

# **SkillsUSA**

## **2010 Contest Projects**

### **Chapter Business Procedure**

Click the “Print this Section” button above to automatically print the specifications for this contest. Make sure your printer is turned on before pressing the button.

**SkillsUSA Chapter Business Procedures**  
Business Agenda  
*Preliminary Round*

*Required Order of Business:*

Call to order

Reading and approval of the minutes

Reports of Officers, boards and standing committees

Special Committee Reports

Special Orders

Unfinished Business and general orders

New Business

- Move that the chapter work with other Career and Technical Student Organizations in hosting an Employer Appreciation Banquet in the spring.

Adjournment

**SkillsUSA Chapter Business Procedures**  
**Preliminary Round**  
*Minutes*

The regular monthly meeting of the local SkillsUSA Chapter was held on Wednesday, May 12, 2010, at 9:30am in the local chapter room, the President being in the chair and the secretary being present. The minutes of the previous meeting were read and approved as corrected.

The Treasurer reported an ending balance of \$2348.67. The report was received and placed on file.

On behalf of the professional development committee, \_\_\_\_\_ moved that we invite a guest speaker to come speak at the opening meeting in August. \_\_\_\_\_ moved to amend the motion by striking the words "a guest speaker" and inserting the words, "Mr. Bob Romax, Chamber President." Amendment adopted. Motion Adopted.

There was no unfinished business.

\_\_\_\_\_ moved that the club send the officers to national convention. \_\_\_\_\_ moved that the motion be referred to the Ways and Means Standing Committee to investigate costs, as well as suggesting ideas for raising funds to send them, and report back at the next meeting. Motion to refer adopted.

\_\_\_\_\_ moved that the chapter hold a summer retreat for officers. Motion adopted.

The Vice President introduced the program, which was a talk by Ms. Jones, the HR manager at First National Bank.

The Chapter Advisor announced that registration deadline for Nationals was Friday, May 14.

The meeting was adjourned at 8:30am with the closing ceremonies.

\_\_\_\_\_, Secretary

**SkillsUSA Chapter Business Procedures**  
**Preliminary Round**  
*Treasurer's Report 06/23/10*

Beginning Balance 05/12/10		\$2,348.67
Receipts		
Fruit Sales	\$305.00	
Dues	<u>13.00</u>	
Total Receipts	381.00	
Funds Available		2,739.67
Expenses		
Frazier Family Farms	<u>124.00</u>	
Total Expenses	124.00	
Ending Balance 06/25/09		<u>\$2,615.67</u>

**SkillsUSA Chapter Business Procedures**  
**Business Agenda**  
*Final Round*

*Required Order of Business:*

Call to order

Reading and approval of the minutes

Reports of Officers, boards and standing committees

Special Committee Reports

Special Orders

Unfinished Business and general orders

New Business

- Move that the chapter raise funds for homeless shelters in the greater Kansas City area.

Adjournment

**SkillsUSA Chapter Business Procedures**  
**Final Round**  
*Treasurer's Report 06/24/10*

Beginning Balance 05/21/10 \$2,035.01

Receipts

Garage Sales	\$563.00
Dues	<u>25.00</u>
Total Receipts	588.00

Funds Available 2,623.01

Expenses

City Permit	15.00
School Supply Warehouse	<u>11.23</u>
Total Expenses	26.23

Ending Balance 06/24/09 \$2,649.10

**SkillsUSA Chapter Business Procedures**  
**Final Round**  
*Minutes*

The regular monthly meeting of the local SkillsUSA Chapter was held on Thursday, May 20, 2010, at 2:00pm in the local chapter room, the President being in the chair and the secretary being present. The minutes of the previous meeting were read and approved as corrected.

The Treasurer reported a fund ending balance of \$2,305.01.

The report of the fundraising committee was received and placed on file.

Under new business, \_\_\_\_\_ moved that the club buy a SkillsUSA emblem for the chapter meeting room. \_\_\_\_\_ moved to postpone the motion to our June meeting. Motion adopted.

\_\_\_\_\_ moved that the chapter work with other CTSO student organizations in recognizing outstanding CTE students. \_\_\_\_\_ moved to lay the motion on the table. Motion adopted.

The Vice President introduced the program, which was a talk by Mr. Dooley, the Auto Parts Store Manager.

During announcements, \_\_\_\_\_ announced his(her) intention to move to rescind the motion made at the April meeting to host a school-wide back-to-school open house in September at the next meeting.

The meeting was adjourned at 2:30pm with the closing ceremonies.

\_\_\_\_\_, Secretary