Members discussed restructuring the AzHOSA Board of Directors meetings. Recommendation was made to get a Parliamentarian to attend the meeting to run the meeting according to Parliamentary Procedure. Having a Parliamentarian present will decrease time spent at meetings. Idea of having work sessions outside of the meeting to discuss important and time consuming items and the synopsis being brought back to actual meeting. Another recommendation was made to get all items of review that will be covered during the meeting being sent out prior to the meeting so members have a longer amount of time to review the material. Timeframe discussed was anywhere from 3 to 14 days. Members liked the idea of having a working session prior to the meeting. Discussed the need for further diversity on the board, from different regions, different pathways and from industry. Currently lacking region 4 representation on the board, alumni representation and industry representation. State officers and National Board have greater diversity than our current board and there would be a benefit to having AzHOSA Board mirror their structure.

2. Updating bylaws
   a. Introduction and discussion
      i. The next meeting is going to have a large emphasis on updating Bylaws. Main focus on governance. In a past meeting the board approved a Parliamentarian to come in and review current Bylaws. Since the board is interested in having a Parliamentarian at our BOD meetings, the Parliamentarian could be present during the working sessions scheduled to update Bylaws. Discussed the need for term limits, defining the roles of members, make sure language is consistent and not contradictory throughout all Bylaws. Potential change to terms limits for members from August to August, they are currently from January to December.

3. Regionals
   a. Review proposal and discussion
i. Aden Ramirez reviewed the proposal for regionals. Discussion on structure of Regionals, the number of students allowed to test per chapter, per event, and how the student would move forward with SLC. Aden Ramirez provided number of students and chapters from each of the 4 regions in the state to BOD. Current suggestion for regional competitors that move to SLC included top three from regionals, the next top four overall from all regions and the top four from OLT. Goal of regionals is to help students to prepare for ILC competition. National cut off for qualification to move forward with competition in 75%. Edits and notes were made by Aden Ramirez on his Regional Proposal. Updates will be ready for May BOD meeting and presented to all local advisors at summer conference.

4. Honoring Eutanya Yazzie
   a. Discussion and vote
      i. Local advisor at Valley High School passed away recently from cancer. Board of directors discussed ways to honor Ms. Yazzie. Recommendation was made to have a scholarship available. Motion was made by Sharon Black to honor Eutanya Yazzie Spirit Scholarship for the amount of $2000 to a student of Native American decent or background, seconded by Katy Becker. The motion passed.

5. Financial review
   a. Review proposal and vote
      i. Members asked to discuss the idea of bringing in a third party to review last year’s finances. In the next 5 years Aden Ramirez would like to do a full audit on the finances. In preparation we will need a budget of $10,000 - $20,000 to conduct the Audit. Review will include a review of our process and Tri Leadership will help facilitate the transfer of documentation to the individual/company completing the financial review. Will work with a CPA that focuses on non-profit entities. In an audit or financial review HOSA would be responsible for correcting any mistakes found. Audits and financial reviews allow for our organization to have transparency. Aden Ramirez to go out for bids for internal financial review. Board prefers the review to be done by an organization outside of Tri Leadership. Proposal will be made and ready for review by May BOD meeting. Motion made by Katy Becker to have Aden Ramirez go forward with the financial review seconded by Justin Lisonbee. Motion passed.

6. FLC Update
   a. Discussion
      i. In order to alleviate congestion at sessions the 2019 SLC will have a sign up system for student sessions. Sessions will be printed on name badges. It as been noted that chaperones at session doors do not know what to do. Recommendation made to have two advisor sessions so advisors would be assigned to rooms to help chaperones when not attending advisor session. State officers will have a back-up presentation in case we have a speaker no show.

Motion made by Aden Ramirez to add a number 7 under New Business to the agenda, seconded by Katy Becker. Motion passed.
7. HOSA Scholarship
   a. Increase in money available
      i. Additional funds available for HOSA Scholarships this year. Originally $14,000 was anticipated for scholarships. Amount is actually $23,000. Motion made to offer, in addition to current scholarships, an additional $2000, $1500 and $1000 scholarship to increase total scholarships amount to $18,500 by Sharon Black and seconded by Justin Lisonbee. Motion passed.

Motion was made by to end the meeting John Vreyens, seconded by Sandy Oligny.

Meeting adjourn at 1339

Next BOD meeting May 4th from 1000 to 1430.

Hailey Adams, BS, CVT

Hailey Adams, Secretary

Approved