

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING**

1:00 – 9:00 PM

**Building 7, Maple Room
Des Moines Area Community College
Ankeny, Iowa**

**MINUTES
July 22, 2013**

Call to Order – Maurice Henderson

Members Present	Members Absent:
Maurice Henderson, President	Open position, Student Representative
Cathy Carruthers, President-Elect	Open position, Regional Membership Director
Sue Elwood, Immediate Past President	Karen Williamson, Minnesota Membership Director
Colleen Webb, Secretary	John DeWeese, Missouri Membership Director
Stella Hull, Treasurer	Mary Deloe, Ohio Membership Director
Debbie Stanislawski, NCBEA Director on the NBEA Board	H. Roger Falk, ISBE Representative
Marcy Satterwhite/Kathy Mountjoy, Illinois Membership Director	Janet Treichel, NBEA Executive Director
Jason Hendrickson, Indiana Membership Director	
Beth Sindt, Iowa Membership Director	
Larry Pagel, Michigan Membership Director	
Tina Trumbower, Wisconsin Membership Director	
Dena Irwin/John Dawson, Webmaster	
Matthew White, Newsletter Editor	
Marlene Stout, NBEA President	

President Maurice Henderson called the Administrative Board meeting to order at 1:14 p.m.

Welcome and Introductions – Maurice Henderson

Remarks by Special Guests – Maurice Henderson

Marlene Stout—thanked each member for their leadership and connections in Business Education. Marlene commended the Iowa association for the hard work on the Conference. Marlene offered her assistance to any NCBEA Board Member, just email her.

Appointment of Parliamentarian – Maurice Henderson

Larry Pagel was appointed as Parliamentarian.

A quorum was established.

Approval of Minutes – Maurice Henderson

Question: Stella Hull, page 19....Matt White...Appendix E Report Constant Contact---27% open rate, minutes reflect 3%....ask Matt when he arrives

The minutes of the April 17 are approved as presented.

Treasurer's Report – Stella Hull

Appendix A.

Received rebate from Indiana \$1,000. No summer conference to help with fundraising. We ended the year with a balance of \$15,770.64 (\$943.70 loss) \$14,547.21 available for spending. Biannual report filed January, 2013.

Unfinished Business:

The Executive NBEA Committee will be meeting this weekend...and things will be done and adjustments made so that Regions will still maintain some sort of a rebate from NBEA.

Committee Breakout meetings started at 1:45 p.m.

EXECUTIVE OFFICERS' REPORTS

The meeting was reconvened the meeting at 6:05 p.m.

President – Maurice Henderson

Appendix B—stayed in constant contact with Beth and Sue making arrangements for the NCBEA Meeting, working with Stella and the budget committee, and working with Margaret on the election....contact with NBEA Headquarters.

Secretary – Colleen Webb

No report submitted, newly elected officer and took office on July 1, 2013.

President-Elect – Cathy Carruthers

None posted

Past-President – Sue Elwood

Appendix C

OTHER OFFICERS' REPORTS

NCBEA Director to the NBEA Board – Debbie Stanislowski

No report submitted, newly elected and took office on July 1, 2013.

ISBE Representative – H. Roger Fulk

No report submitted.

Newsletter Editor/Publications – Matthew White

Appendix D

August 31, 2013 next newsletter deadline

Spring issue Notes from each State President--

Webmaster Report – Sue Elwood/John Dawson

Appendix E

Student Representative –

No appointment to date. Discussed the feasibility of rotating among states with business education programs in the future and if a state does not have programs, open it up to other states.

STATE MEMBERSHIP DIRECTOR REPORTS

Illinois – Marcy Satterwhite for Kathy Mountjoy

Appendix F---NCBEA Conference November 12,13,14, 2014at the Marriott in Bloomington Normal, IL Site selection process moved to Springfield in 2015

Indiana – Jason Henderickson (no written report)

Reimbursement to Stella 2012 November 8-9, 2013, Wyndham, Indianapolis, IN

Iowa – Beth Sindt

Appendix G

Michigan – Larry Pagel

Appendix H

Minnesota – Karen Williamson

Appendix I

Missouri – John DeWeese

Appendix J

Ohio – Mary Deloe

No report received. November 15 and 16, 2013 Columbus State Community College

Wisconsin – Tina Turmbower

Appendix K State Conference will be in Madison October 10 and 11, 2013

STANDING COMMITTEE REPORTS

Awards – Jason Hendrickson for John DeWeese

Appendix L

Budget – Stella Hull

Appendix M—

MOTION #1 made by Budget Committee to accept the proposed 2013-14 Budget as presented by the NCBEA Treasurer.

By-Laws – Sue Elwood

Appendix N

Legislative – Colleen Webb

Appendix O

Marketing/Linkages – Tina Turmbower

Appendix P

NCBEA Membership Directors are encouraged to fundraise for NCBEA via the Tool Kit or any other means.

Membership –

None

Nominating – Sue Elwood

Appendix Q

Program of Work (2013-14) – Maurice Henderson

Appendix R

Publications – Matt White

Did not meet July 22, 2013.

Strategic Plan – Maurice Henderson

Appendix R

Technology – John Dawson

Did not meet July 22, 2013

UNFINISHED BUSINESS

NBEA By-Law Changes after Treasurer Report
SWOT Analysis Review handled with Committee Reports

NEW BUSINESS

Discussion was held on who does what for NBEA in the coming years:
NBEA Convention Responsibilities—LA—California, Chicago—NCBEA 2015
Reception: NBEA--\$1000 earmarked for LA Reception those who can help email Jason.

Marcy—dates NCBEA/IL Convention are November 12-14, 2014

Annual Business Meeting will be held on Wednesday, July 24, 2013, —Mts approval committee---will be appointed. Committee reports

Convention Meeting in CA will be held hopefully on Tuesday, July 30 2013.

NBEA Live Convention Promo can be shown at each State Convention

Jason and Margaret will co-chair the Indy Event in 2014. Suggested dates are the latter part of June or the beginning of August.

IBEA/NCBEA CONFERENCE EVENTS

Continental Breakfast on Tuesday from 7-8 a.m.

Bicycle trip Missouri River to Mississippi River stay away from downtown as it is packed.....Pub Crawl networking session IBEA.

8 Wed no E portfolios—

Beth and Sue going to FFA Enrichment Center at 8.

OTHER

ANNOUNCEMENTS – Maurice Henderson

Send in reports electronically.

ADJOURNMENT

The meeting was adjourned by President Maurice Henderson at 9:14 pm

Respectfully submitted,

Colleen L. B. Webb, Secretary

Start Appendices on a new page with: check order and be sure it is correctly noted in the mts.

APPENDIX A – Treasurer’s Report

NCBEA CASH FLOW STATEMENT	
July 1, 2012 to June 30, 2013	
Category - Description	Amount
INFLOWS	
410 - Membership	\$ 4,928.00
418 - NCBEA Past Presidents Stipend	250.00
420 - Fundraisers	798.00
422- Interest Income	3.68
430 - Special Publications Income	19.50
440 - NBEA Professional Dev. Partnership	1400.00
TOTAL INFLOWS	\$ 7,399.18
OUTFLOWS	
610 - Administrative Board	\$ 2,519.95
611 - Elec. Communications (Web site)	108.00
615 - Share of NBEA Board	1502.89
621 - Elec. Comm. (Constant Contact)	189.00
633 - Awards - Recognition Committee	172.90
640 - President's Expenses	66.07
641 - President's Travel Expense	301.14
643 - Treasurer's Expense	177.96
645 - Membership Director's Expense	96.00
660 - Misc. Expense (Cashier's Check)	10.00
668 - NCBEA Board at NBEA Conv. Exp.	1400.00
671 - NBEA Prof. Dev. Partnership Exp.	1400.00
672 - NCBEA New Prof. Dev. Stipend Exp.	400.00
TOTAL OUTFLOWS	\$ 8,343.91
OVERALL TOTAL	\$ (944.73)

NCBEA FINANCIAL STATEMENT

July 1, 2012 to June 30, 2013

Account	Account Title	Amount	Account	Account Title	Amount	
INCOME			EXPENSE			
410	Membership (616 Prof. @ 8.00)	\$ 4,928.00	610	Adm. Board Meetings @ NBEA	\$ 2,519.95	
418	NCBEA Past Presidents Stipend	250.00	611	Electronic Comm. (Website)	108.00	
420	Fundraisers Income (Missouri)	200.00	615	Share of NBEA Board Expenses	1502.89	
420	Fundraisers Income (M. Erthal)	150.00	621	Electronic Communications	189.00	
420	Fundraisers Income (Ohio)	73.00	633	Awards/Recognition	172.90	
420	Fundraisers Income (Illinois)	270.00	640	President's Expense	66.07	
420	Fundraisers Income (Iowa)	105.00	798.00	641	President's Travel Expense	95.48
422	Interest Income	3.68		per Margaret Erthal	205.66	301.14
430	Special Publications (CD's)	19.50	643	Treasurer's Expense		
440	NBEA Prof. Dev. Partnership (Missouri)	200.00		Postage for transfers	28.96	
440	NBEA Prof. Dev. Partnership (Iowa)	200.00		Stamps	9.00	
440	NBEA Prof. Dev. Partnership (Illinois)	200.00		Liability Bonding Insurance	140.00	177.96
440	NBEA Prof. Dev. Partnership (Ohio)	200.00	645	Membership Director Expense	96.00	
440	NBEA Prof. Dev. Partnership (Indiana)	200.00	660	Miscellaneous Exp.-Cashiers Ck.	10.00	
440	NBEA Prof. Dev. Partnership (Michigan)	200.00	668	NCBEA Board Meeting at NBEA	1400.00	
440	NBEA Prof. Dev. Partnership (Minnesota)	200.00	1,400.00	671	NBEA Prof. Dev. Partnership	1400.00
				672	NCBEA New Prof. Dev Stipend	400.00
	TOTAL INCOME	\$ 7,399.18		TOTAL EXPENSES	\$ 8,343.91	
				NET LOSS JUNE 30, 2013	\$ (944.73)	

North Central Business Education Association

Treasurer's Report
June 30, 2013

This begins my second year on the Board and I am still learning. I am told this is the earliest we have ever had our first conference of the fiscal year. As we prepare for what we hope is a successful conference in Ankeny, Iowa, for 2013-2014, there are many financial issues we must confront from 2012-2013. We received a rebate of \$1000 from the last NCBEA conference in November 2012. We did not have a summer conference for 2012-13 to help us with fundraising. We need to raise more funds to help our organization stay afloat.

We leave the 2012-2013 with a modest balance of \$15,770.64. However, unless we can increase our fundraising efforts, we may be looking at disaster soon. This is due to the rulings of our parent organization, National Business Education Association, board at the annual conference in April 2013. They will not automatically be refunding part of our individual dues to the region. We started the 2012-13 fiscal year with \$16,715.37 and ended it with \$15,770.64 for an overall loss of \$944.73. The following amounts are earmarked from the ending balance: \$845 for the NCBEA Past Presidents Stipend, \$100 for the NBEA Professional Development Stipend, and bills still to be paid of \$278.43, for a total of \$1,223.43 that may not be available.

I know this is early, but I must start now asking for your state's \$200 contribution for the New Professional Development stipend. I feel discussion needs to take place about this contribution. We received the contribution from all but one state for 2012-13. The income/expense report for 2012-2013 is shown below. Keep in mind that the actual amount available is \$14,547.21.

Respectfully submitted,

Stella Hull

Stella Hull
NCBEA Treasurer

July 1, 2012 to June 30, 2013 Income and Expense Report

Beginning balance July 1, 2012	\$16,715.37
Income to June 30, 2013	<u>7,399.18</u>
Total funds available	\$24,114.54
Expenses to June 30, 2013	<u>8,343.91</u>
Available account balance June 30, 2013	\$15,770.64

APPENDIX B

**North Central Business Education Association
Report of the President
Maurice S. Henderson
July 22, 2013**

While serving as 2013-2014 NCBEA President-elect at the end of the school year, I attended the NBEA Annual Convention in Atlanta, Georgia. I attended the NCBEA Administrative Board Meeting held during the convention. In addition, I attended the regional presidents-elect training conducted NBEA President Marlene Stout.

Since our last NCBEA Administrative Board Meeting, I maintained close communication with Past President Sue Elwood and Iowa Membership Director Pro Tem Beth Sindt regarding arrangements for the 2013 NCBEA Annual Convention and Board Retreat in Ankeny, Iowa. Information regarding the convention was distributed by Sue and Beth throughout the planning time period.

I attended a budget-finance teleconference meeting to assist with preparing a proposed budget for 2013-2014.

In addition, I worked closely with 2013-2014 Past President Margaret Erthal to post and administer the NCBEA election ballot electronically via SurveyMonkey.com. Results regarding the election results were sent to 2013-2014 President Sue Elwood who officially announced the results via ConstantContact.com.

As NBEA President-elect, I maintained close communication with NBEA President Marlene Stout and NBEA Executive Director Janet M. Treichel regarding NBEA matters.

Maurice S. Henderson
NCBEA President

APPENDIX C

Past Presidents Report
Sue Elwood
NCBEA Board Meeting, Monday, July 22, 2013

Have kept in close communication with President Maurice Henderson and updated the president's binder.
Asked Matt to send out information via Constant Contact and recent newsletter for Past President's First Time Attendee to the NCBEA Convention stipend – we have one recipient, Jason Tanner from Illinois. The \$200 check will be presented at the awards luncheon on Wednesday, July 24, noon to 1:45 p.m.
Sent out information to NCBEA Past Presidents regarding Past Presidents Reception to be held at the IBEA/NCBEA Convention Tuesday, July 23, 5:00-5:45 p.m. Will request funds from past presidents for first time attendee stipend.

APPENDIX D

NEWSLETTER EDITOR / PUBLICATIONS COMMITTEE REPORT NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION ADMINISTRATIVE BOARD MEETING JULY 22, 2013

In June 2013, the Spring issue of *Regionally Speaking* was published. Thank you to those board members submitting articles for this edition. This issue also provided a new update on Constant Contact, the e-mail marketing tool NCBEA is using to stay in touch with its members as well as information about the 2013 IBEA/NCBEA Convention.

As of July 22, 2013, we currently have 856 active contacts through our online mailing list in Constant Contact. An e-mail will be sent in August 2013 to Jan Treichel, Executive Director of NBEA, for an updated e-mail contact list to be uploaded and used through Constant Contact.

The Fall issue of *Regionally Speaking* will be published in September 2013. The article submission deadline will be Sunday, September 1, 2013 in order to meet the publication deadline of September 30, 2013. I will be sending an e-mail blast to all active members via Constant Contact no later than August 16, 2013 as a reminder for articles. In addition to a recap of the 2013 IBEA/NCBEA Convention in Ankeny, Iowa, I will be including the 2013 NCBEA Award recipients' photos and bios as well as soliciting articles from members throughout the region on classroom teaching tips and ideas.

To recap from the Spring Administrative Board Meeting, a meeting of the NCBEA Publications Committee was held on Wednesday, April 3, 2013 from 7:00pm – 8:00pm via GoToMeeting. Participants in the call were Jason Hendrickson, IN State Membership Director, Melissa Betzolt, Student Membership Director, and Matt White, Newsletter Editor and Publications Committee Chair. Input for the meeting was also received from Dr. Margaret Erthal, Past President. Agenda items were 2013-2014 Newsletter Deadlines, 2013-2014 Newsletter Topics (Aside from standard content), and new publication ideas. As such, no Publications Committee Meeting was held prior to this Administrative Board Meeting. Another committee meeting will be scheduled sometime in the fall of 2013.

It's been a great summer so far and I am excited to move forward in 2013-2014 in my service to NCBEA as Newsletter Editor! My best wishes to the Administrative Board for a healthy and safe new school year.

Respectfully submitted,

Matt White
2013-2014 NCBEA Newsletter Editor

APPENDIX E

Webmaster's Report
Sue Elwood
NCBEA Board Meeting, Monday, July 22, 2013

Updated the Website with the following:

- IBEA/NCBEA Convention Information
- Latest Regionally Speaking Newsletter
- Summer events information for various states (Michigan, Iowa, and Indiana)
- Fall State Convention Schedule
- Current Forms
- Officer List

It has been my pleasure to serve as the NCBEA Webmaster for the past 4 years. John Dawson will be taking over the duties as soon as I can get everything transferred. Thanks to everyone for their support.

APPENDIX F

State Report for: Illinois

Reported by: Marcy Satterwhite (filling in for Rep Kathy Mountjoy)

Date of Meeting Report Being Presented July 22, 2013

Current Membership Number for State Association 320

Current NBEA Membership for State 204

Web Site www.ibea.org

Address:

List State Officers & Dates of Term (Please attach a board directory for your state association) *See directory attached.

Annual Convention Information (Dates, Location, any special events, workshops, etc.) If convention has already occurred, please give summary of attendance, program, etc.

- The 2013 Illinois Business Education Association Conference will be Wednesday evening through Friday afternoon November 13, 14, 15, 2013 at the Marriott in Bloomington-Normal, Illinois.

- **The 2014 NCBEA**/Illinois Business Education Association Conference will be Wednesday evening through Friday afternoon November 12, 13, 14, 2014 at the Marriott in Bloomington-Normal, Illinois.

Other activities that have occurred since the last board meeting

- Our organization recently went through a conference site selection process to determine our conference location for 2015, 2016, and 2017. After sending out requests for proposals and touring some of the conference locations, Springfield, Illinois at the downtown Hilton was the site location recommendation to the IBEA board. The board approved that location at our April board meeting.
- We also voted to help pay a CTE lobbyist at the state level. Other CTE organizations are already paying for one, so we are contributing to the funding to be sure we are included in any information distributed.

Ideas "to share" (If there is anything you believe your state has accomplished that can help other states, please describe below)

- Illinois has a listserv that our members can subscribe to so we can quickly notify our members of important legislative action that needs to be taken or other important information.

- We have a good officer “team” approach and have a chain of progression from 2nd VP to 1st VP to President to Past-President. Each position has specific duties and responsibilities to help divide up the work. It is a long-term commitment, but it helps provide consistency within the organization.

Any activities that you personally have been involved in to promote your state, regional, or national association?

- Illinois has created a brochure and some other “informational” items and put them on our IBEA website to help area business teachers have materials to “promote” their business programs at their schools.
- Our public information chairperson has also sent out a list of suggestions to our members over our listserv on ideas for promoting their business programs. A copy of that email is below.

Hello IBEA listserv-

I have seen several items on our listserv and in the newspaper recently about schools eliminating teaching positions to save money and, unfortunately, business teachers are one of the areas being targeted. Illinois is a local control state which means except for the basic Math, English, and Science requirements that the State mandates, the local school boards are the ones making the decisions on what classes are required to keep and offer and which ones are expendable. These decisions are usually made with the recommendations of the school Principals and Superintendents and may be based on enrollment numbers depending on how the school wants to handle it.

It is more important now than ever, for each business teacher to be an advocate for your business programs. I know we are all busy learning new technology and trying to teach our classes, but if we do not EACH advocate for OUR business programs at OUR local schools, we soon will not have any classes to teach. Business teachers teach marketing in our basic business programs, but we must actually DO more marketing and advocacy of our programs to the school administration, to the students, to the guidance counselors, and to the school board in order to keep our business programs alive. Each business teacher must do what you can to show all of those people each day that business programs are valuable and NEEDED in the schools. **Each business teacher must be proactive before the cuts are made.** . . . it is too late to do anything at that point.

Below are just a few **suggestions on things each of you might try to help promote and save YOUR business programs at your schools.** Also, On the **Members Only section of the IBEA website** are some “advocacy” items that I created that everyone is welcome to download and make copies of and use however you see fit to promote business education and show why it is needed for both College and Careers. <http://ibea.org/our-organization/advocacy-items>

IDEAS TO PROMOTE BUSINESS PROGRAMS AT YOUR SCHOOL

1. Get YOUR school to have a business/computer graduation requirement.

- Our best bet for keeping business classes is to get local high school graduation requirements in place. Sell your program! Business and Computer classes are needed for College and Careers.

-Get on the school board meeting agenda. Have your students talk about what they have learned. If we don't speak out in support of our programs, they soon will not be there.

2. **Work with your local community college** to try to get a dual credit class and/or a pre-req computer class if possible. Parents love the idea of their child earning college credit, so this can really help save a class.

3. **Market your classes every week somehow. Ideas include:** show off student work in the hallways, have your classes create the school website or school calendar or board agenda that school administrators and parents and students might see and be sure your "class" gets credit for it by having something typed on the document. If your school has a student newspaper see about having an Ad for your classes in the newspaper. Right before "registration" time between semesters, put up advertisements in the hallways promoting your business classes. **Consider spicing up the name of your courses** like "Entertainment Marketing" instead of just Marketing. Anything you can do to bring attention to your program and raise awareness of how important business and computer classes are.

4. **Let your voice be heard!** Talk to your Principal, the Counselors, local businesses, and the School Board **on a regular basis**. Be an advocate for business education **every week/month** by telling them what skills your students are learning and how it will help them in both College and their future Career!

I hope this information is helpful and I wish us all good luck in the coming years with the State's financial situation.

Marcy Satterwhite, Public Information Chair
Illinois Business Education Association

APPENDIX G

Sue Elwood and I have been busy with securing speakers and getting the program information ready and sent to the IACTE person in charge of creating the combined program booklet. I had "At-a-

Glance” pocket programs printed at my school for those who don’t want to carry around their large program booklets.

NBEA graciously donated the NBEA convention bags for us to use, making it easy to stuff with vendor information and give-aways.

Besides being involved as the NCBEA/IBEA program co-chair, I have been getting items collected for door prizes, creating a fun quiz to promote the NBEA convention at *L.A. Live*, getting items from NBEA for the exhibit booth, and promoting this convention.

APPENDIX H

Membership Director Report

Membership Director Name: Larry G. Pagel

State Michigan

Date of Meeting Report Being Presented July 23, 2013

Current Membership Number for State Association 129 Professional Members

Current NBEA Membership for State 101 Professional, Student, and Retired Members

Website Address: <http://www.mbea-online.org/>

List State Officers & Dates of Term

(Please attached a board directory for your state association) Colleen Webb, President; Tracy George, Secretary; Linda Valice, VP of Business and Finance; Ronalyn Arseneau, Membership; Kathleen Ford, Member at Large; Patricia Pearson; Post-Secondary Representative; Larry Pagel, Michigan State Membership Director to NCBEA; Tom Knight, State Department

Annual Convention Information

(Dates, Location, Special Events, etc.) If convention has already occurred, please give summary of attendance, program, etc November 13-15, 2013, Frankenmuth, Michigan

Other activities that have occurred since the last board meeting: 2013 Michigan Accounting Academy, June 24-26, 2013, Flint, Michigan

Ideas “to share” (If there is anything you believe your state has accomplished that can help other states, please describe)

Any activities that you personally have been involved in to promote your state, regional, or national association? Sent letters/notices to current and lapsed NBEA

members, talked individually to business teachers about the value of NBEA membership, booth at state conference (gave two NBEA Professional memberships)

APPENDIX I

State Report for: Minnesota

Reported by: Karen Williamson

Date of Meeting Report Being Presented July 22, 2013

Current Membership Number for State Association

Current NBEA Membership for State 96 (latest number as of November 2012)

Web Site Address: Mbei-online.org

List State Officers & Dates of Term (Please attach a board directory for your state association)

Annual Convention Information MBEI fall 2013 conference is being hosted by the Southwest Division of MBEI in Mankato, Minnesota. The conference "What's the Buzz in Business Education" will be held October 10 and 11.

Other activities that have occurred since the last board meeting
MBEI hosted an Emerging Teacher Workshop in Roseville, Minnesota on June 20. The workshop was open to new Business/Marketing teachers with three years or less experience. The MBEI Executive Board decided this would be an annual event and would be sponsored by MBEI.

SEMBEI held a technology workshop on April 8, 2013. The workshop was sponsored by MBEI and MNSCU. Approximately 50 secondary and post-secondary instructors attended the conference. Workshops were held on Using the Cloud in Education and Changes in Microsoft Office 2013. The keynote speaker talked about the flipped classroom. Evaluations from the workshop were very favorable.

Ideas "to share"

MBEI held an Emerging Teacher Workshop that was geared towards preparing the new teacher to be successful. Professional organizations were discussed at this one day workshop. Many of the new teachers did not realize there was a national professional organization to join. The attendees were encouraged to join MBEI and NBEA.

Any activities that you personally have been involved in to promote your state, regional, or national association? The Southeast Division of MBEI and Minnesota State Colleges and Universities (MNSCU) held a one day technology conference at Rochester Community and Technical College April 8, 2013. I had a display board promoting NBEA.

SE-MBEI is doing a mass mailing this fall that will include NBEA membership information and form.

Anything we have forgotten!

APPENDIX J

State Report for: MO

Reported by: John DeWeese

Date of Meeting Report Being Presented: July 22nd, 2013

Current Membership Number for State Association: 340

Current NBEA Membership for State: 207 (as of April)

Web Site Address: <http://mbea.weebly.com/>

List State Officers & Dates of Term (Please attach a board directory for your state association): Please see attached Board Directory

Annual Convention Information (Dates, Location, any special events, workshops, etc.) If convention has already occurred, please give summary of attendance, program, etc.:

2013 Summer Conference begins today in Springfield, MO

2012 Fall Conf attendance: 82

Other activities that have occurred since the last board meeting

Ideas "to share" (If there is anything you believe your state has accomplished that can help other states, please describe below)

Any activities that you personally have been involved in to promote your state, regional, or national association?

Since our last meeting, April 17th, I have sent 11 emails to active and lapsed NBEA members. So far this year I have sent out 56 total emails to active and lapsed members as well as new business teachers using the Missouri Business Ed Listserv which has 1170 subscribers. My emails promote NBEA with information about services they provide, conferences they offer, and many other types of promotional information.

At both our Summer and Fall conferences, I have had a booth set up close to our Marketing Linkage and registration tables. My booth has registration cards, NBEA informational pamphlets, copies of our publication, and much more. Also at these conferences I have spoken at the opening session, and handed out a prize for anyone that

signed up for NBEA during the conference at closing session.

MBEA Officers		
President	13 Cedars Street	Midway High School
Theresa Bynum	Freeman, MO 64746	5801E. State Rt. 2
West Central	816-250-4406	Cleveland, MO 64734
2013	tbynum@midwayk12.net	816-250-2994
President Elect		
Theresa Taylor		
Southeast		
2013		
Secretary	151NW 901	University of Central Missouri
Ruthann Williams	Holden, MO 64040	Grinstead 221
West Central	660-656-3458	Warrensburg, MO 64093
2013		rwilliams@ucmo.edu
Treasurer		
Roger McMillian	321 Davis Court	Mineral Area Junior College
Kansas City	Park Hills, MO 63601	P.O. Box 1000
2014	{573} 432-4954	Park Hills, MO 63601
		(573) 518-2226
		Fax: 573 518-2292
		rmcmilli@mineralarea.edu
Past-President	5198 Hickory Hills Drive	Fulton High School
Gina Mclachlan	Fulton, MO 65251	#1Hornet Drive
Central	573-642-3519	573-642-2023; 573-592-7401(fax)
2013	markmc@ktis.net	gina_mclachlan@fulton.k12.mo.us

APPENDIX K

Membership Director Report

Membership Director Name:	Tina Turmbower
State	Wisconsin
Date of Meeting Report Being Presented	July 23, 2013
Current Membership Number for State Association	Unsure
Current NBEA Membership for State	Unsure
Website Address:	Wbeaonline.org
List State Officers & Dates of Term (Please attached a board directory for your state association)	Attached on following pages.
Annual Convention Information (Dates, Location, Special Events, etc.) If convention has already occurred, please give summary of attendance, program, etc	October 10-11, Concourse Hotel, Madison, WI
Other activities that have occurred since the last board meeting:	WBEA Executive Board Meeting
Ideas "to share" (If there is anything you believe your state has accomplished that can help other states, please describe)	
Any activities that you personally have been involved in to promote your state, regional, or national association?	Completed the NCBEA Toolkit so that it is available in Iowa and Missouri. E-mails to lapsed members. Plan to work on postcards before the school year starts.

APPENDIX L

NCBEA Board Meeting
Awards Report
Ankeny, Iowa
July 22, 2013

There were five applicants for the NCBEA awards. Friend of Business, 1 applicant; Secondary, 2 applicants; Collegiate, 1 applicant; and Postsecondary, 1 applicant. The committee ranked the various parts of the applications and made recommendations based on those rankings. Four plaques for the Distinguished Service awards will be presented at the Awards Luncheon on Wednesday, July 24. The past president’s plaque was also ordered and will be presented at the Awards Luncheon by current NCBEA president Maurice Henderson. Former NCBEA Awards Chair and Iowa Membership Director, Jody Emerson, agreed to deliver the plaques at the Past Presidents’ Reception on Tuesday, July 23. This saved us the cost of shipping/handling.

The cost breakdown is as follows, and it is suggested that this total plus approximately \$10 per plaque be used for next year’s budget. Gary at the Trophy Shop, 222 N. Maple Street, Creston, Iowa 50801, is *excellent* to work with (and already has our logo on file)!

1	9 x 12” Plaque w/Gavel	24.99	24.99
4	9 x 12” Plaque	15.00	60.00
846	Characters engraved	0.20	169.20
5	Logo engraved	5.00	25.00
	Subtotal		279.19
	Iowa Sales Tax	7.00%	19.54
	TOTAL		\$298.73

Beth Sindt, Co-Chair
John DeWeese, Co-Chair

APPENDIX M

NCBEA 2013-2014 Budget Report & Income Statement

Prepared : 6/30/2013

Approved: 7/22/2013

Presented July 22, 2013

	2012-13 Budget	2012-13 Actual	Difference	2013-14 Budget
	7/1/12-6/30/13	7/1/12- 6/30/13	7/1/12 - 6/30/13	7/1/13-6/30/14
INCOME:				
410 Membership	\$ 6,500.00	\$ 4,928.00	\$ 1,572.00	\$ 4,000.00
415 NCBEA Convention Rebate	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00
416 NCBEA Workshop (Indianapolis)	\$ 5,625.00		\$ 5,625.00	\$ 2,500.00
		\$		
418 NCBEA Past Presidents' Sponsored Stipend	\$ 250.00	250.00	\$ -	\$ 300.00
		\$		
420 Fundraisers Income	\$ 1,000.00	798.00	\$ 202.00	\$ 1,860.00
			\$	
422 Interest Income		\$ 3.68	(3.68)	\$ 10.00
		\$		
430 Special Publications (CD ROM's)	\$ 2,000.00	19.50	\$ 1,980.50	\$ 1,000.00
440 NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,400.00	\$ 200.00	\$ 1,600.00
442 NBEA President's Reception at NBEA			\$ -	\$ 350.00
445 Transfer from Checking Accounts/Investments	\$ 565.00		\$ 565.00	\$ 2,500.00
			\$	\$
TOTAL INCOME	\$ 18,540.00	\$ 7,399.18	11,140.82	<u>15,120.00</u>
EXPENSES:				
			\$	
610 Administrative Board Meetings @NCBEA	\$ 2,500.00	\$ 2,519.95	(19.95)	\$ 2,400.00
		\$		
611 Electronic Communications (web site, domain)	\$ 250.00	108.00	\$ 142.00	\$ 110.00
612 NCBEA Workshop, meals for attendees	\$ 2,250.00		\$ 2,250.00	\$ 1,500.00
613 NCBEA Worskhop Speakers travel and meals	\$ 125.00		\$ 125.00	
614 NCBEA Workshop, Misc (Copies, etc.)	\$ 100.00		\$ 100.00	
			\$	
615 Share of NBEA Board Expenses	\$ 1,600.00	\$ 1,502.89	97.11	\$ 1,500.00

620	Newsletter Expense			\$			
621	Electronic Communications (6-mos. Constant Contact)			\$	189.00		\$ 200.00
	COMMITTEES					\$ -	
630	Membership	\$ 2,400.00		\$	96.00	\$ 2,304.00	\$ 2,400.00
631	Marketing/Linkages	\$ 25.00		\$	-	25.00	
632	Handbook/Bylaws			\$	-	-	
633	Awards/Recognition	\$ 500.00		\$	172.90	\$ 327.10	\$ 300.00
635	Program of Work	\$ 25.00		\$	-	25.00	
	OFFICERS			\$	-	-	
639	Past President's Expense	\$ 25.00		\$	-	25.00	
640	President's Expense	\$ 100.00		\$	66.07	33.93	\$ 50.00
641	President's Travel Expense	\$ 2,000.00		\$	301.14	\$ 1,698.86	\$ 1,700.00
642	Secretary's Expense	\$ 10.00		\$	-	10.00	\$ 10.00
643	Treasurer's Expense	\$ 130.00		\$	177.96	(47.96)	\$ 200.00
644	Treasurer's Audit Expense	\$ 200.00		\$	-	\$ 200.00	\$ 200.00
645	Regional Membership Director Expense	\$ 1,000.00		\$	-	\$ 1,000.00	\$ 100.00
655	Legislative Expense	\$ -		\$	-	-	
660	Miscellaneous Expense	\$ -		\$	10.00	(10.00)	
665	NBEA Election Ballots Expense	\$ -		\$	-	-	
667	NCBEA Convention Expense for Guests	\$ 300.00		\$	-	\$ 300.00	\$ 300.00
668	NCBEA Board Meeting at NBEA	\$ 2,400.00		\$	1,400.00	\$ 1,000.00	\$ 1,800.00
669	NBEA Conv. Past Presidents Event (Breakfast)	\$ 200.00		\$	-	\$ 200.00	
670	NBEA Convention Expense			\$	-	-	
671	NBEA Professional Development Partnership	\$ 1,600.00		\$	1,400.00	\$ 200.00	\$ 1,600.00
672	NCBEA New Prof. Dev. Stipend (Past Pres.)	\$ 400.00		\$	400.00	-	\$ 400.00
673	NBEA Presidents Reception at NBEA Expense			\$	-	-	

674	NCBEA Meeting Facilities at NBEA	\$	100.00	\$	-	\$	100.00	\$	100.00
685	Special Publications Expense	\$	300.00			\$	300.00	\$	250.00
						\$		\$	
	TOTAL EXPENSES	\$	18,540.00	\$	8,343.91	10,196.09		<u>15,120.00</u>	
						\$			
	NET INCOME (LOSS)							<u>(944.73)</u>	

Balance Statement, June 30, 2013	
CHECKING ACCOUNT BALANCE	\$1,767.06
SAVINGS ACCOUNT (Past Presidents)	\$845.00
SAVINGS ACCOUNT	<u>\$13,158.58</u>
TOTAL BALANCE, JUNE 30, 2013	<u>\$15,770.64</u>

APPENDIX N

Committee Minutes

Date: July 21, 2013

Committee Bylaws & Standing Rules **Chair** Sue Elwood

Committee Members Present Cathy Carruthers, Larry Page, Debbie Stanislawski

Items discussed: Amendments to the bylaws and standing rules, affected by the bylaw changes that occurred in April 2013, will be forthcoming once we get a statement from NBEA – this will especially affect the NCBEA Representative to the NBEA Board.

Suggestion Action: _____

APPENDIX O

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION Legislative Committee Minutes

Date: July 22, 2013

Committee: Colleen Webb, Chair

Cathy Carruthers

Sue Elwood

H. Roger Fulk

Maurice S. Henderson

Matt White

Committee Members Present: Colleen Webb, Chair, Cathy Carruthers, Sue Elwood, Maurice S. Henderson

Items Discussed: Keeping member states updated on what is happening in the Legislative area
Getting some type of Legislative update at each state convention.

Suggested Action:

- Develop a list of legislative contacts in each state
- Gather any legislative happenings from each state
- Develop an NCBEA Legislative Update and email to member states

APPENDIX P

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION Committee Minutes

Date:

June 22, 2013

Committee:

Marketing/Linkages

Committee Members Present:

Tina Turmbower, Beth Sindt, Hason Hendrickson, Larry Pagel, Marcy Satterwhite

Items Discussed:

NCBEA Electronic Toolkit

--Includes 99 Activities in various genres. The cost is \$15 for flash drive here at convention or \$8 download. After conference (until flash drives are gone) only the download will be available. Either downloaded to a flash drive they provide at state conferences or e-mailed zip folder to the purchaser. Receipts for those who purchase would be provided.

NCBEA 50/50 Iowa will have a 50/50 raffle on Wednesday during the luncheon.

Suggested Action:

Each state membership director will sell the Toolkit at their conference.

State membership directors should encourage electronic sales and publicize this with the state convention materials. Missouri is using the form given previously since this meeting is occurring at the same time as their conference. A list of purchasers will be kept. At state conventions, the membership directors will sell at the tables, collect money, and either download immediately to a jump drive or e-mail the purchaser shortly. State membership directors should make a decision on how the individual money is collected. (whether checks are made out to NCBEA or state). State membership directors encouraged to complete a 50/50 drawing or similar if possible at state conference.

APPENDIX Q

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION

Committee Minutes

Date: __July 21, 2013_____

Committee__Nominating_____Chair__Sue Elwood_____

Committee Members Present__Debbie Stanislawski and Colleen Webb__

**Items discussed:____2014 NCBEA Officer Rotation: President Elect,
Wisconsin Membership Director and Missouri Membership Director
March 1 deadline for nominations with voting completed by NBEA
convention (April 15-19)**

**Suggestion Action:____Start looking for a president-elect nominee
now._____**

APPENDIX R

NCBEA
Program of Work
2012-2013

North Central Business Education Association

***A Regional Division of The
National Business Education Association
1914 Association Drive
Reston, VA 20191-1596***

April 2012

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Category 1: Administration		
Goal: Manage NCBEA operations effectively and efficiently		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Prepare & present electronically the preliminary 2013-2013 Program of Work (POW) to the Executive Board	President-Elect POW Committee	April 2012	Completed
B	Once adopted, post the Program of Work on the NCBEA website.	President Webmaster		
C	Schedule appropriate NCBEA Administrative Board meetings to carry out the business of NCBEA	President	Summer/Fall 2012 Spring 2013 Online as needed	
D	Acquaint members of the Administrative Board with their duties/responsibilities	President Administrative Board	Summer/Fall 2012 Spring 2013	Ongoing
E	Acquaint committee chairpersons with their duties/responsibilities	President Committee Chairs	Summer/Fall 2012 Spring 2013	Ongoing
F	Prepare reports for fall and spring meetings from Executive Board members, including challenges, accomplishments, and issues at the end, and send to webmaster.	Executive Board	Fall 2012 Spring 2013	presented on google.docs
G	Require all committees to submit written and oral reports to the Administrative Board regarding the status of their work.	President Committee Chairs	Fall 2012 Spring 2013	presented on google.docs
H	Prepare and submit to the Administrative Board a written Program of Work	Program of Work Committee	Spring 2013	Submitted Electronically via Google Docs
I	Monitor committee progress and recommend revision of committee membership when appropriate	President	Fall 2012 Spring 2013	
J	Plan agenda for Administrative Board meetings to include committee meetings	President Committee Chairs	Fall 2012 Spring 2013	presented on google.docs
K	Implement activities necessary to carry out approved committee recommendations	Committee Chairs	Ongoing	

L	Provide open lines of communication with NCBEA committees	President Committee Chairs	Ongoing	
M	Provide periodic reports to members through newsletter and special publications	Newsletter editor	Ongoing; newsletter is 3 x a year	
N	Develop and maintain a regional directory to include all NCBEA board and ex-officio members, NBEA Executive Director, NBEA President, ISBE Representative	Administrative Board	Summer/Fall 2012 Spring 2013	
O	Provide updated Administrative Board notebooks for each new NCBEA Board member	President NBEA Reps	Prior to Summer/Fall Administrative Board meeting	
P	Create new opportunities for fund raising	Marketing/Linkages Committee	Ongoing; new CD June 2013	
Q	Advertise upcoming NCBEA convention at least one year in advance	President Marketing/Linkages & Publications Committees Newsletter Editor State Representatives	Ongoing	
R	Discuss the effectiveness and cost of the NCBEA convention and administrative board meetings being held in conjunction with the state conventions. Consider holding a fall virtual meeting to control costs.	President Administrative Board	Ongoing	
S	Evaluate the breakdown of participants from each state who attended the regional conference. Develop a plan on how to serve a good cross section of regional membership at conferences. Identify alternative plans for future conferences.	President Administrative Board Conference Chair	Ongoing	
T	Discuss other professional development activities NCBEA can offer to members of NCBEA and NBEA such as Webinars, discussions, online training session, etc.	President Administrative Board Marketing/Linkages	Ongoing; webinars; activities CD	
U	Prepare and mail minutes to Executive Board within 30 days of Executive Board Meetings	Secretary	Ongoing; sent electronically	
V	Send the following reports to NBEA Hdqtrs: 1) IRS Form 990 (if appropriate)	President, Treasurer		

	2) EOY Financial Report 3) Annual Corporate Filing Report			
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Summer/Fall—Combined NCBEA/State Conference, all are in fall except Missouri (summer/(July)
Spring—NCBEA Administrative Board Meeting at NCBEA conference and NBEA (Tuesday evening)
Retreat—prior to NCBEA conference

Category 2: Membership & Membership Services		
Goal 1: Provide services and conduct activities that will result in membership growth based on 2012-2013 NBEA Membership		
Goal 2: Develop membership recruitment and retention strategies to maintain and increase NBEA Membership		
Goal 3: Promote positive lines of communication with the NCBEA region's state membership Directors		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Develop and implement NBEA/NCBEA membership campaigns	Membership Committee	Summer 2012 and ongoing	
B	Monitor and assist progress toward membership goals	Membership Committee	Ongoing	
C	Conduct membership directors' (state representatives) training program at NCBEA convention and meetings to assist state membership directors understand the responsibilities of the position.	Regional Membership Director	2012 NCBEA/State conference	
D	Develop a regional membership plan and resources, including timelines for increasing the number of NCBEA members within a region.	Membership Committee Regional Membership Director	July 2012- June 2013	Ongoing
E	Monitor progress and assess the results of the regional membership plan	Membership Committee Regional Membership Director	June 2012	Ongoing
F	Participate in state conventions to promote benefits of joining NBEA/NCBEA; discuss membership strategies with other state directors	Membership Committee	Ongoing; members are encouraged to attend state mtgs.	
G	Conduct special mailing to student	Membership Committee	Ongoing	

	members encouraging them to become professional members once they have graduated	Student Representative		
H	Publicize the benefits of joining NBEA to new and returning business education teachers through a special mailing, obtaining names of full- and part-time teachers from state boards of education, community colleges, and teacher education institutions. Actively promote membership for all state association officers, supervisors, and board members	Membership Committee State Representatives	Ongoing; done via the state membership directors	
I	Communicate to state membership directors and state supervisors the need to promote NBEA/NCBEA membership at association meetings and at least two additional conferences. Provide a camera-ready form to include in all mailings. Promote membership at state convention NBEA booth	Membership Committee State Representatives	Ongoing; included in newsletter; fall NCBEA conference & NBEA conference	
J	Encourage appropriate recognition of state membership chairs that have achieved their goal	President Regional Membership Director	Individual State Conferences/Conventions	
K	Have a camera-ready membership form and other news items in each state publication and available for webmasters & newsletter editors	Membership Director State Representatives	Ongoing; included in all mailings and forms	
L	Conduct NCBEA sessions at each state conference/convention to promote NBEA/NCBEA membership. Encourage hospitality receptions at regional conference and state conferences to promote NBEA membership.	Administrative Board	Individual State Conferences/Conventions	
M	Develop relationships with student organizations, i.e., FBLA/PBL, BPA	State Representatives Student Representative	Ongoing	Ongoing
N	Develop a plan to recruit members from private/proprietary schools, postsecondary schools, middle schools, elementary schools, corporate training, and correctional facilities	Membership Committee Regional Membership Director State Representatives	Ongoing; mailings	Ongoing
O	Review lapsed members and	Administrative Board	Spring 2013	

	conduct an Administrative Board membership renewal campaign	Regional Membership Director		
P	Maintain a website for membership applications, publications, and convention registration and links to NBEA.	Webmaster	Ongoing; on state websites and NCBEA site	

The No. 1 priority of every NCBEA Administrative Board member is to increase membership in NBEA.

Category 3: Marketing/Linkages & Promoting Business Education		
Goal 1: To be recognized as the foremost organization that represents and supports education for And about business		
Goal 2: Identify additional ways to market NCBEA/NBEA programs and services		
Goal 3: Market, promote, and enhance business education's role with international and external publics		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Publicize National Education for Business Month in November	Marketing/Linkages Committee	November 2012	
B	Create a marketing plan for approval by the Administrative Board	Marketing/Linkages Committee	Fall 2012-Spring 2013	

C	Plan marketing activities based on approved marketing plan and develop and distribute resources that promote business education and business careers	Marketing/Linkages Committee	Ongoing	Ongoing
D	Assess and prepare a report regarding marketing activities	Marketing/Linkages Committee	Spring 2013	
E	Provide information to members that will help them become more effective advocates for business	Marketing/Linkages Committee	Ongoing; legislative issues	Ongoing
F	Encourage the offering of sessions at regional and state conventions which will help business educators become more effective in marketing their programs	Marketing/Linkages Committee	Ongoing; sessions are offered; 1-day workshop	Ongoing
G	Identify/implement possible income-generating projects for NCBEA	Marketing/Linkages Committee	Ongoing	Ongoing
H	Encourage NCBEA fundraiser at state conventions,	Marketing/Linkages Committee	Ongoing	

	i.e., 50/50, selling chances, baskets, etc.			
I	Maintain NCBEA Website/Home Page	Webmaster	Ongoing	
J	Work with teacher-education institutions to increase awareness of NCBEA	President Marketing/Linkages Committee	Ongoing	Ongoing
K	Encourage relationships between business education and the business communities	President Marketing/Linkages Committee	Ongoing	Ongoing
L	Distribute Policies Commission statements via newsletters and website	Newsletter Editor Webmaster	Ongoing	
M	Market the Vision and Mission statements of NCBEA/NBEA by including them in publications (e.g., newsletters, convention programs, etc.)	Marketing Linkages Committee President	Ongoing	

Category 4: Professional Development and Leadership				
Goal 1: Provide opportunities for NCBEA members to develop leadership and professional development skills				
Goal 2: Promote the components of the “Academy of Leadership Excellence” materials				
Goal 3: Identify a network of potential leaders				
Goal 4: Provide assistance and/or professional development programs for business educators				
Action		Person(s) Responsible	Completion Date and Completed Y/N	

A	Identify procedures to identify leaders in each state of the region and conduct professional development seminars at NCBEA conventions	Program of Work and Strategic Planning Committees	Spring 2013	
B	Encourage participation in the “Academy for Leadership Excellence” in business education via publications and NBEA web site	Program of Work Committee	Summer/Fall 2012	
C	Conduct appropriate Administrative Board training for new board members	President Past President	Summer/Fall 2012	
D	Invite potential student members to participate in leadership development	Program of Work and Strategic Planning	Ongoing	Ongoing

		Committees State Representatives Student Representative		
E	Recognize the state presidents attending the NCBEA/state convention	President	Summer/Fall 2012	
F	Conduct state presidents meeting at NCBEA/state convention	President Elect	Summer/Fall 2012	
G	Recognize NCBEA Past Presidents at the NCBEA/state convention	President Past President	Summer/Fall 2012	
H	Encourage NBEA representation at regional meetings, including the NBEA president and the NBEA executive director	President	Ongoing	Ongoing
I	Encourage implementation of mentoring at regional and state levels	President POW Committee	Ongoing	Ongoing
J	Reinforce the importance of personal commitment and follow-through in all volunteer positions (e.g., committee assignments, board meetings, leadership training programs, convention programs, publications, mentoring)	Executive Board	Ongoing	Ongoing
K	Encourage regional convention to schedule an event for first-time attendees	President	Ongoing	

Category 5: Strategic Planning				
Goal: Update and continue implementation of the Strategic Plan to guide NCBEA				
Action	Person(s) Responsible	Completion Date and Completed Y/N		

A	Review/revise as appropriate NCBEA's Strategic Plan to ensure that it reflects and complements the current NBEA Strategic Plan	President Strategic Planning Committee	Summer 2012	
B	Present proposed Strategic Plan to the Administrative Board at the NCBEA Summer/Fall meeting	President-Elect Strategic Planning Committee	Summer/Fall 2013	

C	Inform NCBEA members of the major goals of the approved Strategic Plan through regional publications	President Publications Committee	Ongoing	Ongoing
D	Implement actions of the Strategic Plan	Administrative Board	Ongoing	Ongoing
E	Review and discuss regional plans to ensure coordination of major initiatives	President NBEA President	April 2013	

Category 6: Regional, State, Territory, Province (S/T/P), and Allied				
Business Education Organizations and Groups				
Goal 1: Coordinate regional activities				
Goal 2: Establish, maintain, and reinforce positive lines of communication to all state and allied business education associations and groups				
Action		Person(s) Responsible	Completion Date and Completed Y/N	

A	Promote NBEA and NCBEA goals and objectives at state and allied business education association conventions	President	Ongoing	Ongoing
B	Invite NCBEA regional state presidents and/or presidents-elect to attend NCBEA Administrative Board meetings	President	Fall 2012 Spring 2013	
C	Strengthen all bonds between NCBEA and state associations by submitting pertinent news items for their newsletters	President State Representatives	July 2012- June 2013; states link to NCBEA newsletter	
D	Invite and allow ISBE President or an ISBE representative to publicize ISBE events at the annual NCBEA/state convention	President ISBE Representative	Summer 2012	
E	Encourage Administrative Board members to join ISBE & DPE	President	Fall 2012	

F	Invite Business Division of ACTE to publicize its activities at the state conventions	President State Representatives	Summer/Fall 2012	
G	Encourage business teachers to partner with businesses and development internships	Marketing/Linkages Committee	Ongoing; co-host 1-day workshop with Econ IL	
H	Review results of NCBEA membership services and make appropriate recommendations for improvement of services	Membership Directors and State Presidents	Ongoing	Ongoing
I	Invite state supervisors, state presidents, state presidents-elect, regional presidents, national officers and national staff to regional and national conventions	President Convention Liaison	Ongoing	
J	Meet with NBEA President-Elect at National Convention to discuss POW, strategic plan, and other regional responsibilities	President-Elect	April & June 2012	
K	Send names and addresses of State Presidents and Presidents-Elect to NBEA Headquarters and update as needed	State Representatives President-Elect	Ongoing	
L	Keep regional website up to date	Webmaster	Ongoing	

Category 7: Finance/Auditing		
Goal: Maintain a sound financial foundation for NCBEA		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Develop additional strategies to increase revenue and reduce expenses	Administrative Board	Ongoing; workshop & CD sales	
B.	Review financial statements	Executive Committee	November 2012 April 2013	
B	Present proposed budget for adoption for 2012-2013	Treasurer	Spring 2013	
C	Set aside funds for member benefits and planning for "special" expenses.	President Treasurer	Spring 2013	
D	Report the breakdown to NBEA on how rebates that come back to region are used for member services. Include how much money came back to NCBEA as rebates, what amounts were spent for recruitment, leadership training, professional development stipends, membership promotion and mailings, etc.	President Treasurer	Fall 2012	
C	Maintain a financial reserve of at least \$5,000, when possible, by placing the funds in a low-risk investment instrument with a high degree of liquidity (i.e., money market or CD)	Administrative Board Treasurer	Ongoing	Ongoing
D	Maintain bonding of treasurer	Treasurer	Ongoing	
E	Perform internal audit annually and present letter from audit committee	Treasurer Budget Committee	Summer 2013	
F	Prepare and submit financial reports as stated in the NCBEA Policies and Procedures	Treasurer	Ongoing	

Category 8: Business Education Advocacy		
Goal 1: Develop and implement a plan that will explain the importance of business education in strengthening the country's economy		
Goal 2: Influence legislation that will advance business education		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Review and evaluate legislative initiatives on behalf of business education	Legislative Committee	Ongoing; states share info with NCBEA	Ongoing
B	Hold legislative sessions at national, regional, and S/T/P conventions	Legislative Committee	Ongoing	
C	Maintain open lines of communication between regional, national, and S/T/P	Legislative Committee	Ongoing	
D	Help to evaluate and update legislative publications: Prepare needed amendments (if any) and submit them in writing to the NCBEA Administrative Board	Legislative Committee Bylaws/Handbook Committee	Fall 2012/Spring 2013	
E	Encourage participation in ACTE Business Division Policy Maker meetings at ACTE National Policy Seminar	Administrative Board	Ongoing	Ongoing
F	Promote involvement by teachers in legislative issues regarding business education at the local and state levels	Legislative Committee Administrative Board	Ongoing	Ongoing
G	Encourage legislative training sessions at state and NCBEA regional conventions	Legislative Committee Administrative Board	Ongoing; sessions are held at NCBEA & state conferences	Ongoing
H	Disseminate information to legislators at the local, state, and national level about business education	State Representatives State Presidents Legislative Committee	Ongoing	Ongoing

Category 9: Curriculum and Instructional Strategies		
Goal 1: Support business education curricula through the work of communities and task forces to promote business education through an effective program of publications		
Goal 2: Promote a greater academic presence for business education		
Goal 3: Incorporate relevant and emerging curriculum in business		
Goal 4: Identify and disseminate creative instructional strategies that include diverse populations, alternative scheduling, alternative delivery, and the use of technology		
Goal 5: Acquire funding to support programs that further the purposes of business education		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Publicize the available NBEA curriculum publications	Administrative Board Newsletter Editor	Ongoing	Ongoing
B	Promote the National Standards for Business Education	Newsletter Editor Administrative Board Marketing Linkages	Ongoing	Ongoing
C	Prepare and disseminate CD	Marketing Linkages	Summer 2012 & 2013	

Category 10: Publications		
Goal: Provide the field of business education with informative, pertinent, professional, and state-of-the-art information through professional publications		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Evaluate and expand, as feasible, NCBEA'S publications. Discuss the feasibility of sending one newsletter in hard copy and/or sending out reminder cards to let them know the newsletter is available.	Marketing Linkages Administrative Board Publications Committee Newsletter Editor	Ongoing; newsletter is in an electronic format	
B	Solicit articles from NBEA president, NCBEA officers, committee chairs, state representatives, other regional presidents, NBEA representatives, affiliated state presidents, affiliated organizations	Newsletter Editor	Deadlines as determined by Newsletter Editor	
C	Assist editor in soliciting appropriate articles. Indicate in publications the professional development activities the region is providing for its members.	Publications Committee Administrative Board	Ongoing; newsletter is reviewed before publication	
D	Prepare and submit a budget request to Administrative Board	Newsletter Editor	Spring 2013	
E	Submit a written report of the year's activities to the NCBEA President and Administrative Board	Newsletter Editor	All Administrative Board Meetings	

Category 11: Awards and Recognitions		
Goal 1: Recognize members through an awards program		
Goal 2: Recognize all NCBEA members who serve NCBEA/NBEA in special ways		
Goal 3: Provide individual recognition in promoting excellence in the profession		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Identify additional strategies to promote the awards process; develop policies and procedures for implementing a separate NCBEA-sponsored event at each regional conference/convention	Strategic Planning Committee	Ongoing; NCBEA co-hosts an annual conference	
B	Write thank you notes to all participants who have served on a committee during the past year	Committee Chair	Spring 2013	
C	Recognize award winners	President Award Committee Chair	Fall 2012	
D	Recognize the Executive Board members	President	Fall 2012	

Category 12: Annual Conventions		
Goal 1: Plan an outstanding convention that provides professional development opportunities for members.		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Publicize the 2013 NCBEA joint state convention; distribute camera-ready copy to the state newsletter editors	NCBEA/state convention coordinators	Summer 2013	Ongoing
B	Plan for joint NCBEA convention with Indiana	2012 NCBEA host state convention liaison, state convention chair, Administrative Board	Spring/Summer/Fall 2012	
C	<p>Modify rotation plan of the NCBEA Convention at the host state association's invitation.</p> <p>Summer 2013 – NCBEA Chicago Fall 2013 – Indiana Summer/Fall 2013 – Iowa Spring 2014 – NBEA/NCBEA Fall 2014 – Illinois Summer 2015 – Missouri Fall 2016 – Michigan Fall 2017 – Ohio Fall 2018– Minnesota Spring 2019 – NBEA/NCBEA Fall 2019 – Wisconsin Fall 2020 – Iowa Fall 2021 – Indiana Spring 2022 – NBEA/NCBEA Fall 2022 - Illinois</p>	Administrative Board	Ongoing	Ongoing
D	Provide assistance from NCBEA Board to state conventions to secure speakers from the NCBEA region	Administrative Board	Ongoing	Ongoing
E	Provide opportunities for CEU units	State Conference Chair	Summer 2013	
F	Encourage special NCBEA co-sponsored sessions on leadership for student members, technology training, legislative, etc.	Administrative Board	Ongoing	

Goal 2: To represent NCBEA at each of the state association conferences/conventions

Action Strategies	Responsibility of	Time Line
Determine appropriate Administrative Board members to represent NCBEA at state association conventions	President President-elect Past President	2012-2013

State	Date	City
Missouri		
Minnesota		
Wisconsin		
Iowa		
Michigan		
Ohio		
Illinois		
Indiana/NCBEA		
NCBEA Workshop		

Goal 3: To represent NCBEA at each regional convention

Action Strategies	Responsibility of	Time Line
Determine appropriate Administrative Board members to represent NCBEA at regional conventions	President	2012-2013

Region	Date	City
SBEA		
WBEA		
MPBEA		

Goal 4: To encourage as much representation from NCBEA as possible at the NBEA Convention and the ISBE Conference			
Organization	Date	City	Hotel
NBEA			
ISBE			
DPE			

Category 13: Legislation		
Goal: Be productive in the generation and/or review of legislation favorable to the goals and objectives of business education		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Implement a legislative network throughout region and disseminate information to state leadership when necessary	Legislative Committee	Ongoing	Ongoing
B	Submit a report outlining legislative activities along with a budget proposal	Legislative Committee Chair	Spring 2013	
C	Implement action strategies in the Business Education Advocacy section of the Program of Work	Legislative Committee	Ongoing	Ongoing
D	Work with state representatives to plan and implement legislative activities and network	Legislative Committee Chair	Ongoing; sessions at state conferences	Ongoing
E	Prepare a written report of accomplishments and submit to NCBEA president	Legislative Committee Chair	Spring 2013	
F	Attend the ACTE National Policy Seminar	President Legislative Committee Chair	Spring 2013	

Category 14: Teacher Recruitment and Preparation		
Goal 1: Promote a greater academic presence for business education		
Goal 2: Mentor business education teacher candidates		
Action	Person(s) Responsible	Completion Date and Completed Y/N

A	Request presentation opportunities on student organization conference programs to promote business teaching as a career choice	Administrative Board	Ongoing; visit high schools and community colleges	Ongoing
B	Investigate the possibility of offering scholarship(s) to undergraduate students majoring in business education	Awards Committee	Fall 2012	
C	Encourage business majors to consider the option of teaching business education	Administrative Board	Ongoing	Ongoing