

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
International Board Room
Indianapolis, Indiana**

**MINUTES
November 19, 2015
(Approved March 24, 2016, Las Vegas, Nevada)**

Call to Order – Robert Murray

President Robert Murray called the Administrative Board meeting to order at 1:03 pm.

Welcome and Introductions – President Robert Murray

With new Board members present, we went around the room and introduced ourselves and indicated the biggest changes we have seen in our careers.

Remarks by Special Guests – President Robert Murray

Dr. Janet M. Treichel and Dr. Robert (Barry) Blair, Kay Fujimoto Ono, Western Region President

Roll Call – Colleen Webb

X	Robert Murray	President
X	Matthew White	President-Elect
X	Cathy Carruthers	Past President
X	Debbie Stanislowski	NCBEA Director on the NBEA Board
AB	Stella Hull	Treasurer
X	Colleen Webb	Secretary
X	Sue Elwood	Regional Membership Director, ISBE Representative, Newsletter Editor, Webmaster
X	Kathy Mountjoy	Illinois Membership Director
X	Jason Hendrickson	Indiana Membership Director
X	Rhonda Schmaltz	Iowa Membership Director
X	Patricia Pearson	Michigan Membership Director
X	Diane Wergeland	Minnesota Membership Director
X	Theresa Bynum	Missouri Membership Director
AB	Roger Fulk	Ohio Membership Director
X	Tina Trumbower	Wisconsin Membership Director
X	D. Austin Simons	Student Representative

At 1:27pm we went into Membership Training lead by Sue Elwood. Sue will be sending the most current membership lists next week. Get new member emails to Matt White to go out through Constant Contact.

Each State Membership Director detailed what they did to promote NBEA Membership and also reported their new and renewed member statistics.

Jan Treichel pass out lists of lapsed and new members for each state as of November 1, 2015, and also gave each state a flash drive containing the information. Contact the National Office when you know you are going to use the information on the flash for membership recruitment....not order it and use it a month from now.

Committee Meetings:

Legislative: The Legislative Committee will try to publish a newsletter two times a year, fall and spring. Each state president will be contacted and asked to designate a contact person for Legislative Action. The designated contact in each state will be contacted and asked to give the Legislative Committee a brief article on what is happening in Business Education/CTE in their state. The newsletter will also contain general Legislative information.

Marketing and Linkages: Several fundraising ideas were discussed with pros and cons being debated by the group.

MOTION: Jason Hendrickson; Second Theresa Bynum; that we move this back to committee for further discussion Motion Carried

Approval of Minutes – President Robert Murray

Motion: Jason Hendrickson; Second: Debbie Stanislawski; that we approve the minutes from the April, 2015 Board meeting. Motion carried.

Treasurer’s Report – Treasurer Stella Hull

See Appendix A

EXECUTIVE OFFICERS’ REPORTS

President – Robert Murray

See Appendix B

Secretary – Colleen Webb

- Recorded the minutes at the Board Meeting on November in Normal, IL
- Waited for the remainder of written Board reports to be submitted, so I could complete the minutes from the Board Meeting
- Forwarded the minutes to President Carruthers for review
- Communicated with President Carruthers on reports that were not submitted and she took over at this point

President-Elect – Matthew White

See Appendix C

Past-President – Cathy Carruthers

See Appendix D

OTHER OFFICERS' REPORTS

NCBEA Director to the NBEA Board – Debbie Stanislawski

See Appendix E

ISBE Representative – Sue Elwood

See Appendix F

Newsletter Editor – Officer's Name

See Appendix G

Webmaster Report – Officer's Name

See Appendix H

Student Representative – Officer's Name

See Appendix I

STATE MEMBERSHIP DIRECTOR REPORTS

Illinois – Kathy Mountjoy

See Appendix J

Indiana – Jason Hendrickson

See Appendix K

Iowa – Rhonda Schmaltz

See Appendix L

- **January 25, 2016 Collaborative Workshop**
- **February**
- **Fall Conference October 23 and 24, 2016**

Michigan – Patricia Pearson

See Appendix M

- **November 16-17,18, 2016 Grand Rapids, MI**

Minnesota – Diane Wergeland

See Appendix N

Missouri – Theresa Bynum

See Appendix O

Ohio – Roger Fulk

See Appendix P

Wisconsin – Tina Trumbower

See Appendix Q

STANDING COMMITTEE REPORTS

Awards – Rhonda Schmaltz

See Appendix R

By-Laws – Cathy Carruthers

See Appendix S

Legislative – Colleen Webb

See Appendix T

Marketing/Linkages – Tina Trumbower

See Appendix U

Membership – Sue Elwood

See Appendix V

Nominating – Cathy Carruthers

See Appendix W

Program of Work (2015-16) – Robert Murray

See Appendix X

Publications – Sue Elwood

See Appendix Y

Strategic Plan – Robert Murray

See Appendix Z

Technology – Sue Elwood

See Appendix AA

Board Member only section on website.

UNFINISHED BUSINESS

Appointments: Constant Contact—Matt White

Webmaster and Regional Membership Director—Sue Elwood

Policy v Practices--\$200 stipend

Follow our Policy...encourage as it was intended for Professional Development.

Policy and Procedure—Signers on the checking account

President should be the second signer.....motion that the President-Elect would be the signer, then would serve as the President, and the Past-President with the commencement of the Treasurer's term.

Motion: Cathy Carruthers Moved that Matthew White be put on as the second authorized signer on the checking account as he begins his term as President-Elect and serve as the authorized signer until June 30, 2018, and that Maurice Henderson be removed as an authorized signer, Second Sue Elwood Motion carried

NEW BUSINESS

Board Meeting at NBEA---Thursday evening 6:30 pm – 8:30 pm

Audit Report was completed by Clear Vision Tax Service.

Motion: Rhonda Schmaltz; Second: Mathew White; to accept the audit report.
Motion carried.

Expense Voucher was made available for the \$200 stipend. Cathy Carruthers will collect and mail to Stella.

OTHER

ANNOUNCEMENTS – Robert Murray

NBEA—Las Vegas

Grand Rapids November 16-18, 2016

ADJOURNMENT

The meeting was adjourned by President Robert Murray at 7:10pm.

Respectfully submitted,

Colleen L. B. Webb, Secretary

Appendix A—Treasurer’s Report

North Central Business Education Association

Treasurer’s Report

November 13, 2015

Again, not much activity to report at this time. I am encouraged by the discussion of fundraisers that might keep us afloat for the next few years. As I said at our last Board meeting, I was concerned about the Membership Income being received from NBEA. I said I would hold onto the amounts collected until we heard something from NBEA, and I did that. It allowed me to receive money from those states we had not yet heard from for 2014-15 stipend. Since NBEA seems to be keeping track of the amount we are contributing to the Professional Development Stipend for first time attendees from our region, I will be forwarding \$1600.00 to NBEA in the near future. I will be sending out invoices requesting \$200 from each state for the 2015-16 stipends soon.

I have been working with the auditor. I recently received the 16-page audit report, which I will condense and submit for review. The actual report is being filed in the Treasurer’s records and is available for further examination.

The income and expense report for 2015-2016 to date is shown below and agrees with our bank balance. As stated above, \$1600.00 is earmarked for NBEA. There is outstanding Income of \$225.00. There are outstanding checks totaling \$700.00. These outstanding amounts will definitely change the attached financial statement. The amount of \$615.00 is earmarked for the NCBEA Professional Development fund.

Respectfully submitted,

STELLA HULL

Stella Hull

NCBEA Treasurer

July 1, 2015 to October 31, 2015

Income and Expense Report

Beginning savings balance, July 1, 2015	\$13,009.55
Beginning checkbook balance, July 1, 2015	<u>3,096.10</u>
Total checkbook and savings balance, July 1, 2015	\$16,105.65
Income to October 31, 2015	<u>602.24</u>
Available funds	\$16,707.89
Expenses to October 31, 2015	<u>250.00</u>
Checkbook and Savings balance, October 31, 2015	<u>\$16,457.89</u>

Appendix B—President’s Report

North Central Business Education Association

Report of the President

Bob Murray

November 19, 2015

Since July 1 the following items have been completed:

- Communicated with the Executive Committee about the convention rotation
- Communicated with Theresa Bynum the new Membership Director from Missouri
- Attended the Missouri convention – July 20 – 23
 - Attended the Missouri Board meeting

- Brought greetings to the Missouri membership
- Met with President Ruthann Williams and Past-President Brenda Kaiser about 2018 convention
- Submitted an article for the Summer 2015 Newsletter
- Communicated with Diane Wergeland the new Minnesota Membership Director, sharing duties
- Submitted greetings to be included in the Michigan convention program booklet
- Communicated Committee assignments
- Communicated with members about doing breakout sessions at NCBEA/IBEA convention
- Submitted an article for the Fall 2015 Newsletter
- Sent emails to recruit a possible Regional Membership Director
 - Appointed Sue Elwood as Regional Membership Director
- Sent emails to lapsed members from Iowa and Illinois encouraging renewal
- Communicated with new Membership Directors from Michigan, Patricia Pearson and Minnesota, Diane Wergeland regarding NBEA promotion at their state conventions
- Invited Regional Presidents to NCBEA/IBEA convention
- Sent greetings to Wisconsin and Illinois
- Attended the Ohio convention – October 2 – “Growing Digital Literacy”
 - Brought greetings to the Ohio membership
- Attended the Minnesota convention – October 8 & 9 – “Make IT Matter”
 - Brought greetings to the Minnesota membership
- Attended the Southern Business Education Association
 - Attended the SBEA Board meeting
 - Brought greetings to the SBEA membership
- Submitted the NCBEA report to NBEA
- Communicated with Board members about financing
- Attended the Iowa convention – October 25 & 26 – “Picking up Steam in 2015”
 - Attended the Iowa Board meeting
 - Brought greetings to the Iowa membership
- Attended the Michigan convention – November 11 - 13 – “Building for the Future”
 - Attended the Michigan Board meeting
 - Brought greetings to the Michigan membership
- Communicated with Past-President Cathy Carruthers and President-elect Matt White (ongoing)

Bob Murray
NCBEA President

Appendix C—Matthew White

**PRESIDENT ELECT REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
NOVEMBER 19, 2015**

Since July 1, the following items have been completed:

- ❖ Handed off NCBEA Newsletter Editor duties following publication of Summer 2015 NCBEA Newsletter to Sue Elwood
- ❖ Communicated with Executive Committee about filling the Regional Membership Director position
- ❖ Prepared announcement of 2015-2016 NCBEA Administrative Board Members to NCBEA membership via Constant Contact on behalf of NCBEA President Robert Murray
- ❖ Reviewed communication from NCBEA Treasurer Stella Hull regarding a financial audit of NCBEA financial
- ❖ Communicated with NCBEA President Robert Murray about serving as Co-Chair of the Program of Work and Strategic Planning committees for 2015-2016
- ❖ Sent Save the Date e-mails to the eight (8) NCBEA region state president's regarding the State President's Panel at the 2015 NCBEA Annual Convention in Indianapolis, IN, November 20-21, 2015
- ❖ Submitted an article for the Fall 2015 NCBEA newsletter
- ❖ Communicated with NCBEA President Robert Murray about his attendance at the 2015 OBTA—An Association for Business Technology Educator (Ohio) conference on October 2, 2015
- ❖ Prepared electronic communication about 2015 IBEA/NCBEA Conference to NCBEA membership via Constant Contact on behalf of NCBEA and IBEA (Indiana)
- ❖ Communicated with Marketing & Linkages Committee regarding possible fundraising opportunities for NCBEA
- ❖ Communicated with Executive Committee and Jason Hendrickson, IBEA (Indiana) Executive Director and Indiana State Membership Director regarding handling of NCBEA award winner meal costs
- ❖ Prepared electronic communication to distribute Fall 2015 NCBEA Newsletter to NCBEA membership via Constant Contact on behalf of NCBEA Newsletter Editor Sue Elwood
- ❖ Communicated with NCBEA Past President Cathy Carruthers and NCBEA President Robert Murray (ongoing)

Respectfully submitted,

Matt White
2015-2016 NCBEA President-Elect

Appendix D, N, S, W—Cathy Carruthers
NCBEA FALL PAST PRESIDENT ADMINISTRATIVE BOARD REPORT
Cathy Carruthers
November 19, 2015

Administrative Tasks

- Have been in close contact with President Robert Murray
- Sent President's binder to Bob Murray and shared documents and emails used during my term as president
- Reviewed Past Presidents' materials posted in Google Drive by Sue Elwood

NCBEA Conference Past President's Gathering, First-Time Attendee Stipend, and Non-NABTE School Student Application

- Sent email invitation to each Past President regarding the Past Presidents' Gathering to be held in Indianapolis on November 21, 2015
- Updated the Past Presidents' directory information

- Sent donation form to all Past Presidents asking for donations to the First-Time Attendee Stipend and non-NABTE university student professional membership fund; one donation has been received
- The Non-NABTE School Student Application for One-year Professional NBEA Membership form has been updated on website to reflect my contact information
- The Past Presidents will award two First-time Attendee Stipends during the NCBEA/IBEA conference in Indianapolis during the Awards banquet

Nomination Duties

- Began nomination process for 2016-17 nominations – Seeking nominations for President Elect, Secretary, and Student Representative
- Submitted nominations information to Sue Elwood for fall newsletter
- Will update the nomination form posted on website to reflect my contact information

Bylaws/Policies and Procedures

- The bylaws were reviewed, and no changes are recommended at this time
- Policies and Procedures are being updated to reflect changes from November 16, 2012, and April 2, 2015, Board meeting motions
- The Handbook for Conventions is being reviewed and will be revised

Contact Information Update

I made the decision to retire at the end of December 2015, so please use the following email address. I've been told that I won't have access to my school email address after that time. My contact information in the NCBEA directory has been updated. Please use **cathy.carruthers@outlook.com**.

Appendix E—Debbie Stanislowski

<p>NCBEA Director Report Fall 2015 Prepared by Debbie Stanislowski</p>

Major activities:

- 1) Attended NBEA Executive Board Meeting 11/6/2015-11/7/2015 (Las Vegas)
- 2) Support NBEA/NCBEA Membership Recruitment
 - a. Will undertake NBEA Board Membership Recruitment Initiative
 - b. Will be part of newly formed NBEA Membership Committee

NCBEA Board Meeting – Notes from 11/6-11/7 Board Meeting for NCBEA Consideration

- 1) NBEA Scholarship Committee. Scholarship has increased from \$1000 to \$1500
- 2) NBEA Awards Committee. In 2015 there were 33 applicants for awards.
- 3) National Business Education Honor Society. Presently, there are 148 chapters in 38 states and the Virgin Islands.
- 4) National Business Education Yearbook
 - a. 2017 Topic - Assessment
- 5) NBEA Strategic Plan – 2016-2017.

- a. Approved 2016-2017 NBEA Strategic Plan with a focus on:
 - i. Business Education Identity – NBEA will identify and communicate the relevance of business education to the membership and target audiences.
 - ii. Leadership – NBEA will identify, develop, and mentor individuals who will provide leadership for the business education profession.
 - iii. Membership – NBEA will identify, implement, and evaluate strategies to increase membership
 - iv. Organization Structure – Review effectiveness of divisions
- 6) NBEA Policies and Procedures Committee. This committee proposed three amendments that will be voted at the spring 2016 NBEA Board Meeting.
 - a. Amendment #1: Amend Article IV, Part C, Section 3 by adding "in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any other policies and procedures that NBEA may adopt. The parliamentary authority of NBEA shall be adopted by each regional association and division association of NBEA." Rationale: Clarifies that NBEA bylaws and policies and procedures take precedence over *Robert's Rules of Order* and also indicates that each regional association and division must follow our adopted parliamentary authority.
 - b. AMENDMENT #2A: Amend Article IV, Part E, Section 3 by inserting "The president is not eligible to serve more than one term in this position." AMENDMENT #2B Amend Article IV, Part E, Section 4 by inserting "The president-elect is not eligible for re- election." Rationale: Clarifies that an individual who has served as NBEA President and President-elect are not eligible for re-election to those positions.
 - c. AMENDMENT #3: Amend Article VI, Part B, Section 4 by striking out "The Executive Board shall serve as a committee of the whole to address membership issues." and inserting "The current directors from each region and division shall serve as the membership committee. The chair shall be appointed by the president." Rationale: In order to address the membership recruitment and retention efforts, we need work completed in this area on an ongoing basis throughout the entire year. Having a membership committee support membership recruitment at a national level.
- 7) NBEA Nominations Committee.
 - a. 16/17 President Elect
 - b. 16/19 North Central Director**
 - c. 16/19 Mount-Plans Director
 - d. 16/18 NBEA Convention program Committee Chair
 - e. 16/18 NBEA Convection Program Committee

NBEA Headquarters will mail a call for nominations to the eligible candidates for the various positions in November.
- 8) NBEA Convention
 - a. Look for upcoming announcements about the 2016 NBEA convention in terms of presenters. J.B. Bernstein will be one of them – Creator of the Million Dollar Arm Contest and Sports Marketing/Athlete Management Expert.

- b. Convention Schedule at A Glance -
https://www.nbea.org/newsite/conferences/convention/documents/Convention_PreliminarySchedule.pdf
- 9) November – National Business Education Month
- a. Posters available from the NBEA Bookstore -
<http://www.mcssl.com/store/nbeaonlinebookstore/catalog/search>
- 10) Joint Statement on the Profession of Teaching
- a. The board voted to support a “Joint Statement on the Profession of Teaching” presented at the 2015 Trust for Insuring Educators Annual Meeting, September 18, 2015.

Upcoming Conferences:

NBEA 2016 Annual Convention

March 22-26, 2016
 The Cosmopolitan Hotel
 Las Vegas, Nevada

NBEA 2017 Annual Convention

April 11-15, 2017
 Chicago Marriott Downtown Magnificent Mile
 Chicago, Illinois

NBEA 2018 Annual Convention

March 27-31, 2018
 Baltimore Marriott Waterfront
 Baltimore, Maryland.

NBEA 2019 Annual Convention

April 16-20, 2019
 Chicago Marriott Downtown Magnificent Mile
 Chicago, Illinois

Appendix—F—Sue Elwood

NCBEA ADMINISTRATIVE BOARD MEETING
 ISBE REP REPORT
 Sue Elwood
 November 19, 2015

International Society for Business Education

Vision:

To be the premier professional international education organization for those engaged in business education.

Mission:

To enhance the international perspective of business and business education professionals.

- Promoted ISBE at the Iowa Business Education Association conference in October by having a booth. Gave greetings from ISBE and spoke about the benefits of membership.

There was one new member and one renewed member.

- Will be promoting ISBE at the Indiana/NCBEA conference in Indianapolis November 19-21 with a booth. Will give greetings from ISBE at the meeting and plan to work on recruitment.
- Requested current list of members and lapse members from NBEA headquarters. Will be running a lapse member campaign prior to the end of the semester.
- Regional news is due December 1. Requesting articles about events going on in your state with an **international perspective of business**. Contact: Sue Elwood elwoods@nicc.edu.

Regional Conference

NBEA 2016 Annual Convention

Las Vegas, NV

March 22 - 26, 2016

88th Annual International Conference

Graz, Austria and Maribor, Slovenia

University of Graz and FH JOANNEUM University of Applied Sciences

Full Conference--July 31 - August 5, 2016

3-Day Option--August 1 (noon) - August 4 (noon)

Theme: Entrepreneurship Education--Regional and International

For additional information: <http://www.isbe.at> or office@isbe.at.

Appendix G—Sue Elwood

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION

Administrative Board Meeting—November 19, 2015

Sue Elwood, NCBEA Webmaster

Webmaster Report

Updated the Website with the following:

- New Officers and Committees
- Information and link regarding IBEA/NCBEA Annual Conference and the NBEA Convention
- Launched new Website in January – am still working on password-protected area
- Served as a member of the Publication Committee – been involved in e-mail conversation regarding publication suggestions for this year.
- Website is www.ncbea.com
- Send materials for the web to elwoods@nicc.edu or rselwood@mchsi.com

Appendix H—Sue Elwood

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION

Administrative Board Meeting—November 19, 2015

Sue Elwood, NCBEA Newsletter Editor

Newsletter Report

Duties completed to date:

1. Served as chair of the Publication Committee.
2. Served as a member of the Administrative Board.
3. Received and edited materials for publication.
4. Published and electronically distributed the Fall 2015 newsletter via Constant Contact.
5. Started an electronic file of materials pertaining to the activities of the office.

Next Newsletter Deadline: January 30, 2014 for February publication

Appendix I— D. Austin Simons

Region Report For:

Student Representative Report

Reported By:

D. Austin Simons

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

Yes I have been involved in activities promoting NBEA and NCBEA. I have sent emails to all of the NABTE Schools. In these emails I have encouraged and asked faculty to make their Business Education students aware of the professional organizations that they could join and the opportunities that would be available to them as members of these organizations. In this email I included links to the NBEA website and to the NCBEA website.

In addition to the emails I also promoted NCBEA by word of mouth on the Winona State University campus.

Student Representative Ideas/ future actions

- Reach out to Business Education Student organizations at NABTE schools
- Send an additional promotional email after second semester begins for students new to their Business Education program
- Share highlights of fall conference with other students
- Promote spring conference

Appendix J—Kathy Mountjoy

Membership Director Report

Kathy Mountjoy

Illinois Representative

The 2015 Illinois Business Education Association Conference was held November 11-13 at the Hilton Hotel in Springfield, Illinois. The theme was "IBEA—Power of the Past, Force of the Future---Switch It On!" The keynote speaker was Rick Ceh, cofounder of the life coaching business FindIT, LLC. He presented several techniques that conference attendees could take back to the classroom to motivate and bring out the best in students. There were Microsoft Office Specialist certification sessions, hands-on computer sessions, numerous breakout sessions, tours of Horace Mann and the U.S. Bank, commercial exhibitors, a silent auction, and networking opportunities with fellow business educators

and future educators. Next year's conference will also be in at the Hilton Hotel in Springfield on November 9-11.

Appendix K—Jason Hendrickson

Indiana--NCBEA/NBEA Membership Director

Jason Hendrickson

Board Report-November 19, 2015

1. Current NBEA/NCBEA Membership: 82 current members

2. Upcoming NCBEA Conferences for 2015:

Illinois – November 11-13, Normal, Illinois

Michigan – November 12-13, Frankenmuth, Michigan

Indiana – November 20-21, Indianapolis, Indiana

3. Upcoming NBEA Conferences:

Las Vegas – March 22-26, 2015

I have been asked to present at the conference this year. I am presenting on Digital Toolbox for the Accounting and Personal Finance teacher. I may be teaching a technology workshop, depends on availability.

4. Membership Dues: Membership Dues for NBEA has increased to \$85.00. These have been changed on our IBEA website and in our E-Blast reports.

5. Highlights for upcoming IBEA/NCBEA Meeting:

Committees will be meeting, Membership Directors will go through training, and the NCBEA Executive Board will have an Executive Board Meeting. Dinner will be served for the NCBEA delegates in combination with the Indiana BPA Advisor Workshop training. The cost per meal is \$25.00 and was charged to each attendee.

During the conference on Friday, November 20th the Business Meeting for NCBEA will take place at 11:15 a.m. to 11:45 a.m.

NCBEA will give out their awards in conjunction with our awards banquet.

6. Highlights for upcoming Indiana Conference (NCBEA Related Items):

At the Indiana conference a booth will be set in the exhibitor space for promotional purposes. Membership for NBEA will also added to the overall registration process.

Finally, downloads are being sold through our registration process. The cost of the download is \$8.00.

7. NCBEA Membership Director Report to be Submitted at NCBEA Executive Board Meeting:

The following report was submitted to the NCBEA secretary for Indiana:

NCBEA-NBEA Membership Director Report
Indiana Membership Director
Jason Hendrickson
Submitted: November 19, 2015

Membership Activities: Email communication was sent late October/first of November after receiving update lapse and current membership lists.

Preparing for our Indiana Business Education Association to be held at the Wyndham Indianapolis West Hotel the following activities have been planned:

- Email was sent to Robert Murray, NCBEA President to request his leadership and presence from NCBEA at our state convention.
- Approval from Board to "comp" Robert's registration for the conference.
- NCBEA-NBEA Membership table is being requested for the exhibit hall space for this year.
- Will ask board members and NCBEA members (in conjunction with NCBEA this year) to provide customer service at the membership table during November board meeting.
- Requested membership materials from NBEA for my booth space and for our current members.
- Will complete a 50/50 drawing during Awards Banquet on Friday, November 20, 2015 of the conference.
- Included NBEA Membership and NCBEA Flash Drive sales as part of the registration process for the conference.
- To encourage membership, I have thought about offering a drawing for those who renew or join. Each new or renewal membership will allow an entry into a drawing. We will give the four names we draw a \$25.00 gift card to a local restaurant. The grand prize to the fifth name we draw will be a one year extension of their NBEA membership. Still working on this project.

Other activities:

- Promote NBEA and NCBEA membership in e-blasts. This is a bi-weekly email that is sent through our Indiana Learning Connection to all Business, Marketing, and Information Technology teachers across the state.

- Promoted NBEA membership at the local University Methods Courses as requested in attendance.
- Completed and served on Awards Committee for NCBEA Awards.
- Registered and made travel arrangements to attend NCBEA conference in Indiana this November 20-21, 2015.
- Worked with NBEA Convention program directors to finalize my presentation for the NBEA Convention in Las Vegas 2016, "Digital Toolbox for the Accounting and Personal Finance Teacher".

Appendix L—Rhonda Schmaltz

NCBEA REPORT - IOWA MEMBERSHIP

Rhonda Schmaltz, Iowa Membership Chair

Things accomplished May 2015-November 2015:

1. After receiving our lists of members and lapsed members from Robert this fall, I sent an email to current members thanking them for their membership with NBEA and encouraging them to attend the Iowa Fall Conference, which was held October 25-26, 2015.
2. I sent emails out to all lapsed members encouraging them to attend the Iowa Fall Conference and to consider re-joining NBEA. I tried to entice them with the drawing for new NBEA memberships at the NCBEA booth I had at the conference.
3. The Iowa Fall Conference was held October 25-26, 2015 in Johnston, Iowa. I had an NCBEA booth which provided attendees with information from NCBEA and NBEA about the benefits of joining, some of the publications available and other opportunities, such as High School of Business. I held two drawings of \$100 VISA gift cards, one for new NBEA members and one for NBEA members who renewed their memberships.
4. To date, we have 93 current members and 44 lapsed members. I will continue to contact lapsed members and encourage them to re-join NBEA.
5. With 300+ business teachers in the state, we have many who have not joined NBEA at all. I will begin creating a list of these individuals and send individual emails and information to them on the benefits of being an NBEA member.
6. I will be sending out several items to all business teachers in the state encouraging them to join me in Las Vegas for the NBEA convention.

Respectfully submitted,

Rhonda Schmaltz
Iowa Membership Chair

Appendix M—Patricia Pearson

NCBEA Administrative Board Meeting Thursday, November 19, 2015 Indianapolis, Indiana

As the Michigan Membership Director to NCBEA, I have done the following:

Minnesota Report

Current MN MBITE membership as of October 8, 2015, is 96 members, down 35 members from 2014-2015. This is from the report given at the MBITE Executive/Administrative Board Meeting on October 8, 2015, by Membership Director Karen Reuss.

Current NBEA membership for Minnesota as of October 8, 2015, is 97 members. During the MBITE Fall Conference, an additional five members and four renewals were added to increase membership to 102 members. The strength of NBEA seems to be in the additional liability insurance offered through membership. There were a few questions from current NBEA members on continuous/lapsed membership.

Many of the changes occurring within the state organization in Minnesota are outlined in the current NCBEA Newsletter.

During the MBITE board meeting, strategic planning discussions were held based on two current books on membership: **The End of Membership as We Know It** and **Knowing Y: Engage the Next Generation Now**. Marketing plans were determined based on this discussion.

Minnesota is rolling its seven divisions into one state organization for future conferences and training and will be partnering with CTE members of Minnesota Department of Education and Minnesota State Colleges and Universities (MnSCU). We are looking for stronger partnerships with business and industry as we explore new options for our membership. Jean Kyle, MBITE President 2013-2015, will be leading this opportunity along with current MBITE and MnACTE President Callon Siebenahler.

Minnesota is proud to have one of our own – Bob Murray – serving as the NCBEA President for 2015-2016.

Diane Wergeland, NCBEA Minnesota Director
November 18, 2015
Indianapolis, MN

Appendix O—Theresa Bynum

Missouri Membership Report
by Theresa Bynum, Missouri Membership Director
November 15, 2015

Since filling the vacancy as Membership Director for Missouri in July, I have received two reports from the National office. The first report, July 16th, shows Missouri has 185 members. I renewed two and added two new member at our summer conference. I have received confirmation that one new member I sent was added and the two renewals were also updated; unclear why the other new member was not added but will follow up.

The second report I received, Sept 2015, was of lapsed members and when I began contacting them about renewing, I started getting replies from some stating they had renewed prior to coming to summer conference (June 2015). Having access to current renewal information would greatly help to avoid this type of unprofessional soliciting.

Missouri made the decision three years ago to stop having their fall conference which allowed NBEA Membership Director to have a presence and encourage membership; with that being said, I am anxious to learn as much as I can to encourage our lapsed members to renew and to improve the Missouri membership by adding new members as well.

Appendix P—Roger Fulk

*H. Roger Fulk
Membership Director
November 17, 2015*

Ohio Report

2015 Fall Conference

2015 OBTA Professional Development Conference
CINCINNATI/DAYTON CONFERENCE

October 2, 2015

"Growing Digital Literacy"

Miami University Hamilton Campus
Hamilton, Ohio

Attendance: Approximately 50

Website:

www.obta-ohio.org

Membership:

Current Membership: 84 members

Appendix Q—Tina Trumbower

WISCONSIN REPORT FOR NCBEA BOARD MEETING MEMBERSHIP

Tina Trumbower, Wisconsin Membership

1. In addition to the traditional e-mail list serv, we have started to expand communication with members and potential members through the use of a Google+ group.
2. I send personalized emails out lapsed members a few at a time.
3. At our fall conference in October, I again had a booth offering brochures and posters. Those who signed up or renewed their membership on site received a gift card. Also, a drawing was held—any current member was eligible to win the larger gift card.
4. E-mail correspondence was sent to the list serv and to individuals regarding National Business Honor Society.
5. Interesting correspondence occurred with a business teacher from Wisconsin who is teaching in Mexico. Mail service is not reliable and he would like to receive the publications electronically. Is the “new and improved” website close to running, and will it be possible for publications to be accessed there?
6. Overall, the number of business teachers in Wisconsin is declining. Positions have gone unfilled this summer and there are not many going through the college programs.
7. Next steps include a Doodle poll to see who will be attending convention in Las Vegas. We had a nice turnout for Chicago last year and hope that we can have a group in Las Vegas.

Appendix R—Rhonda Schmaltz

NCBEA AWARDS COMMITTEE REPORT

Rhonda Schmaltz, Chair

November 2015

The NCBEA Awards Committee is responsible for recognizing NCBEA members through an awards program, including the recognition of the NBEA teacher of year awards.

Since our March 2015 meeting at the NBEA convention, the Awards Committee has completed the following:

1. Extended the submission date for awards to March 31, 2015 due to lack of nominees
2. Sent out nominations to Awards Committee members in late June.
3. Notified award winners and invited them to the IBEA/NCBEA conference in Indianapolis in November.
4. Communicated with Cathy Carruthers, Robert Murray and Awards Committee members concerning the 2015 Awards
5. Redesigned the awards banquet program.

At the conclusion of the IBEA/NCBEA conference, I will complete the following:

1. Send updated information on awards to Sue Elwood, webmaster for NCBEA and get award winner information added to the website.
2. Determine a March 2016 deadline for award nominations to be given out at the next NCBEA conference.
3. Will send award winner information to Sue Elwood for the NCBEA newsletter to be included in the next issue as well as information on award nominations for 2016.
4. I will contact all award winners and encourage them to apply for NBEA Awards they are eligible for.

I have enjoyed my first year as Awards Committee Chair, and look forward to this next year.

Respectfully submitted,

Rhonda Schmaltz
Awards Committee Chair

Appendix S—Cathy Carruthers (contained in above report)

Appendix T—Colleen Webb

- Met with the Legislative Committee after the NCBEA Board meeting adjourned for a few minutes and all agreed that there should be a Legislative presence at each State convention. Travel budgets make that impossible for our US Department of Education contact to attend each of the member states in the Great Lakes Region. Several possibilities were discussed:
 - Skype/Facetime into each State Conference
 - Prepare a Video to be played at each State Conference
 - Prepare handouts much like IL to include in each state convention bag
 - Prepare materials to have each state post to their website
 - Continued to monitor MI legislature in the areas of Teacher Education and CTE
 - Started to work on a Legislative Handout for our State...and perhaps region
- Registered for and attended the MI Career Education conference, speaker was Governor Rick Snyder, who wants to see more partnerships between business and industry and CTE programs across the state.
- Contacted Julie Ewart to get our joint MBEA/NCBEA convention on her calendar so she can bring us the latest update.
- Year 1 of the Microsoft IT Academy ended and the schools and community colleges who have signed up for the program received their new 500 free testing vouchers. (In 2014 MI State Legislature paid \$3.9 million dollars for 300 MI public high schools and 28 community colleges to receive 500 free testing vouchers, access to curriculum materials, and computer upgrades for their classrooms for 3 yrs.).

Contact Information for U. S. Department of Education, Great Lakes Region Office of Communications and Outreach

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U. S. Department of Education, Great Lakes Region Office of Communications and Outreach
500 W. Madison Street, Suite 1427
Chicago, IL 60661

Legislative Committee Meeting---11/19/2015

- The Committee will contact our member state presidents to get a contact for a Legislative contact person
- Developing a Legislative Update—to go out in the fall and spring (after the NBEA convention) to all member states. The newsletter will have a section for each state...as well as a general information section.
- Try to have a Legislative presence at each State convention.

Respectively submitted,

Colleen Webb, Chairperson
NCBEA Legislative Committee

Appendix U—Tina Trumbower

Marketing and Linkages—November 19, 2015

- Discuss the possibility of changing the committee focus/purposes/duties through a Policy and Procedures change because they are outdated
- Various ways of raising money for our organization to promote business education were discussed
- Develop a professional focus for the year

Appendix V—Sue Elwood—Get information to Sue by end of January

Appendix X—Robert Murray

No Program of Work was presented on drive

Appendix Y—Sue Elwood—

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION

Administrative Board Meeting—November 19, 2015

Sue Elwood, NCBEA Webmaster

Webmaster Report

Updated the Website with the following:

- New Officers and Committees
- Information and link regarding IBEA/NCBEA Annual Conference and the NBEA Convention
- Launched new Website in January – am still working on password-protected area
- Served as a member of the Publication Committee – been involved in e-mail conversation regarding publication suggestions for this year.
- Website is www.ncbea.com
- Send materials for the web to elwoods@nicc.edu or rselwood@mchsi.com

Appendix Z—Robert Murray

No Strategic Plan was presented on drive

Appendix AA—Sue Elwood-- Utilize Constant Contact more

No written Technology Report given