

**MINUTES OF QUARTERLY MEETING  
OF BOARD OF DIRECTORS OF  
TECHNICAL EMPLOYMENT TRAINING, INC.  
A California Nonprofit  
January 21, 2020  
10:00am**

The Board of Directors of the above-named Corporation held its quarterly meeting on the above date via conference call.

The following Directors, constituting a quorum of the Board of Directors were:

<u>Director</u>	<u>Absent</u>	<u>Present</u>
Michael J. Gallo		[X]
Don Averill		[X]
Bill Waddingham		[X]
Michael Guillaly		[X]
Paula Lee		[X]

<u>Guests</u>	<u>Present</u>
Bill Clarke	[X]
Virginia Martinez	[X]
Troy Sheffield	[X]

1. Approval of Prior Minutes: The minutes of the last meeting, were presented to the board, it was moved and seconded to have financials attached to future minutes, minutes were then approved as presented.
2. Treasures Report: Financial statements for year end were presented. Financial statements were received. Financial reports are appended to the minutes.

New Business

3. CEO/President's Report: A report of operations for Technical Employment Training was presented on behalf of the CEO/President of Operations to the Board. Dr. Clarke highlighted the following activities for TET:
  - a. Innovation Grant: TET is working with Indian Springs High School (ISHS) on submitting a summer innovation grant. The proposal is to support the Manufacturing pathway at ISHS with Quality Assurance training.

- b. TET Apprenticeship: TET has formalize an apprenticeship agreement with the State of California and Southern California Goodwill. In addition, TET is pleased to announce that the very first apprentice is a former graduate of ISHS and TET and now an apprentice at TET.
  - c. HTEC Update: TET attended the HAAS Technical Education Center (HTEC) Conference in July of 2019. This participation had garner our award of tweleve thousand this past year to support student scholarship tuition. TET will continue this support of the HTEC Conference and will be sending two employees in July to attend the HTEC conference in Hudson, New York.
  - d. TAD Contract: Virginia represented TET at the Transistional Assistance Department (TAD) meeting along with two other employees to secure a fee for service contract for the clients of TAD. The outcome of the meeting was a successful contract that would reflect the cost half of a percent increase in tution for a total of three years with a two one year extensions.
- 4. ACCET Update: TET staff is working tirelessly to subit the Analytical Self Evaluation and Review (ASER) to ACCET by the March 1 deadline. The ASER is on target for submittal. Troy presented the current status of the ASER and her excitement to submit prior to the deadline.
  - 5. Perris Partnership: Dr. Clarke shared with the board Mike's and his invovlment with the Perris Skill Center and the partnership opportunities for TET. The program is an infancy stage and will progress. Dr. Clarke will keep the board apprised of the program.
  - 6. TET Poicies: The board was presented with a set of policies and it was asked for each board member to review the policies, provide feedback for policies to be approved at the next board meeting.
  - 7. Other: Dr. Clarke recommended two individuals for the Board of Trustees for review and approval at the next board meeting.
  - 8. Meeting was adjourned at 10:17 am.



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Don Averill, Secretary of the Meeting