

***North Central Business Education Association
Administrative Board Meeting
Courtyard by Marriott Columbus West, Columbus, Ohio***

***MINUTES
October 29, 2009***

Members Present

Beth Sindt, President
Karen Drage, President-elect
Kimberly Schultz, Immediate Past President
Susan Elwood, Secretary
Maurice Henderson, NBEA Representative
Karen Drage, Illinois State Representative
Greg Valentine, Indiana State Representative
Jody Emerson, Iowa State Representative
Bob Murray, Minnesota State Representative
Michelle Lindsey, Missouri State Representative
Christy Culver, Ohio State Representative
Debbie Stanislawski, Wisconsin State Representative

Members Absent

Twana Hulen, Treasurer
Jeremy Joecks, Student Representative

Ex-officio Members Present

Susan Elwood, Newsletter Editor
Janet Treichel, NBEA Executive Director
Karen Williams, NBEA President

Ex-officio Members Absent

Tonya Skinner, Web Master
Pat Wissen, ISBE Representative

Guest Present

Eileen Wascisin, Western Business Education Association President

Call to Order—Beth Sindt

President Beth Sindt called the Administration Board meeting to order at 6:03 p.m.

Roll Call—Sue Elwood

Secretary Sue Elwood called the roll. Twelve members answered role and a quorum was established.

Welcome and Introductions—Beth Sindt

Beth welcomed everyone to the meeting and gave introductions.

Appointment of Parliamentarian/Determination of Voting Privileges—Beth Sindt

Maurice Henderson will serve as parliamentarian for this meeting. Maurice is a Professional Registered Parliamentarian through the National Association of Parliamentarians and is also a member of the American Institute of Parliamentarians. The Chair will consult with the parliamentarian throughout the meeting as needed. All members present may vote. Any board member currently serving in more than one position will receive only one vote. Throughout the meeting, votes will be taken by voice vote. If a ballot vote is needed, tellers will be appointed to count the ballots.

Remarks by Special Guests

Karen Williams thanked NCBEA for inviting her to the regional meeting and expressed her appreciation for organizing a successful conference.

Janet Treichel gave greetings from the national office. She explained that five new programs are underway and they are currently working on curriculum. She encouraged everyone to attend San Diego in April. Janet announced there is an NBEA Board meeting next week. She expressed appreciation to Christy Culver for her part in planning the OBTA/NCBEA convention.

Guest Eileen Wascisin expressed thanks for inviting her to the OBTA/NCBEA regional meeting. She extended an invitation to NCBEA to attend the Western Business Education Association Conference to be held in Reno, Nevada February 12-15, 2010.

Approval of April 7, 2009 Administrative Board Minutes (Chicago, Illinois)—Sue Elwood

Without objective, the minutes of the April 7, 2009 minutes were approved as corrected.

Treasurer's Report—Twana Hulen

(Appendix A) Michelle Lindsey distributed the treasurer's report in Twana's absence.

EXECUTIVE OFFICERS' REPORTS

Note: All documents mentioned as appendices were distributed to board members and are attached to the original set of these minutes that are filed in the Secretary's Handbook.

President—Beth Sindt

(Appendix B) Beth was able to make it to many of the state conferences. Due to conflicts, Bob Murray, Minnesota State Representative, represented Beth for NCBEA at the Minnesota convention and Karen Drage, Illinois State Representative, represented Beth for NCBEA at the Michigan convention.

President-elect—Karen Drage

(Appendix C) Karen reported that she is working on the Program of Work. She attended the Michigan state conference in Beth's place. Karen is looking forward to the challenges of serving on the NCBEA Board next year.

Past President's Report—Kimberly Schultz

(Appendix D) Kimberly will be hosting the Past President's breakfast on October 30, and she will be presenting two \$200 first-time attendee president's stipends following the awards program. Kimberly reported that she would like to update the stipend form and create a rubric. She is currently updating the bylaws and policies and procedures, which she plans to have completed by spring. Kimberly distributed a nomination form to obtain names for next year's ballot.

NBEA Administrative Representative Report—Maurice Henderson

(Appendix E) Maurice reported that he has served on numerous committees as well as on the NBEA Board. He encouraged members to stop by the National Business Honor Society booth at the conference to get information. He mentioned that membership in the National Business Honor Society may be a way to increase membership in NCBEA because chapter advisors must be NBEA members.

OTHER OFFICERS' REPORTS

ISBE Representative—Pat Wissen

Pat was not at this meeting; however, Janet Treichel reported that she attended the SIEC/ISBE conference in Colchester, Essex, England. The next SIEC/ISBE conference will be held in the twin cities of Albury and Wodonga, Australia, July 18-23, 2010. The United States will host SIEC/ISBE in 2012 possibly in Denver, Colorado.

Newsletter Editor—Sue Elwood

Sue reported that she is just getting started. She plans to continue with a similar format to the previous year.

Student Representative Report—Jeremy Joecks

No report.

Web Master Report – Tonya Skinner

Beth reported that Tonya has agreed to stay on as Webmaster.

STATE REPRESENTATIVE REPORTS—ALL REPORTS WERE SENT ELECTRONICALLY TO BOARD MEMBERS PRIOR TO THIS MEETING.

Illinois—Karen Drage

(Appendix F) Karen reported that their state membership peaked in June. She is continuing to work on membership. Her term is up June 30, 2010 and someone has expressed interest in taking the position.

Indiana—Greg Valentine

(Appendix G) Greg reported that Jason Henderson will be replacing him on the board in July. Indiana has added a personal finance mandate requiring personal finance education to be implemented into the curriculum for grades 6-12.

Iowa—Jody Emerson

(Appendix H) Jody reported Iowa had a successful conference and acquired additional members. LouAnn Knorr will replace Jody on the board in July.

Michigan—Unfilled Position

There is no official Michigan representative. Maurice is currently serving in that capacity. Michigan had their annual meeting two weeks ago. There was lower attendance than usual because of the remote location. He did sell the promotional CDs. Maurice and the state president are actively looking for someone to serve as Michigan representative.

Minnesota—Bob Murray

(Appendix I) Bob reported that, based on economics, the Minnesota board has made a decision to cut back to one conference in the fall instead of the usual fall and spring conferences. Emphasis at the conference will be hands-on. The Minnesota Web site will be changed to be more interactive and informative. Bob invited everyone to the MBEI/NCBEA conference September 23-24, 2010 in Bloomington, Minnesota.

Missouri—Michelle Lindsey

(Appendix J) Michelle invited members to the Missouri fall convention November 20-21, 2009 in Lake Ozark.

Ohio—Christy Culver

(Appendix K) Christy reported that she has been busy with her convention planning duties for the OBTA/NCBEA convention. Membership in the state is down. She is looking forward to her duties as new state representative.

Wisconsin—Debbie Stanislowski

(Appendix L) Debbie reported that each region in Wisconsin will offer a one-day seminar. The 2011 NCBEA conference will be held in Green Bay, Wisconsin.

STANDING COMMITTEE REPORTS

Awards—Jody Emerson

(Appendix L) Jody reported that she did submit a timeline that has been approved by Beth. She has sent awards materials electronically to all the states.

(Motion No. 1) A motion by the Awards Committee was adopted, “to add middle school business teacher as a separate award category.”

(Motion No. 2) A motion by the Awards Committee was adopted, “In the absence of a state representative serving on the Awards Committee, the state president or an appointee by the president serves as the awards representative.”

Karen Drage recommended an NBEA publication, “Pointers for Promoting Business Education,” which is a useful guide for promoting business education to administrators.

Janet Treichel recommended that NCBEA should publicize award winners in the Forum. Information should be sent to the national office as soon as possible after the state convention. Janet also mentioned that each state Web site should include a link to the NCBEA Web site for awards information.

By-Laws—Karen Drage

Kimberly Schultz will update the bylaws.

(Motion No. 3) A motion by Karen Drage, “change bylaw Article XI, Section 2. The bylaws shall be reviewed every year by the past president” was proposed and authorized to come before the membership at the 2010 MBEI/NCBEA convention.

Budget—Maurice Henderson

The Budget committee reviewed the documents prepared by Twana Hulen. The committee recommended that no changes are needed at this time. In the absence of the treasurer, the committee felt they were not able to access our current financial condition based on the information they had in hand. The committee recommended that policies need to be updated and copies of the budget should be presented at the spring 2010 administrative board meeting.

Legislative—Kimberly Schultz

Kimberly reported that there is no longer a legislative representative from the NCBEA region. Janet Treichel said that the NBEA president, Karen Williams, needs to make that position appointment with input from the region. She encouraged board members to think about people in our states who might be interested in serving as legislative representative.

Marketing/Linkages—Bob Murray

Discussion focused on ways to make the activities CD more profitable. The recommendation was made to sell the remaining 2008 and earlier CDs for a dollar amount at the discretion of each state representative.

(Motion No. 4) A motion by the Marketing/Linkages Committee was adopted, “The 2008 and prior activity CDs be sold at an amount determined by each state representative.”

Bob also reported that the committee discussed producing a new CD using a fresh approach that may include more technology-based activities. The committee has contacted Tonya Skinner asking if she could coordinate the production and sale of the CD. The committee will also contact Sharon Fisher-Larson to ask if she would be willing to assist.

Membership—Maurice Henderson

Maurice reported on the critical state of membership in our state, regional, and national organizations. Membership directors are working on implementing strategies in their own states they feel will be successful. The goal is to have some type of monthly membership activity. All board members must be proactive in recruiting and retaining members. Maurice recognized that we are at a critical state, but emphasized we have members who are passionate about turning things around.

Nominating—Kimberly Schultz

Elections will be held in March. Kimberly distributed a nominee worksheet to obtain nominees for the open board positions. Kimberly also encouraged members to send her names for nominations. She will be soliciting nominations for President-elect, NBEA Representative, and Student Representative. Officer nomination forms and information are available on the NCBEA Web site (www.ncbea.com). She plans to use Survey Monkey for the voting process.

Program of Work—Karen Drage

The Program of work is in draft form. Karen addressed the issue of business education programs being eliminated and how NCBEA might help. Janet Treichel emphasized that teachers need to market their programs and assure rigor to increase and keep their numbers. There was discussion about what courses business teachers are teaching.

Publications—Sue Elwood

The committee recommended using a similar newsletter format to the previous year. It would be up to the newsletter editor to determine when there was enough material to publish an issue, but assure a minimum of three newsletters are published a year.

Strategic Plan—Beth Sindt

Beth reported that she is attempting to align the NCBEA strategic plan with the national strategic plan.

UNFINISHED BUSINESS

a. 2010 NCBEA Convention Update (Minnesota)—Bob Murray

Bob announced that the 2010 joint MBEI/NCBEA conference will be held September 23 and 24 at the Sheraton Bloomington Hotel. He will assure that the planning committee solicits input from NCBEA. There was discussion about the NCBEA meeting and possibly doing the board retreat the day before the convention.

b. 2011 NCBEA Convention Liaison (Wisconsin)

The 2011 WBEA/NCBEA convention will be held September 29 – October 1 in Green Bay. A concern was expressed that convention information is hard to find on the NCBEA Web site. State convention liaisons were reminded to send information to the Webmaster.

NEW BUSINESS

a. Web Site Payment—Beth Sindt

There was discussion about how the Web site fee could be paid without having to charge it to an individual's credit card. It was determined that more information was needed before a recommendation could be made.

b. Minutes Approval Appointment—Beth Sindt

Beth appointed Jody Emerson, Karen Drage, and Bob Murray to serve on the minutes approval committee for the 2009 annual meeting minutes. Jody will serve as chair of that committee.

c. Meeting in San Diego at the NBEA Convention—Beth Sindt

After some discussion, it was decided to hold the administrative board meeting on Tuesday, March 30, 2010 at 7 p.m.

d. NCBEA Meeting Format—Kimberly Schultz

Kimberly led a discussion about alternative meeting formats. She held discussion about the president's travel to state conventions. She asked members to brainstorm ideas to make meetings more productive and cost effective as this will be further discussed in San Diego.

ANNOUNCEMENTS—Christy Culver and Beth Sindt**Friday, October 30**

7:30 a.m.—continental breakfast and NCBEA Past Presidents' Breakfast

8:30 a.m.—OBTA and NCBEA Welcome

9:00 a.m.—Keynote Speaker

10:30 a.m.—NCBEA State Presidents' Panel/Leadership Session

12:30 p.m.—Awards Luncheon (including NCBEA Awards) and stipend

2:00 p.m.—Presidents' and Awards' Reception

2:30 p.m.—NCBEA Annual Meeting

3:30 p.m.—Scatter/Silent Auction & raffle results

Upcoming Conventions

November 4-6, 2009; Illinois Convention; Effingham, IL

November 20 & 21, 2009; Indiana Convention; Indianapolis, IN

November 20 & 21, 2009; Missouri Fall Conference; Lake Ozark, MO

February 12-15, 2010; WBEA; Reno, NV

March 31-April 3, 2010; NBEA; San Diego, CA

June 23-26, 2010; M-PBEA; Fort Collins, CO

July 18-25, 2010; ISBE; Albury Wodonga, Australia

OTHER—Beth Sindt

Michelle Lindsey needs receipts for reimbursement by 3:30 tomorrow (October 30, 2009).

ADJOURNMENT—Beth Sindt

The meeting was adjourned at 8:19 p.m.

Susan Elwood, Secretary
(approved March 30, 2010)