

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ANNUAL BUSINESS MEETING
AGENDA

Wednesday, July 24, 2013
 11:00 AM to 12:00 PM
 Des Moines Area Community College
 Ankeny, Iowa

- | | |
|--|---------------------------------------|
| 1. Welcome and Introductions | Maurice S. Henderson |
| 2. Appointment of Parliamentarian/Determination of Voting Privileges | Maurice S. Henderson |
| 3. Minutes (Indianapolis, IN, November 16, 2012) | Colleen Webb |
| 4. Treasurer's Report | Stella Hull |
| 5. Executive Officer's Reports | |
| 6. President | Maurice S. Henderson |
| 7. President-elect | Cathy Carruthers |
| 8. Past President | Sue Elwood |
| 9. NCBEA Director on the NBEA Board | Debbie Stanislowski |
| 10. Standing Committee Reports | |
| A. Awards | John DeWeese/Beth Sindt |
| B. Budget | Stella Hull |
| C. Bylaws & Standing Rules | Sue Elwood |
| D. Legislative | Colleen Webb |
| E. Marketing/Linkages | Tina Trumbower |
| F. Membership | Cathy Carruthers |
| G. Nominating | Sue Elwood |
| H. Program of Work | Maurice S. Henderson/Cathy Carruthers |
| I. Publications | Matt White |
| J. Strategic Plan | Maurice S. Henderson/Cathy Carruthers |
| New Business | Maurice S. Henderson |
| Announcements | Maurice S. Henderson |
| A. Upcoming Conventions | |
| ARBE-DPE Research Conference – Los Angeles, CA | April 15-17, 2014 |
| M-PBEA Convention – Dallas/Fort Worth, TX | June 18-21, 2014 |
| NBEA Convention – Los Angeles, CA | April 14-19, 2014 |
| NCBEA/IBEA Convention – Illinois | Fall 2014 |
| SBEA Convention – Williamsburg, VA | October 10-12, 2013 |
| SIEC/ISBE International Conference - Berlin, Germany | August 5 - 9, 2013 |
| WBEA Convention – Ogden, UT | February 13-17, 2014 |
| B. Other | |
| Adjournment | |

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
Annual Business MEETING
Ballroom
Ankeny, Iowa

MINUTES (Unapproved)
July 24, 2013

Call to Order – Maurice Henderson

President Maurice Henderson called the Administrative Board meeting to order at 11:01 a.m.

Welcome and Introductions – Maurice Henderson

The North Central Business Education Board was introduced by Maurice Henderson.

Appointment of Parliamentarian – Maurice Henderson

The appointed parliamentarian for the meeting was Sue Elwood.

Secretary's Report and Minutes – Colleen Webb

Minutes Approval Committee: Beth Sint, Debbie Stanislawski, Tina Trumblower

Treasurer's Report – Stella Hull

Copies of the Treasurer's Report dated June 30, 2013 on the table. Ended the year with a loss of \$943.74. Really in need of some fundraising to get the balance up.

Executive Officer Reports:

President: Year just started on July 1. Retreat and board meeting on Monday, NCBEA President will attend a few of the 2013-14 school year. Thank Sue and Beth for making arrangements for the NCBEA Convention here joining IBEA here in Iowa.

President Elect: Cathy Carruthers—invited us to IL Nov 2014 for the next NCBEA Conference in Bloomington Normal second weekend in November

Past President: Sue Elwood—recognized past presidents....5 present.....

Director on the NBEA Board---Debbie Stanislawski---July 1 first took office NBEA Conference invite.

Standing Committees:

Awards: Beth Sindt: 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.

Budget—Stella Hull: Back of Agenda....(end of the minutes)

By-Laws and Standing Rules--- Sue Elwood: 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.

LA Live--presented

Legislative--- Colleen Webb: Develop a list of legislative contacts in each state. Gather any legislative happenings from each state and an NCBEA Legislative Update and email to member states to share with membership

Marketing/Linkages—Tina Tromblower: \$8 download or \$15 flash---sold at different state conferences. 99 activities.

Membership—Cathy Carruthers: NBEA members were thanked and encouraged to renew.....those not members were encouraged to join. Go back and get those in your schools to become members of NBEA

Nominations—Sue Elwood: Open positions are Membership WI and Missouri, and President-Elect, talk to anyone interested...in running for those positions.

Publications—Matt White: Met in May, three editions of newsletter in Sept, first. Wrapup of this conference.....members submit articles to be website has deadlines listed. Newsletter is sent through Constant Contact...do not unsubscribe....as you will permanently be deleted will not get any communication.

Program of Work/Strategic Plan: Maurice---revised plan to align with SWOT analysis.

Three initiatives Professional development and Leadership---

Promote first timer stipend to NCBEA Convention

Increase number of members from states that attend the convention

Plan to conduct additional workshops in addition

Marketing

Quarterly updates to each state President what is happening , programs and services. Who will distribute to members in the state.

Organization Structure and Health

a. Developing and implementing membership campaigns.....

b. Develop sources of outside funding from outside sources....public

c. Strengthen member services.....

Questions: None

Not aware of any New Business that needs to be brought before the group.

Announcements

Conferences

ARBE-DPE Research Conference – Los Angeles, CA	April 15-17, 2014
M-PBEA Convention – Dallas/Fort Worth, TX	June 18-21, 2014
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Next NCBEA Meeting November 12-14, 2014 IL Bloomington Normal

Adjourned at 11:27a.m.

Respectfully submitted,

Colleen L. B. Webb

NCBEA 2013-2014 Budget Report & Income Statement

Prepared : 6/30/2013

Approved: 7/22/2013

Presented July 22, 2013

	2012-13 Budget 7/1/12-6/30/13	2012-13 Actual 7/1/12-6/30/13	Difference 7/1/12 -6/30/13	2013-14 Budget 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	\$ 15,120.00

EXPENSE S:

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	\$ 15,120.00
	NET INCOME (LOSS)		\$ (944.73)		

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

