

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
Bloomington, Minnesota**

**MINUTES
September 23, 2010**

Members Present

Karen Drage, President
Margaret Erthal, President-Elect
Beth Sindt, Immediate Past President
Dena Irwin, Secretary
Twana Hulen, Treasurer
Andrea Michetti, Student Representative
Cathy Carruthers, NBEA Representative
Linda Harper, Illinois State Representative
Jason Hendrickson, Indiana State Representative
Lou Ann Knorr, Iowa State Representative
Bob Murray, Minnesota State Representative
Michelle Lindsey, Missouri State Representative
Christy Culver, Ohio State Representative

Members Absent

Debbie Stanislawski, Wisconsin State Representative
Michigan State Representative (vacant)

Ex-officio Members Present

Sue Elwood, Newsletter Editor & Web Master
Barb Bielenberg, ISBE Representative
Janet M. Treichel, NBEA Executive Director
Madge Gregg, NBEA President

Special Guest

Murleen Bellinger, Mountain Plains Region President

Call to Order - Karen Drage

The meeting was called to order by President Karen Drage at 12:08 p.m.

Welcome and Introductions - Karen Drage

Karen stated that we have a great group of veterans and new members. Please come to Karen with any concerns and we need to work as a team. Additional comments included a positive note for attending the virtual meeting.

Remarks by Special Guests - Karen Drage

NBEA President Madge Gregg is glad to be here and had no travel problems.

Mountain Plains Region President Murleen Bellinger gave greetings for their conference themed "Spotlight on Business Education" held in Kansas.

Appointment of Parliamentarian/Determination of Voting Privileges - Karen Drage

Margaret Erthal will serve as parliamentarian for this meeting. Margaret is a Professional Registered Parliamentarian. 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 is needed, tellers will be appointed to count the ballots.

Roll Call - Dena Irwin

Dena Irwin called the roll. Seventeen members answered role and a quorum was established.

Virtual Administrative Board Minutes (September 9, 2010) - Dena Irwin

The minutes from the September 9 virtual board meeting were approved with some corrections. Linda Harper made a motion to accept the minutes with the corrections. Lou Ann Knorr seconded the motion. Motion passed.

Treasurer's Report - Twana Hulen

We have a net income as reported by Twana. Not much has changed from our last meeting. Twana distributed two sheets outlining the budget and income statement dated July 1, 2010 and March 30, 2010. There was some discussion about the amount on line item on #668 being high. Twana explained this is the NBEA stipend for board members attending of \$150 each.

EXECUTIVE OFFICER'S REPORTS**President - Karen Drage**

Karen has provided a document for the Improvement Plan and the POW for each committee. Most of her time has been working on the conference.

President-Elect – Margaret Erthal

Margaret has been working with the presidents and vice presidents. She did not hear back from Indiana and Wisconsin's conference is going on at the same time as the NCBEA conference

Past-president – Beth Sindt

Beth has been getting the past president's stipend and income taken care of for the past president's reception. Not many are attending due to vacations and other obligations. Beth will be updating the form for Karen regarding the stipends. The application deadline was August 15. Beth discussed the need for the application deadline to be moved up perhaps to May even. Karen asked that we get more past presidents involved since they are such a wonderful resource. Sue suggested including a special section in the newsletter.

OTHER OFFICER REPORTS**NBEA Representative - Cathy Carruthers**

Cathy discussed Maurice Henderson's article published in the newsletter.

ISBE Representative - Barb Bielenberg

Barb told us about the next two conferences and about the \$500 scholarship for first time attendees. Barb has an incentive for membership. One can receive a iPod if you sign up at the booth. She did attend the ISBE board meeting in San Diego. John Lightle is the new president and Judy Olson Sutton info

Newsletter Editor - Sue Elwood

October 31 deadline for article submissions is due to Sue and you should include pictures. The state representatives should send information out to members too, not just the newsletter. Sue likes to include the "on focus" articles too for teachers. Sue stated that she is willing to include articles from members in the state. Cathy asked Madge about NBEA providing emails so information could be sent out without us

trying to get emails. Madge said it should be possible to use email blasts to hit every member of NCBEA. Sue said she would be willing to send email blasts too.

Student Representative - Andrea Michetti

Andrea has been working to get students to attend this conference. One of her concerns is communicating with students from other schools in order to facilitate communication. She is requesting a list from NCBEA. Karen talked about the NABTE list in the December issue of the Forum. Beth suggested that each state representative could send Andrea a list of the advisors for their state. Karen will look to provide a roster for student membership to Andrea of students that are already members. Margaret also stated that each state's DOE should provide a list of which schools in that state provides a list of the colleges that provide teacher's training. This would be a good place for Andrea to start and Margaret is willing to help compile the Illinois list.

Web Master - Sue Elwood

Sue is trying to update the website to be consistent regarding bylaws, policies and procedures, and committees. Sue is asking if she should continue to post the officer reports. There was some discussion about the GoogleDocs usage. It was suggested that we submit electronic reports to Sue prior to the meeting. Linda Harper suggested that we continue using the GoogleDocs but also send Sue an electronic copy. *Please send a copy of all reports to Sue and Dena for the website and minutes.* Sue is exploring the use of password protected area for sensitive content. It was questioned whether we are about to have more than one site with our current provider. We are paid ahead for two years.

STATE REPRESENTATIVE REPORTS

Illinois - Linda Harper

Linda emailed their newsletter out via the listserv in Illinois. She sent a request to the treasurer to submit a \$200 stipend to Twana. She asked for a new membership list to cross check membership in IBEA, NCBEA and NBEA. Registration for the upcoming conference (November) is being done electronically for the first time. Linda gave an update about the rified teacher motions as reported in the last meeting voted unanimously. Karen commended Illinois for extending membership to those teachers in need. Illinois is going green on all newsletters and even sent a conference mailer.

Indiana - Jason P. Hendrickson

Jason gave greetings from Indiana. Not too much new information since last report. A stipend check for \$200 has been requested. Indiana no longer has a listserv. The new state specialist, Eric Ogle, is pushing Learning Connection instead. We have a community on the Learning Connection for IBEA members. Indiana has a website for posting information, newsletters, conference info, etc. We are working with the DOE to get sub reimbursement for our conference. Jason likes Illinois' idea for rified teacher inclusion.

Iowa – Lou Ann Knorr

Check request as well by Lou Ann. They are updating website too. They also utilize the program specialist to get info out. Iowa is getting ready (October 8-9) for their conference to be in Cedar Rapids, Iowa and move the location around to encourage members to attend. In her report, Lou Ann included a list of board members from Iowa. They do have some officer/area openings.

Michigan - vacant

No report given.

Minnesota - Bob Murray

“Welcome to sunny Minnesota!” was stated by Bob. Bob asked how many of the states offer electronic membership payment. Illinois does and Missouri and Indiana do when they register for the conference. Missouri adds the 3 percent charge to the registration fee. They are in discussion stage in Minnesota to

stop doing a newsletter and post on the website more like a magazine type format with some things members only and some for all. The question is whether they should be able to pay their dues online so the non members could get to the information in a timely fashion. Bob was glad we are there.

Missouri - Michelle Lindsey

Michelle reported that not a lot is new. She is taking new approach to train a new person to fill her position on the board. Michelle reported on their fall conference in addition to summer conference and the next big membership push.

Ohio - Christy Culver

She requested that her state treasurer provide \$200 stipend.

Wisconsin - Debbie Stanislawski

No report

A SHORT BREAK WAS TAKEN FOR COMMITTEES TO MEET BRIEFLY.

STANDING COMMITTEE REPORTS**Awards - Beth Sindt/Linda Harper**

Linda is taking over the awards. There are three awards. There was some discussion to come into alignment with NBEA. Beth will look at back minutes to confirm.

Send award winners to be published in Forum per J. Treichel suggestion in 2009.

State Associations Web site linked to NCBEA Awards forms per J. Treichel timeline for 2011 awards. (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

By-Laws - Beth Sindt

Beth is waiting on Karen's ad hoc committee looking over bylaws back 5 years. Karen hopes to have it in a week or so and will pass on to Beth. Voting on changing to updating every year instead of every three will take place tomorrow at the Annual board meeting.

Budget - Twana Hulen

Twana had nothing new to add really except that we should look over her reports for further details. Each state gets \$300 + \$200 for misc expenses (#630 none for student reps).

Legislative - Cathy Carruthers

Cathy has created a handout that is provided to each attendee at this conference. The handout has information about purchases from NBEA and a sample letter, issues and advocacy, and latest facts sheet on the ACTE website (printed by permission). Cathy is willing to send to any representative the document to share with people from individual states to distribute at their conferences. There is also a legislative session by Gary Hutchinson during this conference. Linda suggested this get posted on our website.

Marketing/Linkages - Michelle Lindsey

The team is working hard on POW and 2012 CD, raffle and 50/50 drawing too. All of the state reps have the CDs. Karen has highlighters too.

Membership - Cathy Carruthers

Cathy had nothing really new other than the 3 hours of discussion this afternoon.

Nominating - Beth Sindt

Replacements for the Missouri state representative and Wisconsin state representative are needed. President-elect nominations are needed. In the bylaws, the NCBEA rep needs switched. The student representative deadline is January 31 then that person is notified to complete an application by February 15. The process is a 3 year term for President-elect and must have served one full year on the NCBEA board. Must be a member nominating the person and the nominee must be a member and signatures are needed on application. Final selection is March 15 with a vote on March 1. The person elected will be notified by March 20. This was sent out to whole board. Attendance in New Orleans is not necessary by allowed.

Program of Work - Karen Drage

Karen stated we are ready for Margaret to disclose her POW. She has downloaded the NBEA POW and better we are better aligned.

Publications - Sue Elwood

Sue asked about the action items from POW and the feasibility to send a card reminder once a year or hard copy of the newsletter. It is not feasible to send the newsletter itself and not even cards if we can get a good distribution list.

Strategic Plan - Karen Drage

We have received Karen's plan and are now awaiting Margaret's plan.

Ad-hoc Committee Report

This committee is exploring options/alternatives for how to hold NCBEA meetings. Margaret is looking for committee members. We are looking to differentiate and add value. Murleen talked about what the Western Plains states do for fundraising.

Convention - Margaret Erthal

Nothing to report.

UNFINISHED BUSINESS - Karen Drage**NEW BUSINESS****Electronic Voting**

There was some discussion and it was determined that we must do paper ballots for one more year. Cathy read the Illinois bylaw regarding electronic voting. Linda asked for clarification about separating the two items. ARTICLE 9 UNDER NOMINATION AND ELECTIONS (Beth said) must be in the newsletter and voted on in Wisconsin and put in the ballot.

(Motion 1): "To change Article 8, Section 1 to read the nominating committee may conduct election of officers by mail or by an electronically secure method in the annual NCBEA election. The candidate receiving the greatest number of votes shall be elected to the office." Cathy motioned and Margaret seconded...call for vote motioned passed.

Improvement Plan - Karen

We talked a lot about membership and we should be spending our membership rebate on membership. (59% of rebate is total income) We need to raise funds because expenses can't be cut much. There was

some discussion to change the budget. We need a new way to increase revenue. Kristi asked if we should include how much we are spending not through NCBEA so our reports to NBEA look better.

Policies and Procedures - Karen

Table for virtual meeting until we get bylaws updated.

Announcements - Administrative Board

Twana has NCBEA ribbons available for regional reps to take with them. There is a reception in Room 118 for tonight celebrating DPE's 75th year.

Adjournment - Karen Drage

The meeting was adjourned at 2:48 p.m.

Dena Irwin, Secretary

(Approved: _____)