

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION  
VIRTUAL ADMINISTRATIVE BOARD MEETING  
January 19, 2012 (6 pm, CST)**

**MINUTES (Approved)**

**Members Present**

Margaret Erthal, President  
Sue Elwood, President-Elect/Webmaster  
Dena Irwin, Secretary  
Twana Hulen, Treasurer  
Cathy Carruthers, NBEA/NCBEA Rep.  
Matt White, Newsletter Editor  
Lou Ann Knorr, Iowa  
Bob Murray, Minnesota  
Tina Trumbower, Wisconsin  
Robert Johnson, Student Membership Director

**Members Absent**

John DeWeese, Missouri  
Jason Hendrickson, Indiana  
Karen Drage, Immediate Past President  
Barb Bielenberg, ISBE Representative  
Larry Pagel, Michigan  
Christy Culver, Ohio  
Sharon Fisher-Larson, NCBEA Reg. Mem. Dir.  
Linda Harper, Illinois

Call to Order - Margaret Erthal

President Margaret Erthal called the meeting to order at 6:03 p.m. CST.

Welcome and Introductions - Margaret Erthal

Tina Trumbower from Wisconsin and John DeWeese from Missouri were welcomed to the board.

Appointment of Parliamentarian/Determination of Voting Privileges - Margaret Erthal

Cathy Carruthers agreed to be the parliamentarian for this meeting.

Roll Call - Dena Irwin

Dena Irwin called roll and a quorum was discussed. The August Virtual Administrative Board, Wisconsin Administrative Board and Executive Board meeting minutes were tabled. There was a discussion as to what constitutes a quorum per Roberts Rules of Order. Margaret suggested that quorum be one member over half. Cathy moved that the "NCBEA Administrative Board and Executive Committee set 51 percent voting board membership present to establish a quorum." Sue seconded. Motion carried. Cathy asked how many members are on our board that would be voting members so we would know what establishes a quorum. Margaret stated that there are 16 members that can vote so nine would be needed to establish a quorum. Dena brought up that Barb Bielenberg made a motion at the Wisconsin meeting that the student representative and ISBE representative have voting rights. The quorum motion was tabled until 9 members are present to take this vote and we will continue to discuss in the by-laws section below.

Treasurer's Report - Twana Hulen

"As of January 16, 2012 we have a checkbook balance of \$16,556.95. Income for the 2011-12 fiscal year \$8,473.00 and expenses are \$9,375.62. This leaves us with a

deficit of \$902.62. This expense amount includes a check for \$1,600 to NBEA for the professional development stipends.

At this time last year our income was \$7,467.25, expenses were \$7,152.12, and we had a net income of \$315.12. However, the NBEA professional development stipend check was not included in the expense total. The check wasn't sent until Feb. 5 as I was waiting on some states to send in their check. After subtracting the stipend checks of \$1,200.00 that made a loss of \$884.88 which is only \$17.74 less this year's net loss at the current time.

We received a convention rebate of \$1,550.00 from Wisconsin, all eight states sent in their check for \$200.00 for the NBEA professional development stipend, and we received \$1,704.00 from NBEA for membership rebates. Income from the Chicago Workshop was \$2,550.00.

Our income is down from last year in the special publications category which is CD sales. Sales so far this year are \$236.00 and last year at this time it was \$1,623.75. It is my understanding that another CD will be sold this year which will help generate income for the 2012-13 fiscal year.

Over all, I feel that we are staying close to our planned budget to be half way through the fiscal year."

**July 1, 2011 to January 17, 2012  
Income and Expense Report**

Beginning balance July 1, 2011	\$17,459.57
Income to January 17, 2012	<u>8,473.00</u>
Total funds available	25,932.57
Expenses January 17, 2011	<u>9,375.62</u>
Checkbook balance September 28, 2011	<u>\$16,556.95</u>

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## Cash Flow

7/1/2011 through 1/16/2012

1/16/2012

Category Description	7/1/2011- 1/16/2012
<b>INFLOWS</b>	
410 - Membership	1,704.00
415 - NCBEA Convention Rebate	1,550.00
416 - NCBEA Workshops	2,550.00
420 - Fundraisers	832.50
430 - Special Publications Income	236.50
440 - NBEA Professional Dev. Partnership	1,600.00
<b>TOTAL INFLOWS</b>	<b>8,473.00</b>
<b>OUTFLOWS</b>	
610 - Administrative Board	2,445.01
611 - Workshop Meals	1,308.00
613 - Workshop Misc	47.40
615 - Share of NBEA Board	840.44
630 - Membership Committee	536.66
633 - Awards - Recognition Committee	307.66
641 - President's Travel Expense	1,710.23
643 - Treasurer's Expense	21.70
645 - Membership Director's Expense	158.52
671 - NBEA Prof. Dev. Partnership Exp.	1,600.00
672 - NCBEA New Prof. Dev. Stipend Exp.	400.00
<b>TOTAL OUTFLOWS</b>	<b>9,375.62</b>
<b>OVERALL TOTAL</b>	<b>-902.62</b>

## EXECUTIVE OFFICER REPORTS

### President - Margaret Erthal

"Beginning in September I attended meetings of state organizations. WI and NCBEA met Sept 29-30 with close to 200 in attendance. An administrative board meeting and a business meeting was held with the NBEA President and Executive Director in attendance. Debbie set up an eye-catching NCBEA display and sold memberships. The Southern Business Education Association was held in Orlando Oct 19-22. I attended the board meeting and met with the other regional presidents along with the NBEA President and Executive Director while in Orlando. Michigan held their conference Nov 3-5 in East Lansing, and I attended the board meeting. Illinois was Nov 9-11 in Effingham. Indiana was Nov 17-19 in Indianapolis. In addition I was able to attend the Delta Pi Epsilon 75th Anniversary conference in Indianapolis. At each event I brought greetings on behalf of NCBEA and encouraged membership in NBEA."

### President-elect - Sue Elwood

Sue stated that she has kept in close contact with Margaret on NCBEA work. She is serving on the 2012 Chicago Workshop committee and has been actively involved in the planning for the workshop day.

Past President - Karen Drage

"I have distributed the updated bylaws with the proposed bylaw changes from September 29, 2011.

I will be hosting the NCBEA Past Presidents meeting at NBEA. I contacted NBEA about a month ago and requested a room for a Wednesday or Thursday afternoon meeting. Laura stated that she would schedule the room that would not conflict with any sessions. I contacted her again a week ago; but to date, she had not identified the date, time, or location of the meeting.

While serving as President last year, I proposed the addition of a DPE representative to the NCBEA Administrative Board. The discussion was left on the agenda until DPE could be asked if they were interested in having a representative on the board. The DPE President has responded that DPE would be interested in having a representative serve on the NCBEA Board. The DPE President was informed that this position may not include any travel funds for the representative to attend NCBEA meetings."

NBEA Representative - Cathy Carruthers

Report from NBEA Board meeting and NBEA activities:

1. I asked each NCBEA board member to make sure there is a session on each state and NCBEA's conference agenda about the National Business Honor Society. I'll mail brochures to board members later this month.
2. NBEA will be having a Book Drive for Boys' and Girls' Clubs of Boston, so please encourage your state members to participate.
3. Dr. Treichel reminded the Board members that it is the policy of NBEA to pay convention registration if a membership director has reached his/her goal. NBEA will be sending some incentives to membership directors who not only maintain membership in the state but also add at least one member each month. She displayed several examples of the incentives. The incentives are a way for NBEA to say thank you.
4. Thanks to each NCBEA state for their contribution to the NBEA Professional Development Partnership Program. This money provides stipends for first-time attendees from within NCBEA region.
5. Delta Pi Epsilon's affiliation with NBEA officially began on January 1, 2012. NBEA is in the process of developing new membership forms to include DPE dues and explain that DPE members must be members of NBEA. The DPE membership will be similar to the ISBE membership. One must be a member of NBEA to also be a member of both ISBE and DPE. NBEA will work to transition the DPE members into the NBEA membership. The DPE dues for this coming year will be \$60.
6. Dr. Treichel highlighted a few of the items and some of the new initiatives that will be happening at this year's convention in Boston. One of the items highlighted was that the exhibits will be open only on Wednesday and Thursday this year.

Also, this year there will be no Super Business in Action sessions offered to the vendors. The Business in Action packages will still be available to vendors. The exhibitors will be offered theater presentations. These will be 30 minute presentations in a room close to the exhibit hall.

The sponsorships will be restructured to provide more interest in a sponsorship of different convention activities. The program book will be an 8½" x 11" booklet instead of the 6"x 9" format. This will make it easier to read by reformatting the program information.

This year there will be three professional development seminars: (1) the Accounting Pilot & Bridge training program, (2) a visit to the Federal Reserve Bank, and (3) a business and entrepreneurship teaching seminar.

There will be 26 technology workshops. All sessions will accommodate only one person per computer which will impact this year's convention revenue. NBEA sent out a call for proposals for the workshops this year. Several sessions resulted from the proposals.

7. After the discussion of the regional improvement plans, President Olivo posed the question, "What is the value of the region to the members?" The two issues that surfaced were communication and leadership opportunity. After more discussion, it was a consensus that both of those issues are declining in the regions.
8. Executive Director Treichel suggested that each of the regional directors go back to their regions and have a discussion with their respective boards. There are two major questions to ask those regional boards. First, what is the future of this organization? The second question is where do we see this organization going in the next five years? The regional boards need to be honest and realistic. Everyone understands that these are hard conversations and can be very emotional.

## **OTHER OFFICER REPORTS**

### ISBE Representative – Barb Bielenberg

No report was given.

### Newsletter Editor– Matt White

"The first issue of *Regionally Speaking* for 2011-2012 was published in October 2011. This issue focused on various topics, including a Welcome message from NCBEA President Margaret Erthal, reports of summer and early fall activities around the NCBEA region, and an updated listing of NCBEA Officers and Administrative Board members.

The winter edition of *Regionally Speaking* will be published in late January 2012. Remember, the deadline for submitting officer and state rep reports, as well as submitting teaching tips from around the region, is Saturday, January 21, 2012 by

6:00pm Eastern time. This will allow me to organize all content and publish the issue by January 31, 2012.

I am still planning to conduct a SurveyMonkey survey of the NCBEA Administrative Board to find out how we can use the NCBEA Newsletter to more effectively serve our members.

The NCBEA Publications Committee was scheduled to meet on Wednesday, January 11, 2012; however, due to a personal emergency, this meeting did not take place as planned. However, communication has since been sent to all committee members with a few minor agenda items for discussion within the committee. Agenda items included newsletter topics and discussion for all 2011-2012 issues, newsletter distribution ideas, and additional publication ideas for NCBEA members. As soon as all feedback from the committee is received, an additional update will be forwarded to all Administrative Board members as well as discussed at the NCBEA Administrative Board meeting at NCBEA in April.

I look forward to continuing service to NCBEA as the Newsletter Editor and as always, any and all suggestions are welcome!”

Student Representative – Robert Johnson

Robert created a letter to student members that will be sent.

Web Master – Sue Elwood

The Website was updated with 2011 NCBEA award winners, a Chicago 2012 Workshop “Save the Date” notice and workshop presenter’s application, and the October Newsletter. The domain name and web hosting will expire on 3/13/12. The two-year renewal fee is \$102.94 for both. Sue needs fall convention dates from Illinois and Minnesota.

## **STATE REPRESENTATIVE REPORTS**

Illinois – Linda Harper

Not present so no report was given.

Indiana – Jason P. Hendrickson

Not present so no report was given.

Iowa – LouAnn Knorr

- IBEA 2011 Fall Convention – October 7-8, 2011 – Cedar Rapids Marriott, Cedar Rapids, Iowa
  1. October 6, 2011, attended IBEA Executive Board Meeting and presented NCBEA report:
    - a. IBEA moving the convention from October to July 31 and August 1 in Des Moines at Iowa Event Center. Check [www.ibeaonline.org](http://www.ibeaonline.org) for July 31

- conference updates. Website includes link to NBEA 2012 Annual Convention & Trade Show and announcement of July 16 Econ Illinois and NCBEA Workshop in Chicago.
2. Convention bags included:
    - a. 50 Reasons to Join NBEA brochure
    - b. Membership brochure
    - c. "NBEA Member" ribbons for current professional, student and retired members
    - d. Tips & Tools for Legislative Advocacy September 2011
  3. Booth promoted NBEA and NCBEA
    - a. Included 4 recent issues of *Business Education Forum*, 4 issues of *Keying In* and 1 *NBEA Yearbook*
    - b. New members, renewing members, and current members could sign up for Kindle drawing
  4. Donated a silent auction item on behalf of NCBEA
  5. Noon luncheon
    - a. Each attendee received a Boston Harbour Tea sample and copy of the NBEA 2012 Annual Convention and Trade Show in Boston, Massachusetts, April 3-7 flyer
    - b. Recognized NCBEA President Erthal and her letter in convention booklet since she was unable to attend
    - c. Promoted 50/50 drawing—collected total of \$296 with ½ to NCBEA and ½ Dee Ulrich (\$147.50)
  6. IBEA Business Meeting
    - a. Presented NCBEA report
    - b. Drew for the Kindle (Trisha Hopper winner) and drew for NBEA posters promoting November - Business Education month.
  7. Wrote personal thank you notes to 4 new NBEA members and to 12 renewals.
- October 25 Kelli Diemer (Iowa Business and Marketing Consultant) emailed all Iowa Business and Marketing instructors the October 2011 edition of *Regionally Speaking*. I reminded recipients of the wealth of information in the edition, including recaps of the 2011 Econ Illinois and NCBEA Summer Workshop, the 2011 WBEA/NCBEA Conference, and the 2011 Iowa Fall Conference. I welcomed them to submit written articles to me for possible inclusion in the January 2012 newsletter. They were reminded this is an excellent way to share with the other states the great things that are happening in Iowa.
  - November sent 13 letters to those attending IBEA Fall Conference but not NBEA members.
  - December no activity.
  - January 16 emailed 42 emails to those who have lapsed memberships.
  - January 17 sent 22 letters to those who have lapsed memberships.
  - February 11 will attend IBEA Executive Board meeting—sent a request to IBEA Convention Program Committee to include a National Business Honor Society

session. I am going to ask each board member to invite a fellow business teacher to join NBEA.

Michigan – Larry Page

Not present so no report was given.

Minnesota – Bob Murray

“Minnesota’s NBEA membership goal is 180. At the end of December current membership number was 103 or 57% of the goal. In an effort to increase membership I sent out 100 post cards to current members, thanking them for being members and inviting them to attend the NBEA Convention in Boston. I currently have 98 letters to lapsed members ready to be stuffed in envelopes.

MBE’s Executive/Administrative Board will meet via teleconference on February 4. Topics for discussion include planning a summer Board retreat, planning the Fall Convention and the spring election.”

Missouri – John DeWeese

John was not present but sent this report: “Summer 2011, Missouri MBEA hosted its annual summer conference at University Plaza Hotel in Springfield, MO on July 23-26.

At the opening session, the NCBEA representative (at the current time it was Winter Owens-Duley) was introduced and spoke to the group about the importance of joining and staying an active member of the organization. She had a booth set up for visitors, members, and others interested to get information from her about the organization. She had poster board with information on it with pamphlets available as handouts. She also answered any questions that people had. New members were automatically entered into a drawing for a \$50 gift card and current members, when visiting booth, could receive their choice of gift ranging from pens, post-its, or highlighters.

MBEA has a basket raffle where each district is required to donate 2-3 baskets full of different themed topics or ideas. Basket topics range anywhere from “University of Missouri” with MU memorabilia and accessories to “Movies” with popcorn and a few DVDs. Members buy raffle tickets throughout the day and, on the last full day of conference, check to see if they have the winning ticket. MBEA also hands tickets out at opening and closing sessions for door prizes, which are usually gift cards donated by each district.

Fall 2011, I took over duties from Winter on November 16, 2011. Upon doing so I have been educating myself on previous techniques used to recruit new and keep current members as part of the organization.

I have used the Missouri Department of Secondary and Elementary Education’s Business listserv web communications to remind members of the benefits of being a member.”



## Ohio – Christy Culver

“Since the fall NCBEA board meeting...

OBTA conference report...the OBTA conference was held on Friday, October 14. There were 80 in attendance and 1/3 were students (undergrad and graduate) from Bowling Green State University. More than 40 in attendance were already NBEA members in which I shared NBEA luggage tags and plus I shared the highlighters postcard with everyone who stopped by the exhibitors area. I used Debbie's promo idea with the six \$10 I-tunes gift cards for the first six who joined or renewed and the drawing of two \$25 I-tunes gift cards. NBEA/NCBEA greetings were given during the luncheon by me. Also upcoming dates of NBEA and NCBEA conferences, etc. were printed on the back of the OBTA conference program.

From the membership drive at the OBTA conference, I have mailed seven memberships to headquarters. Two were renewals and five were new including four of the graduate students from BGSU. Plus one of those students also joined ISBE as she wants to teach in Puerto Rico. Several of the undergrad indicated they want to join NBEA and will contact headquarters to join as they are full-time undergrad. I also spoke with BGSU educators Bob Brynes and Dave Hyslop and shared copies of the 2004 NCBEA Activities CD and 50 reasons to join NBEA brochure. They indicated they would share and promote NBEA with their students. The 50/50 drawing procured \$45; sales from CD netted \$20.

- 10/13....attended OBTA Executive Board meeting and shared NCBEA report. Plus indicated NCBEA would like to have the NCBEA Ohio Membership Director replacement identified by April. This deadline would provide time for a smooth transition and information dissemination by June 30, 2012.
- 10/14...presented at OBTA Conference round-table session.
- 11/1....sent via email (NBEA Ohio members) NCBEA updates and highlights including purpose and tips for promoting National Business Education Month, NCBEA Newsletter, highlights from
- NCBEA/WBEA Conference, NCBEA Leadership Opportunities, 2012 NCBEA Summer Workshop info, 2012 ISBE conference info, NBEAconnect, and facebook available for NCBEA.
- 11/14...sent via email (NBEA Ohio members) NCBEA Summer Workshop Call for Proposals to NBEA Ohio members.
- 11/14...sent request regarding NBEA's National Business Honor Society session be offered at 2012 OBTA Conference via Cathy Carruther's note
- 12/9...sent request to all OBTA officers regarding NCBEA summer workshop call for proposals encouraging them to present
- 1/13...submitted NCBEA article for publication in OBTA winter issue of newsletter, *Beacon*
- The 85th OBTA Annual Professional Development Conference to be held October 12, 2012, at Sinclair Community College in Dayton, Ohio. For information on current activities in business education in Ohio, please be sure to visit [www.obta-ohio.org](http://www.obta-ohio.org).”

### Wisconsin – Tina Trumbower

“I took over the Wisconsin representative duties recently and am starting to understand procedures. I look forward to learning more strategies for retaining and recruiting members at the NBEA conference. Previous membership director, Deb Stanislawski, has shared her previous reports and actions with me and is very helpful when I have questions.

Earlier this month, I reported to the Wisconsin Business Education Association about the upcoming convention, the summer workshop in Chicago, and the National Business Honor Society.

### Upcoming plans for January & February include:

Utilize the Wisconsin Business Ed listserv to share information about NBEA and the National Business Honor Society.

Utilize the Wisconsin Business Ed listserv to share information regarding the NBEA convention and other benefits of being a member.

Contact lapsed members.

Explore some of the strategies/ideas received from other directors.

Confirm with our state convention coordinator that a booth is reserved for our convention in September.

Make travel plans for the NBEA convention.

Our state organization (WBEA) five separate one-day workshops around the state. I will be attending at least one and will be providing a flyer to include in the folders that participants receive.

### I have many questions since I am new to this position, but I will ask these for now:

1. Is there a schedule or rotation for when we would need to submitting items to the NCBEA newsletter?
2. At NBEA, what are the scheduled meetings that the state directors will be attending? When is the NCBEA board meeting? Other meetings? I would like to know this before making the travel arrangements.
3. I did see in Deb’s materials that there is a NBEA Monthly membership report form. Was I supposed to use that form for this report.”

## **STANDING COMMITTEE REPORTS**

### Awards – LouAnn Knorr/Linda Harper

LouAnn had nothing to report because Linda has all the information and she could not attend tonight.

### ByLaws – Karen Drage (Appendix B)

“At the last administrative board meeting, the bylaws committee was asked to review the bylaws and determine voting privileges. The bylaws committee determined that Article VII, Section 2, (f) states that the president and the executive director of NBEA and the representative of ISBE serve as ex officio, non voting members. All other administrative board members, including the student representative, are voting

members. The committee also determined that is policy is congruent with all other NBEA regions.

The bylaw change to add electronic voting needs to be held at the next business meeting. The bylaw change was previously passed by the administrative board and announced in the newsletter.”

Sue explained what happened with the electronic vote. Cathy moved that “voting for elections be by mail or electronically. If done electronically, an NBEA membership number will be required for voting privileges and will be via anonymous voting. This proposed change will be voted on at the NCBEA business meeting in Boston.” Sue seconded and will send those minutes. Sue asked if the San Diego motion is going to be thrown out and use this motion? Bob asked if this would come up in the administrative board meeting or business meeting in Boston. Margaret would like to bring this motion up during the regular business meeting in Boston. Margaret stated that we would table this motion from Cathy. Margaret then learned this only needs to be brought before the general membership in Boston to get it passed.

**Per Sue’s minutes:** “The motion came from the September 23, 2010 MBEI/NCBEA Administrative Board meeting:

(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.”

Budget – Twana Hulen

See report under Treasurer above and Appendix A. Margaret stated that the Chicago workshop should help with the budget issues we have been having.

Legislative – Cathy Carruthers

Legislative Committee members were provided with the following information and surveyed with the following questions:

1. In the NBEA program of work, each region has the following legislative responsibilities:

A. Hold Legislative sessions at national, regional, and S/T/P conventions.	Legislative/ Advocacy Committee Chair and Committee <b>Regional Presidents</b> <b>Regional Legislative Chairs</b> S/T/P Presidents and Legislative Chairs	ONGOING
B. Continue to identify opportunities for partnering with business to promote business education	NBEA Headquarters Staff NBEA Executive Board <b>Regional Presidents</b>	ONGOING

C. Encourage business educators to build effective local business alliances, partnerships, and advisory committees that support business education	Convention Program Committee <b>Regional Program Committee</b> Publications Staff	ONGOING
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2. We did hold legislative sessions at NCBEA/Wisconsin and in Illinois. I don't think there were any in other states. Matt pointed out that in Ohio it has been up to OBTA to take the legislative lead in business education instead of Ohio ACTE. In Illinois, IACTE has taken more of a lead, but IBEA is actively represented in a grass roots capacity.

3. The 2011 NCBEA Summer Workshop in Chicago provided the opportunity for NCBEA to partner with Econ IL and the Federal Reserve.

4. Sue Elwood will make sure that a legislative session is scheduled during the 2012 NCBEA conference. Marlene Stout, Indiana, is chair of the NBEA legislative committee, and Gary Hutchinson and I serve on that committee, so we'll probably present.

5. We do need to continue to encourage business educators to build effective local business alliances, partnerships, and advisory committees that support business education and to also encourage business educators to educate legislators about the important of business education.

6. Now available on the NBEA website under Member Benefits are links to updated .pdfs: "Materials promoting business education are available to assist you in your conversations with legislators, business people, parents, students, counselors, and administrators."

Marketing/Linkages – Christy Culver

No report was given.

Membership – Sharon Fisher-Larson

No report was given.

Nominating – Karen Drage

"To date I have not received any completed nominee agreement forms. I have located one candidate that is interested in the Treasurer's position, but she has not returned the form to date. I have asked several people if they would serve as President-elect and all have declined. I have also asked several individuals if they would serve as Regional Membership Director and all have declined. I sent out a message to the administrative board with a partial list of possible candidates and asked for assistance in contacting those individuals. I also sent out a second request to the nominating committee asking for help with the nominations. However, to date I have not received any nominations. To avoid duplication, here is a list of the individuals that have been contacted and have declined:

Debbie Stanislawski  
Michele Lindsey

Greg Valentine  
Cathy Carruthers

LouAnn Knorr  
Bob Murray"

Program of Work – Margaret Erthal/Sue Elwood

The Program of Work is complete and will be presented at NBEA in Boston.

Publications – Matt White

See Newsletter Editor Item above.

Strategic Plan – Margaret Erthal/Sue Elwood

The focus of the strategic plan is to promote membership in NBEA and provide value to the NCBEA members. The strategic plan is an on-going item.

**AD-HOC COMMITTEE REPORT**

Convention – Sue Elwood

Sue is waiting on a response from John Dawson so no report at this time. Cathy Carruthers asked Sue to be sure to have a legislative session held at the fall conference.

Unfinished Business – Margaret Erthal

Summer workshop – flyer has been developed. Margaret said the menu includes a possible brunch and an afternoon snack. Sue and Margaret are working on speakers, sponsorships and the time frame. It was suggested that we ask Maurice to present on the honor society.

**NEW BUSINESS**

By-Laws – Karen Drage (See Appendix B)

“I have proposed some minor bylaw changes which include grammatical and formatting suggestions. These proposed bylaw changes are included at the end of this document.”

Cathy re-asked about what constitutes a quorum in a business meeting? Margaret believes it is majority of those present at the meeting. Matt stated that Ohio just changed a quorum to mean for those present at a business meeting constitutes a quorum. Cathy asked that this be discussed before we meet in Boston. Margaret suggested that she email the board on this issue.

NBEA and value to regions – Margaret Erthal/Cathy Carruthers

Talked about this in Cathy’s section above.

Announcements – Administrative Board

Next meeting Tuesday, April 3, 2012 in Boston.

Adjournment – Margaret Erthal

The meeting was adjourned at 7:54 p.m. (CST)

Appendix A

NCBEA 2011-2012 Budget & Income Statement		Budget #1		
Prepared:	4/15/2011			
Approved:	4/19/2011			
	2011-12 Budget	2011-12 Actual	Difference	
	7/1/11 - 6/30/12	7/1/11-1-17/2012/1/11 - 1/17/2012		
<b>INCOME:</b>				
410	Membership	\$ 7,500.00	\$ 1,704.00	\$ 5,796.00
415	NCBEA Convention Rebate		\$ 1,550.00	\$ (1,550.00)
416	NCBEA Workshop, Chicago	\$ 5,000.00	\$ 2,550.00	\$ 2,450.00
418	NCBEA Past Presidents' Sponsored Stipend	\$ 400.00	\$ -	\$ 400.00
420	Fundraisers Income	\$ 1,200.00	\$ 832.50	\$ 367.50
422	Interest Income			\$ -
425	Miscellaneous Income			\$ -
430	Special Publications (CD ROM's)	\$ 3,000.00	\$ 236.50	\$ 2,763.50
440	NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,600.00	\$ -
442	NBEA President's Reception at NBEA			\$ -
445	Transfer from Checking Accounts/Investment	\$ 1,000.00		\$ 1,000.00
	<b>TOTAL INCOME</b>	<b>\$ 19,700.00</b>	<b>\$ 8,473.00</b>	<b>\$ 11,227.00</b>
<b>EXPENSES:</b>				
610	Administrative Board Meetings	\$ 3,200.00	\$ 2,445.01	
	NCBEA SUMMER WORKSHOP			
611	NCBEA Workshop, meals for attendees	\$ 2,400.00	\$ 1,308.00	\$ 1,092.00
612	NCBEA Workshop Speakers travel and meal	\$ 200.00		\$ 200.00
613	NCBEA Workshop, Misc (Copies, etc.)	\$ 100.00	\$ 47.40	\$ 52.60
615	Share of NBEA Board Expenses	\$ 1,250.00	\$ 840.44	\$ 409.56
620	Newsletter Expense		\$ -	\$ -
	COMMITTEES			\$ -
630	Membership	\$ 2,400.00	\$ 536.66	\$ 1,863.34
631	Marketing/Linkages	\$ 25.00	\$ -	\$ 25.00
632	Handbook/Bylaws			\$ -
633	Awards/Recognition	\$ 300.00	\$ 307.66	\$ (7.66)
635	Program of Work	\$ 25.00	\$ -	\$ 25.00
	OFFICERS		\$ -	\$ -
639	Past President's Expense	\$ 25.00	\$ -	\$ 25.00
640	President's Expense	\$ 50.00		\$ 50.00
641	President's Travel Expense	\$ 2,000.00	\$ 1,710.23	\$ 289.77
642	Secretary's Expense	\$ 10.00	\$ -	\$ 10.00
643	Treasurer's Expense	\$ 115.00	\$ 21.70	\$ 93.30
644	Treasurer's Audit Expense	\$ 200.00	\$ -	\$ 200.00
645	Membership Director Expense	\$ 1,000.00	\$ 158.52	\$ 841.48
655	Legislative Expense	\$ -	\$ -	\$ -
660	Miscellaneous Expense	\$ -	\$ -	\$ -
665	NBEA Election Ballots Expense	\$ 900.00		\$ 900.00
667	NBEA Convention Expense (Guests)	\$ 300.00	\$ -	\$ 300.00
668	NCBEA Board Meeting at NBEA	\$ 2,400.00	\$ -	\$ 2,400.00
669	NBEA Conv. Past Presidents Event (Breakfast)	\$ 200.00	\$ -	\$ 200.00
670	NBEA Convention Expense			\$ -
671	NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,600.00	\$ -
672	NCBEA New Prof. Dev. Stipend (Past Pres.)	\$ 400.00	\$ 400.00	\$ -
673	NBEA Presidents Reception at NBEA Expense		\$ -	\$ -
674	NCBEA Meeting Facilities at NBEA	\$ 100.00	\$ -	\$ 100.00
685	Special Publications Expense	\$ 500.00		\$ 500.00
	Transfer to CD		\$ -	\$ -
	<b>TOTAL EXPENSES</b>	<b>\$ 19,700.00</b>	<b>\$ 9,375.62</b>	<b>\$ 10,324.38</b>
	<b>NET INCOME</b>	<b>\$ -</b>	<b>\$ (902.62)</b>	
<b>Balance Statement, September 26, 2011</b>				
	CHECKING ACCOUNT BALANCE	\$16,556.95		
	MONEY MARKET ACCOUNT BALANCE	\$ -		
	CERTIFICATE OF DEPOSIT	\$ -		
		<u>\$16,556.95</u>		

Recommended Changes #1

Current Wording

**Article VII  
Committees**

- a. Awards Committee. The awards committee shall select the recipients of the annual NCBEA Distinguished Service Awards and the Student Recognition Award. The committee shall consist of one administrative board member and one person from each member state, not necessarily a member of the administrative board. The administrative board member shall serve as the chair and shall appoint the other members, with the approval of the president.
- b. Budget Committee. The budget committee shall prepare the budget for the fiscal year, July 1 to June 30. The committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the chair.
- c. Membership Committee. The membership committee shall promote membership development in the region. The committee shall consist of at least all eight state membership directors, the student representative, and the NBEA Representative. The NBEA Representative shall serve as chair.
- d. Legislative Committee. The legislative committee shall work to encourage teachers to be involved in legislative issues regarding business education at the local, state, regional, and national levels. The committee shall consist of the president, past president, and three members of the administrative board or past board members. The president shall appoint the chair.
- e. Nominating Committee. The nominating committee shall select nominees for officers and representatives to the NBEA Executive Board. The committee shall consist of five persons as follows: (1) the immediate past president, and (2) four other current or former board members. The immediate past president shall serve as chair.
- f. Program of Work Committee. The program of work committee shall develop and monitor a program of work to promote business education in the region. The plan will be reviewed and updated on an annual basis. The committee shall consist of the president, president-elect, treasurer, and at least three other members of the administrative board. The president shall serve as chair and the president-elect shall serve as vice-chairman.
- g. Marketing/Linkages Committee. The marketing/linkages committee shall engage in activities to enhance the image and identity of NCBEA. The committee shall consist of the state membership director from each member state. The president shall appoint one of the committee members to serve as chair.h.
- h. Publications Committee. The publications committee shall monitor the publication of the NCBEA newsletter and the special publication. Members of this committee will include the NBEA Representative, the newsletter editor, the webmaster,

and the immediate past president. The president shall appoint one of the committee members to serve as chair. The marketing/linkages committee will be charged with the distribution and sales of the publication.

i. Strategic Planning Committee. The strategic planning committee shall develop a strategic plan for NCBEA. Through an effective long-range planning program, the plan will project goals and actions for a minimum of two years. The committee shall consist of the president, president-elect, past president, treasurer, and at least three other members of the administrative board. The president shall serve as chair and the president-elect shall serve as vice-chair.

j. Bylaws and Standing Rules Committee. The bylaws and standing rules committee shall be composed of at least three (3) members, including the past president who will serve as chair and the NBEA Representative. The bylaws and standing rules committee shall:

- 1) consider, edit, and/or correlate such bylaw amendments and standing rules as it may originate and as are referred to it by the administrative board, officers, or individual member;
- 2) verify that bylaw amendments and standing rules are not in conflict with any higher governing authority;
- 3) present to NCBEA members changes to the bylaws or standing rules necessitated by amendments made in NBEA policies;
- 4) send proposed bylaw amendments with recommendations to the NCBEA newsletter editor for inclusion with the call to the NCBEA convention;
- 5) review past minutes to determine if changes are needed to the bylaws or standing rules;
- 6) review and update the NCBEA Policies & Procedures Handbook as needed; and,
- 7) send a copy of the current bylaws to the NBEA headquarters.

### Proposed Wording

SECTION 1. The association shall function with the following standing committees:

a. Awards Committee. The awards committee shall select the recipients of the annual NCBEA Distinguished Service Awards and the Student Recognition Award. The committee shall consist of one administrative board member and one person from each member state, not necessarily a member of the administrative board. The administrative board member shall serve as the chair and shall appoint the other members, with the approval of the president.

b. Budget Committee. The budget committee shall prepare the budget for the fiscal year, July 1 to June 30. The committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the chair.

c. Bylaws and Standing Rules Committee. The bylaws and standing rules committee shall be composed of at least three (3) members, including the immediate past president who will serve as chair and the NBEA Representative. The bylaws and standing rules committee shall:



- 1) consider, edit, and/or correlate such bylaw amendments and standing rules as it may originate and as are referred to it by the administrative board, officers, or individual member;
- 2) verify that bylaw amendments and standing rules are not in conflict with any higher governing authority;
- 3) present to NCBEA members changes to the bylaws or standing rules necessitated by amendments made in NBEA policies;
- 4) send proposed bylaw amendments with recommendations to the NCBEA newsletter editor for inclusion with the call to the NCBEA convention;
- 5) review past minutes to determine if changes are needed to the bylaws or standing rules;
- 6) review and update the NCBEA Policies & Procedures Handbook as needed; and,
- 7) send a copy of the current bylaws to the NBEA headquarters.

d. Membership Committee. The membership committee shall promote membership development in the region. The committee shall consist of at least all eight state membership directors, the student representative, and the regional membership director. The regional membership director shall serve as the chair.

e. Legislative Committee. The legislative committee shall work to encourage teachers to be involved in legislative issues regarding business education at the local, state, regional, and national levels. The committee shall consist of the president, past president, and three members of the administrative board or past board members. The president shall appoint the chair.

f. Nominating Committee. The nominating committee shall select nominees for officers and representatives to the NBEA Executive Board. The committee shall consist of five persons as follows: (1) the immediate past president, and (2) four other current or former board members. The immediate past president shall serve as chair.

g. Program of Work Committee. The program of work committee shall develop and monitor a program of work to promote business education in the region. The plan will be reviewed and updated on an annual basis. The committee shall consist of the president, president-elect, treasurer, and at least three other members of the administrative board. The president shall serve as chair and the president-elect shall serve as vice-chair.

h. Marketing/Linkages Committee. The marketing/linkages committee shall engage in activities to enhance the image and identity of NCBEA. The committee shall consist of the state membership director from each member state. The president shall appoint one of the committee members to serve as chair.

i. Publications Committee. The publications committee shall monitor the publication of the NCBEA newsletter and the special publication. Members of this committee will include the NBEA Representative, the newsletter editor, the webmaster, and the immediate past president. The president shall appoint one of the committee members to serve as chair. The marketing/linkages committee will be charged with the distribution and sales of the publication.

j. Strategic Planning Committee. The strategic planning committee shall develop a strategic plan for NCBEA. Through an effective long-range planning program,

the plan will project goals and actions for a minimum of two years. The committee shall consist of the president, president-elect, past president, treasurer, and at least three other members of the administrative board. The president shall serve as chair and the president-elect shall serve as vice-chair.  
Recommended Change #2 (Article VII)

Current Wording

SECTION 2. The NCBEA president shall appointment committee members and chairs except as otherwise provided in these bylaws.

Proposed Wording

SECTION 2. The NCBEA president shall appoint committee members and chairs except as otherwise provided in these bylaws.

Recommended Change #3

Current Wording

**Article XI  
Amendment of Bylaws**

SECTION 2. The bylaws shall be reviewed every year by the past president.

Proposed Wording

SECTION 2. The bylaws shall be reviewed every year by the immediate-past president.

Recommended Change #4

Change “past president” to “immediate past president” throughout bylaws.

Proposed January 19, 2012