

MINUTES
TENNESSEE C/PS ASSOCIATION OF SKILLSUSA
JANUARY BOARD MEETING

Nashville, Tennessee
January 2026

Roll Call: Members Present

- Michael Tinsley, Member
- Josh Kirkman — Nissan, Member
- Jake Self — Hiller, Member
- Ernestine Peete, Member
- Dr. Sharon Couch — Pellissippi State Community College, Member
- Mike Mercer, Member
- Cynthia Rutledge, Member
- Sheila Anderson, Member
- Daphne Brown, State Director

Members Absent

- Kristan Odom, Member

Guests Present

- State Officers and Advisors
- Cluster Chairs
- Technical Chairs

Meeting Called to Order

The meeting was called to order by State Director Daphne Brown.

Purpose of Meeting

State Director Daphne Brown stated that the purpose of the January Board Meeting was to review operational readiness, planning timelines, accountability measures, and execution expectations for the 2026 SkillsUSA Tennessee State Leadership and Skills Conference (SLSC).

Cluster Chair Integration Discussion

State Director Daphne Brown discussed the addition of Cluster Chairs to the 2026 SLSC planning and operational structure. Discussion emphasized that the inclusion of Cluster Chairs was intended to strengthen consistency across contest areas, improve communication flow, provide additional operational oversight, and support Technical Chairs throughout the planning and execution process.

The Board discussed how Cluster Chairs will serve as a support and escalation layer between the State Director and Technical Chairs to improve readiness tracking, contest accountability, judge coordination, and operational troubleshooting.

SLSC Planning Structure Review

The Board reviewed the operational structure for the 2026 State Leadership and Skills Conference, including State Director oversight responsibilities, Cluster Chair leadership responsibilities, Technical Chair contest execution expectations, and Technical Committee and Judge alignment with SkillsUSA Technical Standards.

SLSC Planning Deadlines and Accountability

The Board reviewed all major SLSC planning deadlines and operational accountability expectations.

January 30, 2026 – Core Contest Design

- State Skill Performance Projects
- Competition layouts
- Competition scorecards
- Competition schedules
- Materials lists per competitor

February 11, 2026 – Operational Commitments

- Electrical and utility orders
- Final contest supply orders
- Lunch count submissions

February 18, 2026 – Final Technical Accuracy

- Competition updates
- Final Skill Performance Projects and scorecards submitted to the State Director

February 27, 2026 – Judges and Recognition

- Judge names and contact information
- Competition prize submissions

Airtable Operational Tracking System

The Board reviewed the use of Airtable as the official system of record for SLSC planning and operational tracking. Discussion included contest readiness monitoring, facilities coordination, operational accountability, and judge management.

Online Testing and Scoring Procedures

Discussion occurred regarding online testing windows, substitution candidate procedures, standards-based scoring philosophy, no-tie scoring requirements, and judge expectations.

Safety, Facilities, and Event Execution

Discussion occurred regarding contest layout accuracy, utility coordination, safety spacing requirements, equipment accountability, volunteer coordination, and facility restoration expectations following contests.

TECHSPO and Employer Engagement

Discussion occurred regarding TECHSPO and Meet the Employer activities, employer engagement strategies, workforce partnerships, and student networking opportunities during the conference.

Conference Readiness and Follow-Up

The Board discussed required virtual planning check-ins, venue walkthroughs, escalation procedures, and continued support from Cluster Chairs and Technical Chairs leading into the conference.

Next Meeting

The next Board meeting will be held during the 2026 State Leadership and Skills Conference in Chattanooga, Tennessee.

Meeting Adjournment