

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

Chicago Marriott Downtown Magnificent Mile

Thursday, April 2, 2015

7:00 p.m. – 10:00 p.m.

Room: O'Hare (10th Floor)

(approved November 19, 2015, Indianapolis, Indiana)

- | | | |
|----|---|------------------|
| 1. | Call to Order | Cathy Carruthers |
| 2. | Welcome and Introductions | Cathy Carruthers |
| 3. | Remarks by Special Guests | Cathy Carruthers |
| 4. | Appointment of Parliamentarian/Determination of Voting Privileges | Cathy Carruthers |
| 5. | Roll Call | Colleen Webb |

6. 8. F a l l A d m i n i s t r a t i v e	X	Cathy Carruthers	President
	X	Robert Murray	President-elect
	X	Sue Elwood	Past President, Webmaster, ISBE Representative
			Student Representative
	X	Debbie Stanislowski	NCBEA Director on the NBEA Board
	X	Colleen Webb	Secretary
	X	Stella Hull	Treasurer
		Sharon Fisher-Larson	Regional Membership Director
	X	Kathy Mountjoy	Illinois Membership Director
	X	Jason Hendrickson	Indiana Membership Director
	X	Rhonda Schmaltz	Iowa Membership Director
	X	Larry Pagel	Michigan Membership Director
	X	Karen Williamson	Minnesota Membership Director
	AB	Lindsay Highley	Missouri Membership Director
	AB	Roger Fulk	Ohio Membership Director
	X	Tina Trumblower	Wisconsin Membership Director
X	Matthew White	Newsletter Editor	
AB	Janet Treichel	NBEA Executive Director	
AB	Maurice S. Henderson	NBEA President	

Board Minutes (November 12, 2014)

Colleen Webb

MOTION: Larry Pagel; Second Stella Hull; to accept minutes from November, 2015 as corrected MOTION passed.

7. Treasurer's Report—Filed for audit Stella Hull
See Appendix A
8. Executive Officer Reports
- a. President—See Appendix B Cathy Carruthers
 - b. Secretary's Report—See Appendix C Colleen Webb
 - c. President-elect—See Appendix D Robert Murray
 Additions to Report:
 - Communications has been rocky with MO.
 - MO meeting was held on March 19 and the MO President was to get back to Bob Murray and to date has not
 - If it is best to move to another state, the destination preference is Indiana
- MOTION: Karen Williams; SECOND: Stella Hull; in the event NCBEA does not meet in MO on July 20-13, 2015, we meet in Indianapolis, IN November 20, 21. MOTION CARRIED.**
- d. Past President—See Appendix E Sue Elwood
9. Other Officer Reports
- a. NCBEA Director on the NBEA Board—See Appendix F Debbie Stanislawski
 - b. ISBE Representative—See Appendix G Sue Elwood
 - Electronic form is on the website.
 - c. Newsletter Editor—See Appendix H Matt White
 - d. Webmaster—See Appendix I Sue Elwood
 - NCBEA NEWSLETTER DEADLINE: April 15 deadline for publication May 15
10. State Representative Reports
- a. Illinois—See Appendix J Kathy Mountjoy
 - b. Indiana—See Appendix K Jason Hendrickson
 - c. Iowa—See Appendix L Rhonda Schmaltz
 - d. Michigan—See Appendix M Larry Pagel
 - e. Minnesota—See Appendix N Karen Williamson
 - f. Missouri—No Report Lindsay Highley
 - g. Ohio—See Appendix O Roger Fulk
 - h. Wisconsin—See Appendix P Tina Trumbower
11. Standing Committee Reports
- a. Awards—See Appendix Q Larry Pagel and Rhonda Schmaltz
 - b. Bylaws - Proposed motion Sue Elwood

MOTION: Sue Elwood; Second: Larry Pagel; Change the Bylaws and Policies to reflect the changes made by NBEA regarding the dues allocation back to the regions. MOTION carried.

MOTION: Sue Elwood: Second Jason Hendrickson; change the Bylaws and Policies to reflect the NBEA process to elect Regional Directors (NCBEA Director on the NBEA Board. MOITON CARRIED

- c. Budget—See Appendix R Stella Hull
- d. Legislative—See Appendix S Colleen Webb
- e. Marketing/Linkages Tina Trumbower
 - There will be a conference call of Committee to see what we can do.
- f. Membership Sharon Fisher-Larson
 - **Sharon Fischer-Larson has sent the latest report that she has received.**
- g. Nominating Sue Elwood

President--Elect Matthew White
Treasurer—Stella Hull
Regional Membership Director—
Student Member _____

Voting will begin around April 15, 2015, voting closes on April 30, 2015.

MOTION: Matt White; Second: Tina Trumbower; to accept the slate as presented by Sue Elwood, Nominations Committee. Nominations closed. MOTION CARRIED

- h. **Program of Work (2015-16)** See Appendix T Cathy Carruthers & Robert Murray

Program of Work Committee will meet and have in place by July 1

- i. Publications—See Appendix H Matt White
- j. Strategic Plan (2015-16) –See Appendix U Cathy Carruthers & Robert Murray

MOTION: Tina Trumbower; Second: Stella Hull; to adopt strategic plan as presented for 2016. Motion Carried, The strategic plan is adopted.

- k. Technology Sue Elwood

Committee has not met but will have a virtual meeting.

- 12. Unfinished Business
 - a. Website Redesign Sue Elwood
 - b. Professional Development Stipend Stella Hull

- 13. New Business

- a. NCBEA 2015-2016 Officer Nominations Sue Elwood
- b. Proposed 2015-2016 Budget Stella Hull

**MOTION: Bob Murray; Second: Larry Pagel; to accept the budget as proposed.
MOTION CARRIED.**

- c. NCBEA/Missouri Conference, Springfield, Missouri, July 20-23, 2015
<https://www.mo-acte.org/> Robert Murray
- d. Annual Audit (end of term) Stella Hull
There will be an External Audit at the end of Stella Hull's term.
- e. Presentation of Awards to outgoing members Cathy Carruthers
Certificates were awarded to: Dr. Larry Pagel, Karen Williamson, Stella Hull, Sue

Elwood

- f. Other

14. Announcements Cathy Carruthers

- a. 2015 State Conference Schedule
 - 1. Illinois—November 11-13, 2015, Springfield (www.ibeaa.org)
 - 2. Indiana— November 20-21, 2015, Indianapolis (<http://ind-ibeaa.org>)
 - 3. Iowa – ???
 - 4. Michigan— November 12-13, 2015, Frankenmuth (www.mbea-online.org)
 - 5. Minnesota— ??? (www.mbei-online.org)
 - 6. Missouri/NCBEA—July 20-23, 2015, Springfield (mbea.weebly.com)
 - 7. Ohio – October 2, 2015, Hamilton (www.obta-ohio.org)
 - 8. Wisconsin— October 8-9, 2015, Appleton (<http://www.webitonline.org/>)
- b. Board Rotation/Positions up for election
 - 1. July 1, 2015—Minnesota, Ohio, & Michigan, Treasurer, President-elect
 - 2. July 1, 2016 - President Elect, Secretary, NCBEA Rep. to the NBEA Board,
Illinois, Indiana, Iowa, Webmaster
 - 3. July 1, 2017 - President Elect, Missouri, Wisconsin, Newsletter Editor

15. Adjournment 10:34 pm Cathy Carruthers

Appendix A--Treasurer's Report

NCBEA CASH FLOW STATEMENT	
July 1, 2014 to March 1, 2015	
Category - Description	Amount
INFLOWS	
410 - Membership	\$ 860.00
415 - NCBEA Convention Rebate	1245.00
418 - NCBEA Past President's Stipend	95.00
420 - Fundraisers	261.00
422- Interest Income	1.67
430 - Special Publications Income	1137.50
440 - NBEA Professional Dev. Partnership	1000.00
445 - Transfer from Savings	1000.00
TOTAL INFLOWS	\$ 5,600.17
OUTFLOWS	
610 - Administrative Board	\$ 1,800.00
615 - Share of NBEA Board	667.74
621 - Electronic Communications	350.00
630 - Membership Committee	992.61
633 - Awards - Recognition Committee	261.17
641 - President's Travel Expense	310.78
643 - Treasurer's Expense	200.00
661 - Memorials/Gifts Expense	50.00
672 - NCBEA New Prof. Dev. Stipend Exp.	400.00
685- Special Publications Expense	37.84
TOTAL OUTFLOWS	\$ 5,070.14
OVERALL TOTAL	\$ 530.03

NCBEA FINANCIAL STATEMENT						
July 1, 2014 to March 1, 2015						
INCOME			EXPENSE			
Account	Account Title	Amount	Account	Account Title	Amount	
410	Membership (176 Prof. @ 5.00)	\$ 860.00	610	Administrative Board	\$ 1,800.00	
415	NCBEA Convention Rebate	1245.00	615	Share of NBEA Board Expenses	667.74	
418	NCBEA Past President's Stipend	95.00	621	Electronic Communications	350.00	
420	Fundraisers	261.00	630	Membership Committee	992.61	
422	Interest Income	1.67	633	Awards - Recognition Committee	261.17	
430	Special Publications Toolkits	1137.50	641	President's Travel Expense	310.78	
440	NBEA Prof. Dev. Partnership	1000.00	643	Treasurer's Expense	200.00	
445	Transfer from Savings	1000.00	661	Memorials/Gift Expense	50.00	
			672	NCBEA New Prof. Dev. Stipend Exp.	400.00	
			685	Special Publications Expense	37.84	
TOTAL INCOME		\$5,600.17	TOTAL EXPENSES		\$ 5,070.14	
					NET INCOME March 1, 2015	\$ 530.03

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION

July 1, 2014 to March 1, 2015

Income and Expense Report

Beginning balance, July 1, 2014	\$15,236.51
Income to March 1, 2015	4600.17
Available Funds	\$19,836.68
Expenses to March 1, 2015	5070.14
Checkbook/Savings balance, March 1, 2015	\$14,766.54

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION

July 1, 2014 to March 1, 2015

Income and Expense Report

Beginning balance, July 1, 2014	\$15,236.51
Income to March 1, 2015	4600.17
Available Funds	\$19,836.68
Expenses to March 1, 2015	5070.14
Checkbook/Savings balance, March 1, 2015	\$14,766.54

Appendix B—President's Report

North Central Business Education Association

Report of the President

Cathy Carruthers

April 2, 2015

Since our November 2014 Board meeting, the following items have been completed:

- Submitted articles to Matt White for the newsletter
- Communicated with each member of the NCBEA Board via email or by phone about their duties and offered to assist, if requested
- Prepared the NCBEA February President's Report for distribution to the NBEA Executive Board
- Communicated with Matt White about Constant Contact and the NCBEA Newsletter
- Communicated with Sue Elwood about website updates, bylaws, nominations, and convention handbook
- Been in communication with the presidents of WBEA, SBEA, and M-PBEA
- Communicated with Missouri President Brenda Kaiser regarding the Missouri/NCBEA conference
- Communicated with Sharon Fisher-Larson about getting list of NCBEA members from NBEA
- Communicated with Laura Sutherland, NBEA Convention Director, regarding NCBEA spring Board meeting
- Communicated with the NCBEA Board in preparation for the April Board Meeting
- Communicated with Larry Pagel and Rhonda Schmaltz about the awards process
- Communicated with Stella Hull about her willingness to continue as NCBEA Treasurer
- Communicated with eligible Board members seeking a president-elect candidate
- Communicated with Minnesota, Ohio, and Michigan presidents regarding their state membership directors beginning July 1, 2015
- Communicated with Bob Murray about the program of work, strategic plan, and Missouri's conference

Appendix C—Secretary's Report

March 25, 2015

Since the November NCBEA Board meeting, I have completed the following:

- Registered for and attended the joint 2014 IBEA/NCBEA Convention in Normal, IL
- Wrote an article for the NCBEA Newsletter
- Participated as a breakout session speaker at the IBEA/NCBEA Convention
- Attended the NCBEA Board meeting and dinner at the IBEA/NCBEA Convention
- Attended the President's Breakfast with President-Elect Bob Murray
- Drafted the Executive Board meeting minutes and emailed them to President Carruthers the second week in November, 2014
- Secured dates and two sites for the 2016 Michigan Business Education Association/NCBEA Convention—decision will be made in April
- Continued to promote membership in NBEA/NCBEA
- Promoted the NCBEA Awards program through the MBEA mass email

- Promoted the NBEA Convention in Chicago
- Participated on behalf of MI in the NBEA Silent Auction at the coming convention
- Registered for the NBEA Convention

Respectfully submitted,
Colleen L. B. Webb
Colleen L. B. Webb, Secretary

Appendix D—President-Elect Report

President-Elect Report

April 2, 2015

NCBEA's next joint convention will be July, 20 – 23, 2015, in Springfield, MO. Missouri Business Education Association's (MBEA) convention is part of the Missouri ACTE convention (MO-ACTE). President Carruthers and I have been in communication with MBEA's President, Brenda Kaiser. Here is the schedule for NCBEA activities that I have proposed:

- NCBEA Membership Directors, Board training, and committee meetings - **Monday, July 20 - 6 to 9 p.m.**
- NCBEA Executive Board meeting - **Tuesday, July 21 - 6 to 9 p.m.** - (approximately 20 people)
- NCBEA Business meeting – TBA (This is for all NCBEA members and our constitution says it should be scheduled when no other meetings are scheduled)

NCBEA will provide some breakout session presenters. The following people have submitted proposals:

- Rhonda Schmaltz - Alternative Ways to Present Information for Students and Teachers Besides PowerPoint
- Jason Hendrickson - Accounting/Aplia/Mind
- Susan Elwood – Topic TBA
- State Presidents Panel Discussion - we will have a panel of state presidents or their representatives discussing leadership opportunities for business educators and the latest developments and trends in business education.

Thank you to Rhonda, Jason, and Sue for agreeing to present breakout sessions. If Lindsay (Highley) will have a table with NCBEA/NBEA information, would you be willing to help staff it?

I am attaching a copy of the registration form to this report and you can also access the registration form online at www.mo-acte.org

Here is information about filling out the registration form:

- Complete Part A - Personal Information - (Missouri ACTE member # and 1st time MO member - does not apply)
- Complete Part B - Conference Registration - \$65

- Part C fill in MBEA - Business \$60
- Part D complete payment information

Hotel information – **The University Plaza is where the MBEA sessions are held.**

University Plaza Hotel & Convention Center

333 John Q. Hammons Pkwy.

King or Two Doubles - \$98.00

King Sleeper Suites - \$119.00

(417) 864-7333

I submitted a draft of the 2015 – 2016 Strategic Plan to the Strategic Planning Committee.

Bob Murray

NCBEA President-elect

Appendix E—Past President Report

NCBEA SPRING PAST PRESIDENT ADMINISTRATIVE BOARD REPORT

Sue Elwood

April 2, 2015

Administration Tasks

- Have kept in close contact with President Cathy Carruthers
- Continued maintaining a file of Past President's activities
- Reviewed the proposed 2015-16 budget that Treasurer Stella Hull created
- Reviews past minutes to determine proposed bylaw changes

NCBEA Conference Past President's Gathering and First-Time Attendee Stipend

- Updated the Past Presidents' Directory
- Arranged for a Past Presidents' Gathering to be held in Chicago on April 2.
- Updated the Past President's First Time Attendee Stipend form and posted to the Website – due June 15.
- The past presidents awarded one student, attending a non-NABTE university, a one-year professional membership (Hilary Pico from the University of Northern Iowa) in Dec. 2014.

Nomination Duties

- Begin nomination process in January 2015 for 2015-16 nominations
 - Undated the nomination form and posted to the Website
 - Sent out a message to NABTE university members to nominate a student representative.
 - Stella Hull has agreed to serve a second term as treasurer.

- Matt White has been nominated as a candidate for president-elect.
- Have not received a nomination for student representative. Have sent out a second request.
- The following Membership Directors terms are up on June 30, 2015: MI, MN, OH

Appendix F—NCBEA Regional Director Report

NCBEA Director Report
Spring 2015
Prepared by Debbie Stanislawski

Major activities:

- 1) Attended NBEA Executive Board Meeting 3/30/2015-4-1/2015 (Chicago)
- 2) Supported NBEA/NCBEA Membership Recruitment
 - a. E-mailed and wrote personal notes to NBEA members with lapsed membership.
 - b. Wrote personal notes to Wisconsin business educators on behalf of NCBEA Wisconsin Rep Tina Trumbower to promote membership in NBEA and the NBEA National Honor Society.

2015 Research Conference at NBEA

- Approximately 37 presentations
- 5 tracks
- 3 presentations per track
- Looking for a tagline for the Bus Ed Res Conference
- Goal → possibly infuse through conf. us just a day in the future

Membership Directors and Membership

- Membership Directors should request membership lists. They will no longer be automatically mailed.
- ★ → TO DO: Take message back to states
 - Encourage Timely submission at the state level when collecting NBEA Dues. (When states collect)

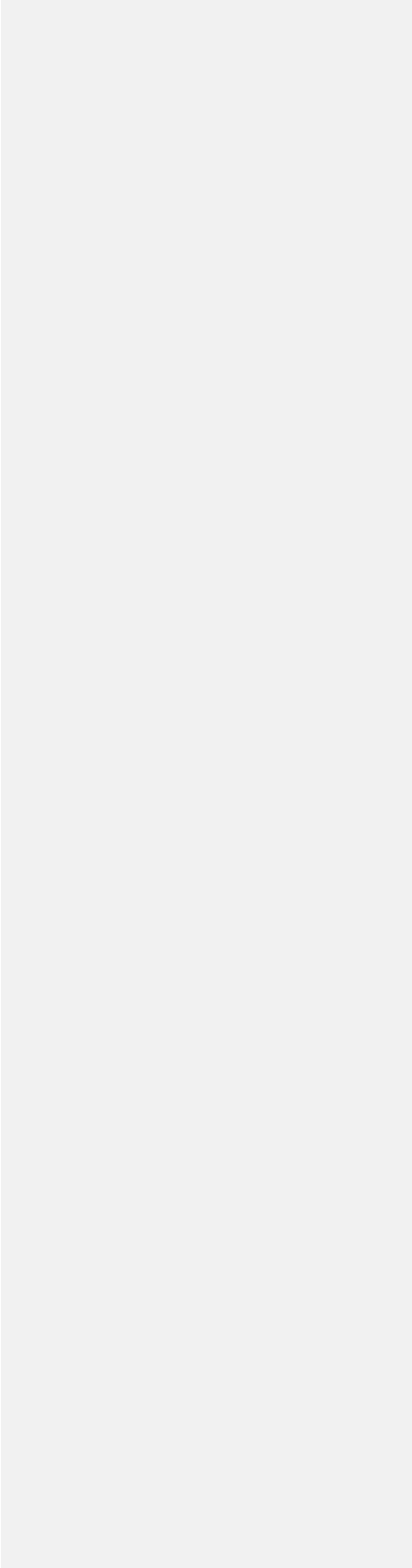
Membership Reports from NCBEA Director → 4 times per year → Report should be sent to headquarters, NBEA President, and copied to the NCBEA Director on the NBEA Board.

- Like to see other regions more systematic
- NBEA headquarter promotions

Now offering – Forest T Jones Life Insurance

- ★ (only for new members) 40,000 life ins. For 2 years at no cost to members

2017 – NBEA yearbook topic – assessment



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 G—ISBE Representative Report

NCBEA SPRING ISBE REPRESENTATIVE BOARD REPORT

**Sue Elwood
April 2, 2015**

- Received and reviewed the ISBE Directory, Policies and Procedures, and a list of Regional Representative Duties to prepare for the upcoming ISBE meetings.
- Membership continues to fall in ISBE so it was voted upon to discontinue mailing out the ISBE newsletter via USPS – future issues will be sent electronically to help save on organizational funds. For this first electronic issue, a postcard will be sent to let members know where to look

- Conducted an ISBE Membership Renewal Drive for the North Central Region.
- Submitted an international lesson plan for the book, *Creative Teaching Ideas for International Business*. Tamra Davis would like more lesson plans on International Business—see ISBE Newsletter. If you would like an electronic copy of the lesson plan format, please let me know and I will send a copy to you.
- I will be ISBE meetings/events scheduled during the 2015 NBEA Convention
 - ISBE Board Meeting (March 31, 6 p.m.)
 - ISBE training session (March 31, after the board meeting)
 - ISBE general meeting (April 2, 5:15 p.m.)
 - ISBE reception (April 2, 6:15 p.m.)
- SIEC-ISBE International Conference July 26-31, 2015, in Krakow, Poland
- Professional / International Society for Business Education (ISBE) membership dues are \$115. Membership information can be found at <http://www.siec-isbe.org/membership.html>
A membership form can be found at <http://www.nbea.org/newsite/member/join.html>

Appendix H--Newsletter Editor/Publications Committee Report

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION ADMINISTRATIVE BOARD MEETING APRIL 2, 2015

Regionally Speaking, the official newsletter of North Central Business Education Association, published the Winter 2015 issue that was distributed on March 18, 2015 via Constant Contact. The issue contained a welcome from NCBEA President, Cathy Carruthers, a recap of the 2014 NCBEA Distinguished Service Award winners, as well as links to order the NCBEA Electronic Toolkit, to renew NBEA memberships, and a link to the NCBEA website to the current NCBEA Administrative Board. As of March 25, 2015, the newsletter distribution had a 25% open rate, reaching 158 contacts of the current 766 active contact in the Constant Contact database.

As noted, we currently have 766 active contacts through our online mailing list in Constant Contact. I currently need to contact Sharon Fisher-Larson and NBEA Headquarters to get an updated electronic list of NCBEA member e-mail addresses to update the database accordingly. Our active contacts in the database have held steady from the fall of 2014. Since the fall Administrative Board meeting in Illinois, six (6) communications have gone out to members through Constant Contact, including a Thanksgiving message, three (3) messages regarding the

2015 NCBEA awards program, a St. Patrick's Day/NBEA Convention message, and the Winter 2015 newsletter. This has improved member communication by averaging a minimum of one (1) communication per month. As discussed at the fall meeting, I would still like to start working with the individual states to help send NBEA membership renewal reminders as well as state-specific NCBEA/NBEA communications as appropriate.

The Spring issue of *Regionally Speaking* will be published in May 2015. The article submission deadline will be Wednesday, April 15, 2015 in order to meet the publication deadline of May 15, 2015. I will be sending an e-mail blast to all active members via Constant Contact no later than April 1, 2015 as a reminder for articles. In addition to a recap of the 2015 NBEA Convention in Chicago, Illinois, I will be including articles from the state membership directors that were not included in the Winter issue as well as soliciting articles from members throughout the region on summer professional development ideas.

It's been an exciting year so far and I am excited to round out the 2014-2015 membership year in my service to NCBEA as Newsletter Editor! My best wishes to the Administrative Board for a healthy and safe Easter holiday.

Respectfully submitted,

Matt White
2014-2015 NCBEA Newsletter Editor

Appendix I—Webmaster Report

NCBEA Spring WEBMASTER BOARD REPORT

**Sue Elwood
November 12, 2014**

Updated the Website with the following:

- Awards forms, Nomination Forms, and Past President's First-Time Attendee Stipend
- 2014 NCBEA Award Winners
- Information and link regarding 2015 NBEA Annual Conference
- 2015 Upcoming NCBEA and NBEA Conventions
- New NCBEA Website design will be posted immediately after the NBEA convention

Appendix J—IL Membership Director Report

NCBEA Administrative Board Meeting
Thursday, April 2, 2015
Chicago, Illinois

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

- Attended Illinois Business Education Association Board meetings as the Illinois Membership Director to NCBEA.
- Attempted to secure a list of email addresses for business teachers in the State of Illinois in order to send them an email about the benefits of attending the NBEA convention in Chicago and reminding them of the benefits of becoming a member of NBEA/NCBEA. I contacted several people on the IBEA Board as well as the Business, Marketing, and Computer Education liaison at the Illinois State Board of Education in order to secure this list. However, I was unsuccessful.
- Contacted NBEA to request ribbons, handouts, publications, and other information for the NBEA/NCBEA booth at the IBEA Fall Convention.
- Staffed an NBEA/NCBEA Membership booth at the November 2014 Fall Conference of the Illinois Business Education Association to answer questions about membership in NCBEA/NBEA and to encourage conference participants to renew or join NBEA/NCBEA. Those who joined or renewed membership in NBEA/NCBEA had a chance to win a Dell 7" Tablet. This is the second year I have offered a "prize" and it seems to be gaining in popularity. More people joined or renewed their NBEA/NCBEA memberships at the booth this year than they did last year.
- Provided information for the IBEA Newsletter concerning NCBEA and promoted membership in NBEA/NCBEA.

NBEA Membership Information

As of October 17, 2014, there were 183 NBEA members from Illinois.

Future Convention Dates

Illinois Business Education Association – November 11-13, 2015 in Springfield, Illinois

Respectfully submitted,

Kathy Mountjoy
Illinois Membership Director to NCBEA

Appendix K—IN Membership Director Report

NCBEA-NBEA Membership Director Report
Indiana Membership Director
Jason Hendrickson
Submitted: April 2, 2015

Membership Activities: Email communication has been sent out along with our IBEA E-Blast on a bi-weekly timeline. This is a great way to tag team membership efforts on the state and regional/national level.

Indiana Business Education Association held its November Professional Development conference at the Wyndham Indianapolis West Hotel the following activities were held as part of the conference:

- Cathy Carruthers, NCBEA President was unable to attend due to illness. With her permission I brought greetings on behalf of NCBEA to the conference attendees during our awards luncheon.
- NCBEA-NBEA Membership table was in the exhibit hall space for this year.
- Board members provided customer service at the membership table during November conference.
- Requested membership materials from NBEA for my booth space and for our current members. These items were on display throughout the conference.
- Held a 50/50 drawing during Luncheon on Friday, November 21, 2014 of the conference. Total raised was \$84.00. A total of \$42.00 will be presented to NCBEA.
- Included NBEA Membership and NCBEA Flash Drive sales as part of the registration process for the conference. We sold a total of 20 flash drives resulting in a profit of \$300.00, and a total of 42 digital downloads resulting in a profit of \$336.00. That is a total of \$636.00 dollars earned and will be presented to NCBEA.
- A check for \$200.00 will be presented to NCBEA for the 1st Time Stipend program.
- Renewed/New 8 NBEA members during conference.

Other activities:

- Promote NBEA and NCBEA membership in weekly Thursday's Thought. This is a weekly email that is sent through our Indiana Learning Connection to all Business, Marketing, and Information Technology teachers across the state.
- Promotion of NBEA is promoted in our IBEA E-Blast. This is a bi-weekly blast that goes out to membership of IBEA.
- Made travel arrangements to attend NBEA convention.
- Brainstorm ideas to provide a clearer approach for State Membership Directors to communicate and help each other out with promoting membership.

Appendix L—Iowa Membership Director Report

NCBEA Report - Iowa Membership

Things accomplished November 2014-April 2015:

1. I have been sending emails out to lapsed membership teachers encouraging them to join NBEA. Two reasons I have included in my emails were:
 - a. I emphasized the location of the Spring 2015 NBEA convention in Chicago.

- b. I also encouraged them to join before the end of the calendar year to take advantage of the professional organization tax deduction.
2. We have two collaboration workshop days (one in the winter, one in the spring). Membership forms will be available for attendees. I will work to hold a break-out session on the benefits of joining NBEA and NCBEA.
3. We currently have 82 active memberships, and 45 lapsed memberships. I need to continue to work on the lapsed list as well as to focus on the remaining business teachers in the state who are not members.
4. I will continue to utilize the resources provided by Sharon Fisher-Larson to reach out to the business teachers of Iowa.
5. I will be attending the Missouri Business Education Association meeting in July. I will be presenting a session on new ways to do create presentations (other than Powerpoint).

Respectfully submitted,

Rhonda Schmaltz

Rhonda Schmaltz
Iowa Membership Chair

Appendix M—MI Membership Director Report



Larry G. Pagel
Michigan Membership Director to NCBEA
707 Craig Street
Marquette, MI 49855-5030
906.228.6896 (H)
Superior47@att.net

Thursday, April 2, 2015
Chicago, Illinois

As the Michigan Membership Director to NCBEA, I have done the following since our board meeting in November 2014:

State Report for: Minnesota

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- ers to NBEA members from Michigan whose NBEA memberships were about to lapse and encouraged them to renew their NBEA membership
- Worked with Michigan Business Education Association board in planning 2015 MBEA Fall Convention (November 11-13, 2015, Frankenmuth, Michigan)
- Co-Chaired NCBEA Awards Committee for 2014-2015 with Rhonda Schmaltz
- Communicated with Rhonda Schmaltz, Cathy Carruthers, and Sue Elwood concerning award deadlines; extended deadline to March 31, 2015, for 2015 awards
- Provided NCBEA Webmaster Sue Elwood with electronic files for the NCBEA Web site concerning our 2014 Distinguished Service Award recipients
- Wrote article concerning awards for 2015 NCBEA newsletter
- Developed electronic files for Rhonda Schmaltz for 2015 awards
- Communicated with NBEA about various membership issues/questions

NBEA Membership Information for Michigan

99 NBEA Members (95 professional, 3 retired, and 1 student) as of February 28, 2015 (increase of 13 members since November report)

Future Convention Dates

November 11-13, 2015, Frankenmuth, Michigan MBEA Convention

Larry G. Pagel

Larry G. Pagel
Michigan Membership Director to NCBEA

Appendix N—MN Membership Director Report

Reported by: Karen Williamson

Date of Meeting Report Being Presented March 25, 2015

Current Membership Number for State Association

Current NBEA Membership for State 85

Web Site Address: Mbei-online.org

Annual Convention Information MBEI fall 2015 conference will be in, Minnesota. The conference "Forward" was held November 6 and 7. The attendance at the conference was close to 100. I had a booth for NBEA at the conference to promote NBEA membership.

The 2015 MBEI conference will be held in Duluth, Minnesota this fall.

Other activities that have occurred since the last board meeting

MBEI hosted an Emerging Teacher Workshop in Roseville, Minnesota in June, 2014. The workshop was open to new Business/Marketing teachers with three years or less experience. MBEI also hosted a Veteran Teachers Workshop in Roseville, Minnesota in June, 2014. The MBEI Executive Board decided this would be an annual event and would be sponsored by MBEI. The next emerging workshop and the veteran teacher workshop will be held on the same day June 17, 2015. The hope of having both workshops on the same day is that mentoring will be provided by the veteran teachers to the emerging teaching.

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) will be holding a one day technology conference at Rochester Community and Technical College April 16, 2015. I will have a

NCBEA Spring 2015 Administrative Board Meeting Agenda

20

display board promoting NBEA.

I attended the Southeast Division of MBEI fall meeting. I promoted the NBEA conference in Chicago in April and had a display board promoting NBEA.

I attended the MBEI state conference in November, 2014 in Bloomington, Minnesota. I had a booth at the conference and had seven people renew or join NBEA.

I personally contacted current members of MBEI and encouraged them to attend the NBEA conference to be held in Chicago in April, 2015.

Anything we have forgotten!

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*H. Roger Fulk
Membership Director
April 2, 2015*

Ohio Report

2015 Fall Conference

2015 OBTA Professional Development Conference
CINCINNATI/DAYTON CONFERENCE
October 2, 2015

"Growing Digital Literacy"

Miami University Hamilton Campus
University Hall
1601 University Boulevard
Hamilton, Ohio

2015 Conference Contact - Thomas Mays:
maysta@miamioh.edu

Call for Presentation Proposals Online Submission Form
can be downloaded at:

www.obta-ohio.org

Membership

Current Membership:

- 95 members
- 23 lifetime members
- 25 retired members

Appendix P—WI Membership Director Report

State Report for: Wisconsin

Reported by: Tina Trumbower

Date of Meeting Report Being Presented April 2, 2015

Current Membership Number for State Association

Current NBEA Membership for State

Web Site Address: <http://www.webitonline.org/> (note: this is a recent change)

Annual Convention Information Fall 2015 will be October 8 & 9 in Appleton, WI

Other activities that have occurred since the last board meeting

Wisconsin WBEA has “rebranded” itself. The new name is WeBit—Wisconsin Educators Of Business And Information Technology. Besides renaming the organization, there is an effort to provide more opportunities for members only. A couple Google Hangouts were held and available to all—publicized through our Wisconsin List Serv. Moving forward, these Hangouts will only be available to members. A series of ProTips are also being shared on our website. WeBit continued to be part of the Spring Update workshops—6 throughout the state in February and March.

Ideas "to share"

Questions: (1) How do your states attract presenters for the workshops at your state convention? Do you provide a stipend/compensation for them? (2) I am interested to hear what your states are doing to boost the state membership. Thought: I would like to cross reference the state members and the NCBEA/NBEA members to see what percentage are only a member of NCBEA/NBEA now. In the past, most NBEA members were members of WBEA first, but maybe that is no longer the case.

Any activities that you personally have been involved in to promote your state, regional, or national association? I presented at our fall conference on National Business Honor Society. I notice that the list now includes a few more chapters for Wisconsin.

At our January WeBit board meeting, I reported on NCBEA updates.

I have continued e-mail correspondence with potential members and those that have questions.

Appendix Q—Awards Committee

NCBEA AWARDS COMMITTEE REPORT

April 2015

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

Since our November 2014 meeting, the Awards Committee has completed the following:

- Provided information about the 2015 NCBEA awards to the NCBEA Webmaster and the NCBEA newsletter editor for inclusion on the NCBEA Web site and in the newsletter
- Identified a deadline of March 15, 2015, for nominations for 2015
- Extended deadline to March 31, 2015, as only one award nomination was received by the deadline (Emerging Professional Award)
- Communicated with Cathy Carruthers, Sue Elwood, and Rhonda Schmaltz concerning 2015 awards
- Developed electronic files for future use by NCBEA Awards Committee

Larry G. Pagel

Larry G. Pagel, Co-Chair

NCBEA Awards Committee

Appendix R—Budget Committee

NCBEA 2015-2016 PROPOSED Budget				
Prepared 3/1/2015				
Approved:				PROPOSED
	2014-15 Budget	2014-15 Actual	Difference	2015-16 Budget
	7/1/14-6/30/15	7/1/14-3/1/15	7/1/14-3/1/15	7/1/15-6/30/16
INCOME:				
410	Membership	\$ 2,400.00	\$ 860.00	\$ (1,540.00) \$ 2,400.00
415	NCBEA Convention Rebate	\$ 1,100.00	\$ 1,245.00	\$ 145.00 \$ 1,000.00
418	NCBEA Past Presidents' Sponsored Stipend	\$ 300.00	\$ 95.00	\$ (205.00) \$ 100.00
419	Contributions to NBEA	\$ -	\$ -	\$ - \$ -
420	Fundraisers Income	\$ 750.00	\$ 261.00	\$ (489.00) \$ 300.00
422	Interest Income	\$ 5.00	\$ 1.67	\$ (3.33) \$ 2.00
430	Special Publications (CD ROM's)	\$ 1,000.00	\$ 1,137.50	\$ 137.50 \$ 500.00
440	NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,000.00	\$ (600.00) \$ 1,600.00
442	NBEA President's Reception at NBEA	\$ -	\$ -	\$ - \$ -
445	Transfer from Savings Account	\$ -	\$ 1,000.00	\$ 1,000.00 \$ 1,000.00
	TOTAL INCOME	\$ 7,155.00	\$ 5,600.17	\$ (1,554.83) \$ 6,902.00
EXPENSES:				
610	Administrative Board Meetings @NCBEA	\$ 2,400.00	\$ 1,800.00	\$ (600.00) \$ 2,400.00
611	Electronic Communications (web site, domain)	\$ 150.00	\$ -	\$ (150.00) \$ 150.00
612	NCBEA Workshop, meals for attendees	\$ -	\$ -	\$ - \$ -
613	NCBEA Workshop Speakers travel and meals	\$ -	\$ -	\$ - \$ -
614	NCBEA Workshop, Misc (Copies, etc.)	\$ -	\$ -	\$ - \$ -
615	Share of NBEA Board Expenses	\$ 1,500.00	\$ 667.74	\$ (832.26) \$ 1,200.00
619	Contribution to NBEA	\$ -	\$ -	\$ - \$ -
620	Newsletter Expense	\$ -	\$ -	\$ - \$ -
621	Electronic Communications (6-mos. Constant Contact)	\$ 200.00	\$ 350.00	\$ 150.00 \$ 350.00
COMMITTEES				
630	Membership	\$ 2,400.00	\$ 992.61	\$ (1,407.39) \$ 2,400.00
631	Marketing/Linkages	\$ -	\$ -	\$ - \$ -
632	Handbook/Bylaws	\$ -	\$ -	\$ - \$ -
633	Awards/Recognition	\$ 300.00	\$ 261.17	\$ (38.83) \$ 275.00
635	Program of Work	\$ -	\$ -	\$ - \$ -
OFFICERS				
639	Past President's Expense	\$ -	\$ -	\$ - \$ -
640	President's Expense	\$ -	\$ -	\$ - \$ 100.00
641	President's Travel Expense	\$ 750.00	\$ 310.78	\$ (439.22) \$ 600.00
642	Secretary's Expense	\$ 10.00	\$ -	\$ (10.00) \$ 10.00
643	Treasurer's Expense	\$ 200.00	\$ 200.00	\$ - \$ 200.00
644	Treasurer's Audit Expense	\$ 200.00	\$ -	\$ (200.00) \$ 300.00
645	Regional Membership Director Expense	\$ 100.00	\$ -	\$ (100.00) \$ 100.00
655	Legislative Expense	\$ -	\$ -	\$ - \$ -
660	Miscellaneous Expense	\$ -	\$ -	\$ - \$ -
661	Memoriala/Gifts Expense	\$ -	\$ 50.00	\$ 50.00 \$ -
665	NBEA Election Ballots Expense	\$ -	\$ -	\$ - \$ -
667	NCBEA Convention Expense for Guests	\$ -	\$ -	\$ - \$ -
668	NCBEA Board Meeting at NBEA	\$ 2,550.00	\$ -	\$ (2,550.00) \$ 2,550.00
669	NBEA Conv. Past Presidents Event (Breakfast)	\$ -	\$ -	\$ - \$ -
670	NCBEA Convention Expense	\$ -	\$ -	\$ - \$ -
671	NBEA Professional Development Partnership	\$ 1,600.00	\$ -	\$ (1,600.00) \$ 1,600.00
672	NCBEA New Prof. Dev. Stipend (Past Pres.)	\$ 560.00	\$ 400.00	\$ (160.00) \$ 400.00
673	NBEA Presidents Reception at NBEA Expense	\$ -	\$ -	\$ - \$ -
674	NCBEA Meeting Facilities at NBEA	\$ -	\$ -	\$ - \$ -
685	Special Publications Expense	\$ 600.00	\$ 37.84	\$ (562.16) \$ 100.00
	TOTAL EXPENSES	\$ 13,520.00	\$ 5,070.14	\$ (8,449.86) \$ 12,735.00
	NET INCOME (LOSS)		\$ 530.03	\$ (5,833.00)

Appendix S—Legislative Committee

March 25, 2015

Since the November NCBEA Board meeting, I have completed the following:

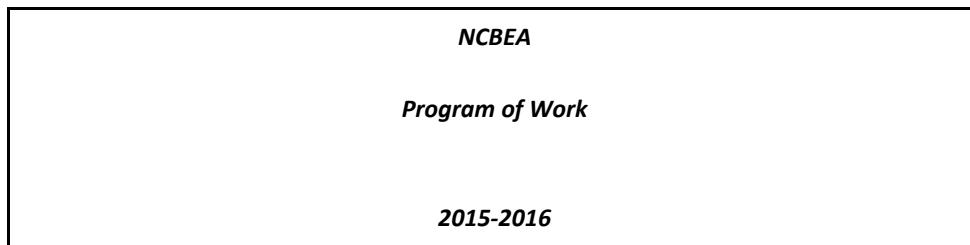
- Met briefly with the NCBEA Legislative Committee in November regarding how we can get a legislative update to every member state in the Great Lakes Region
- Prepared and submitted a Legislative Report for the November NBEA Board meeting
- Communicated with DeLayne Havlovic regarding the NBEA Convention and Legislative sessions in Chicago
- Will work all Legislative Sessions in Chicago
- Continued to read legislative news articles on education in both the Great Lakes Region and in Washington

Respectfully submitted,
Colleen L. B. Webb

Colleen L. B. Webb

Legislative Chairperson

Appendix T—Program of Work



North Central Business Education Association

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

DRAFT: April 2, 2015

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Category 7: Finance

Category 8: Business Education Advocacy

Category 9: Curriculum and Methodology

Category 10: Publications

Category 11: Awards and Recognition

Category 12: Annual Convention

Category 13: Legislation

Category 14: Teacher Recruitment and Preparation

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 2015-2016 Program of Work (POW) to the Administrative Board	President-Elect POW Committee	April 2016	
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 2015 Spring 2016 Online as needed	
D	Acquaint members of the Administrative Board with their duties/responsibilities	President Administrative Board	Summer/Fall 2015 Spring 2016	
E	Acquaint committee chairpersons with their duties/responsibilities	President Committee Chairs	Summer/Fall 2015 Spring 2016	
F	Prepare reports for summer/fall and spring meetings from Administrative Board members, including challenges, accomplishments, and issues at the end, and send to webmaster.	Administrative Board	Summer/Fall 2015 Spring 2016	
G	Require all committees to submit written and oral reports	President Committee Chairs	Summer/Fall 2015 Spring 2016	

	to the Administrative Board regarding the status of their work.			
H	Monitor committee progress and recommend revision of committee membership when appropriate	President	Summer/Fall 2015 Spring 2016	
I	Plan agenda for Administrative Board meetings to include committee meetings	President Committee Chairs	Summer/Fall 2015 Spring 2016	
J	Implement activities necessary to carry out approved committee recommendations	Committee Chairs	Ongoing	
K	Provide open lines of communication with NCBEA committees	President Committee Chairs	Ongoing	
L	Provide periodic reports to members through newsletter and special publications	Newsletter editor	Ongoing; newsletter is 3 x a year	
M	Develop and maintain a regional directory to include all NCBEA board and ex-officio members, NBEA Executive Director, NBEA President, ISBE Representative	President	Summer/Fall 2015 Spring 2016	
N	Transition board meeting documents and policies and procedures to password protected, Board-only access on NCBEA's website	President Webmaster	Prior to Summer/Fall Administrative Board meeting	
O	Publish upcoming NCBEA convention dates at least one year in advance	President Marketing/Linkages & Publications Committees	Ongoing	

		Newsletter Editor State Membership Directors		
P	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	
Q	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	
R	Prepare and send minutes to Administrative Board within 30 days of Administrative Board Meetings	Secretary	Ongoing	
S	Send the following reports to NBEA Headquarters: 1) IRS Form 990 (if appropriate) 2) EOY Financial Report 3) Annual Corporate Filing Report	President, Treasurer, Corporate Agent	September 2015	

Summer/Fall—Combined NCBEA/State Conference, all are in fall except Missouri (summer/(July)

Spring—NCBEA Administrative Board Meeting at NCBEA conference and NBEA Convention

Category 2: Membership & Membership Services				
Goal 1: Provide services and conduct activities that will result in membership growth based on 2013-2014				
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	Completed Y/N
A	Develop and implement NBEA/NCBEA membership campaigns	Membership Committee	Ongoing	
B	Monitor and assist progress toward membership goals	Membership Committee	Ongoing	
C	Conduct membership directors' (State Membership Directors) training program at NCBEA convention and meetings to assist state membership directors understand the responsibilities of the position.	Regional Membership Director	NCBEA/State conference	
D	Participate in state conventions to promote benefits of joining NBEA/NCBEA	Membership Committee	Ongoing	
E	Discuss membership strategies with other state directors	Membership Committee	Ongoing	

F	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 Membership Directors	Ongoing; done via the state membership directors	
G	Communicate to state membership directors and state supervisors the need to promote NBEA/NCBEA membership at state 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 Membership Directors	Ongoing; included in newsletter; summer/fall NCBEA conference & NBEA conference	
H	Encourage appropriate recognition of state membership chairs who have achieved their goal	President Regional Membership Directors	Individual State Conferences/Conventions	
I	Have a camera-ready membership form and other news items in each state publication and available for webmasters & newsletter editors	Membership Directors State Membership Directors	Ongoing; included in all mailings and forms	

J	Develop relationships with student organizations, i.e., FBLA/PBL, BPA	State Membership Directors Student Representative	Ongoing	
K	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 Membership Directors	Ongoing; mailings	
L	Maintain a website for membership applications, publications, and convention registration and links to NBEA.	Webmaster	Ongoing	

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				
	Action	Person(s) Responsible	Completion Date	Completed Y/N
A	Publicize National Education for Business Month in November	Marketing/Linkages Committee	November 2015	
B	Plan marketing activities based on approved marketing plan and develop and distribute resources that promote business education and business	Marketing/Linkages Committee	Ongoing	

	careers			
C	Provide information to members that will help them become more effective advocates for business education	Marketing/Linkages Committee	Ongoing	
D	Conduct sessions at regional and state conventions which will help business educators become more effective in marketing their programs	Marketing/Linkages Committee	Ongoing	
E	Identify/implement possible income-generating projects for NCBEA	Marketing/Linkages Committee	Ongoing	
F	Create new opportunities for fund raising	Marketing/Linkages Committee	Ongoing	
G	Encourage NCBEA fundraiser at state conventions, i.e., 50/50, selling chances, baskets, etc.	Marketing/Linkages Committee	Ongoing	
H	Maintain NCBEA Website/Home Page	Webmaster	Ongoing	
I	Work with teacher-education institutions to increase awareness of NCBEA	President Marketing/Linkages Committee	Ongoing	
J	Encourage relationships between business education and the business communities	President Marketing/Linkages Committee	Ongoing	
K	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: Develop and nurture professionalism and leadership in business education.				
Action		Person(s) Responsible	Completion Date	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	Summer/Fall 2015	
B	Encourage participation in the "Academy for Leadership Excellence" in business education via publications and NBEA web site	Program of Work Committee	Summer/Fall 2015	
C	Conduct appropriate Administrative Board training for new board members	President Past President	Summer/Fall 2015	
D	Invite potential student members to participate in leadership development	Program of Work and Strategic Planning Committees State Membership Directors Student Representative	Ongoing	
E	Recognize the state presidents attending the NCBEA/state convention	President	Summer/Fall 2015	
F	Conduct state presidents' meeting at NCBEA/state convention	President Elect	Summer/Fall 2015	

G	Recognize NCBEA Past Presidents at the NCBEA/state convention	President Past President	Summer/Fall 2015	
H	Encourage NBEA representation at regional meetings, including the NBEA president and the NBEA executive director	President	Ongoing	
I	Encourage implementation of mentoring at regional and state levels	President POW Committee	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	Administrative Board	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	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 2015	

B	Present proposed Strategic Plan to the Administrative Board at the NCBEA Summer/Fall meeting	President-Elect Strategic Planning Committee	Summer/Fall 2015	
C	Inform NCBEA members of the major goals of the approved Strategic Plan through regional publications	President Publications Committee	Ongoing	
D	Implement actions of the Strategic Plan	Administrative Board	Ongoing	

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	Completed Y/N
A	Promote NBEA and NCBEA goals and objectives at state and allied business education association conventions	President	Ongoing	
B	Strengthen all bonds between NCBEA and state associations by submitting pertinent news items for their newsletters	President State Membership Directors	July 2015- June 2016	
C	Invite and encourage ISBE President or an ISBE representative to publicize ISBE events at the annual NCBEA/state convention	President ISBE Representative	Summer 2015	
D	Encourage Administrative	President	Fall 2015	

	Board members to join ISBE & DPE			
E	Invite Business Division of ACTE to publicize its activities at the state conventions	President State Membership Directors	Summer/Fall 2015	
F	Encourage business teachers to partner with businesses and develop internships	Marketing/Linkages Committee	Ongoing	
G	Review results of NCBEA membership services and make appropriate recommendations for improvement of services	Membership Directors and State Presidents	Ongoing	
H	Invite state supervisors, state presidents, state presidents-elect, regional presidents, national officers and national staff to regional and national conventions	President Convention Liaison	Ongoing	
I	Meet with NBEA President-Elect at National Convention to discuss POW, strategic plan, and other regional responsibilities	President-Elect	April 2016	
J	Send names and addresses of State Presidents and Presidents-Elect to NBEA Headquarters and update as needed	State Membership Directors President-Elect	Ongoing	
K	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	Completed Y/N
A	Develop additional strategies to increase revenue and reduce expenses through workshops and flash drive sales	Administrative Board	Ongoing	
B	Review financial statements	Administrative Board	Summer/Fall 2015 April 2016	
C	Present proposed budget for adoption for 2015-2016	Treasurer	Spring 2016	
D	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	
E	Maintain bonding of treasurer	Treasurer	Ongoing	
F	Perform external audit annual and present letter from auditor	Treasurer Audit Committee	Summer 2015	
G	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	Completed Y/N
A	Review and evaluate legislative initiatives on behalf of business education	Legislative Committee	Ongoing; states share info with NCBEA	
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	Promote involvement by teachers in legislative issues regarding business education at the local and state levels	Legislative Committee Administrative Board	Ongoing	
E	Encourage legislative training sessions at state and NCBEA regional conventions	Legislative Committee Administrative Board	Ongoing	
F	Disseminate information to legislators at the local, state, and national level about business education	State Membership Directors State Presidents Legislative Committee	Ongoing	

Category 9: Curriculum and Instructional Strategies
<p>Goal 1: Support business education curricula through the work of communities and task forces to</p> <p style="text-align: center;">promote business education through an effective program of publications</p>

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	Completed Y/N
A	Publicize the available NBEA curriculum publications	Administrative Board Newsletter Editor	Ongoing	
B	Promote the National Standards for Business Education	Newsletter Editor Administrative Board Marketing Linkages	Ongoing	
C	Prepare and disseminate project developed by Marketing & Linkages Committee	Marketing Linkages	Ongoing	

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	Completed Y/N
A	Evaluate and expand, as feasible, NCBEA'S publications	Marketing Linkages Administrative Board Publications Committee	Ongoing	

		Newsletter Editor		
B	Solicit articles from NBEA president, NCBEA officers, committee chairs, State Membership Directors, 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 for the newsletter, which is distributed electronically. 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	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 Recognition				
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	Completed Y/N
A	Identify additional strategies to promote the awards process; develop policies and procedures for implementing a	Strategic Planning Committee	Ongoing; NCBEA co-hosts an annual conference	

	separate NCBEA-sponsored event at each regional conference/convention			
B	Write thank you notes to all participants who have served on a committee during the past year	Committee Chair	Spring 2016	
C	Recognize award winners	President Award Committee Chair	Summer/Fall 2015	
D	Recognize the Executive Board members	President	Summer/Fall 2015	

Category 12: Annual Conventions				
Goal 1: Plan an outstanding convention that provides professional development opportunities for members.				
Action	Person(s) Responsible	Completion Date	Completed Y/N	
A	Publicize the 2014 NCBEA joint state convention; distribute camera-ready copy to the state newsletter editors	NCBEA/state convention coordinators	Summer 2015	
B	Plan for joint NCBEA convention with next state in rotation	NCBEA host state convention liaison, state convention chair, Administrative Board	Spring/Summer/Fall 2015	
C	Modify rotation plan of the NCBEA Convention at the host state association's invitation: Fall 2014 – Illinois Summer 2015 – Missouri Fall 2016 – Michigan Fall 2017 – Ohio Fall 2018– Minnesota Fall 2019 – Wisconsin Fall 2020 – Iowa Fall 2021 – Indiana Fall 2022 – Illinois Summer/Fall 2023 – Missouri	Administrative Board	Ongoing	
D	Provide assistance from NCBEA Board to state conventions to secure speakers from the NCBEA region	Administrative Board	Ongoing	
E	Provide opportunities for CEU	State Conference Chair	Summer 2015	

	units			
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	Ongoing

State	Date	City & Hotel
Illinois		
Indiana		
Iowa		
Michigan		
Minnesota		
Missouri		
Ohio		
Wisconsin		

<p>Goal 3: To represent NCBEA at each regional convention</p>			
Action Strategies		Responsibility of	Time Line
Determine appropriate Administrative Board members to represent NCBEA at regional conventions		President	Ongoing
Region	Date	City & Hotel	
SBEA			
WBEA			
MPBEA			
<p>Goal 4: To encourage as much representation from NCBEA as possible at the NBEA Convention and the ISBE Conference</p>			
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	Completed Y/N
A	Implement a legislative network throughout region and disseminate information to state leadership when necessary	Legislative Committee	Ongoing	
C	Implement action strategies in the Business Education Advocacy section of the Program of Work	Legislative Committee	Ongoing	
D	Work with State Membership Directors to plan and implement legislative activities and network	Legislative Committee Chair	Ongoing; sessions at state conferences	
E	Prepare a written report of accomplishments and submit to NCBEA president	Legislative Committee Chair	Spring 2015	
F	Attend the ACTE National Policy Seminar	President Legislative Committee Chair	Spring 2015	

Comment [CC1]: Why do we have Category 8 Business Education Advocacy and Category 13 Legislation

Comment [CC2]: There is no money in the budget for these two to attend ACTE NPS?

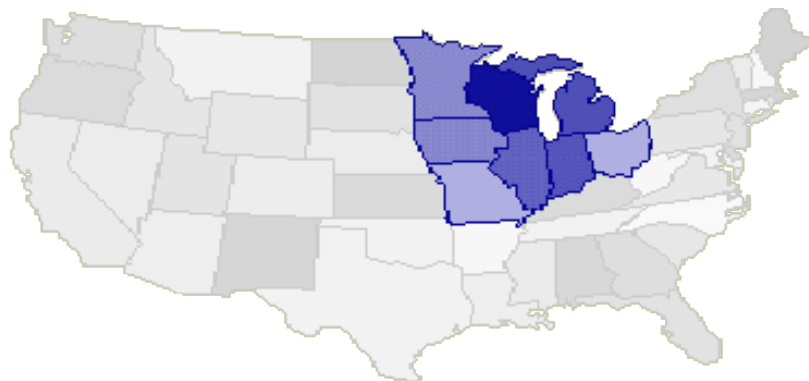
Category 14: Teacher Recruitment and Preparation	
Goal 1: Promote a greater academic presence for business education	
Goal 2: Mentor business education teacher candidates	

Action	Person(s) Responsible	Completion Date	Completed Y/N
A	Request presentation opportunities on student organization conference programs to promote business teaching as a career choice	Administrative Board	Ongoing

Appendix U—Strategic Plan

North Central Business Education Association

**Strategic Plan
2015-2016**



Submitted by

**Robert Murray, President
2015-2016**

NCBEA STRATEGIC PLAN FOR 2015-2016

Purpose

According to the NCBEA Bylaws, a strategic plan should be in place for a minimum of a two year period. The strategic plan should be used as a primary document to prepare the annual Program of Work. Both the strategic plan and the program of work should be reviewed on an annual basis. The program of work should be updated with new dates and timelines as needed. However, the strategic plan may not require a multitude of updates since the primary focus of the strategic plan is to set the initiatives for the association.

Vision of NCBEA

The North Central Business Education Association is the regional affiliate of NBEA which is the professional organization that *represents* education for and about business, *supports* instruction for preparing individuals to function effectively within the global and competitive economy, and *provides* leadership for the direction of business education.

Mission of NCBEA

The North Central Business Education Association serves individuals and groups involved in instruction, administration, research, and dissemination of information for and about business in the states of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin. NCBEA serves its members by providing leadership training, conferences, and publications to assist them to:

- Prepare individuals for successful careers in business and industry
- Prepare a competent workforce that will enable business and industry to be competitive in a global economy.
- Prepare individuals to manage personal business affairs so that they are successful and productive citizens.
- Provide support and reinforce basic skill instruction.
- Develop leadership qualities.

Communication

Communication is an integral component for the success of the NCBEA Strategic Plan. We value effective communication with all members in NCBEA. It is the responsibility of all members in leadership positions to communicate effectively with their respective constituents.

Accountability

The NCBEA Strategic Plan provides direction to NCBEA for accomplishing its mission. The plan outlines the actions, the responsible person/group for each action, and the completion date. It is important to the success of the organization that all responsibilities be fulfilled and all deadlines met.

Initiatives

To fulfill this vision and mission, NCBEA will accomplish the following initiatives:

INITIATIVE 1: PROFESSIONAL DEVELOPMENT AND LEADERSHIP

Develop and nurture professionalism and leadership in business education.

INITIATIVE 2: MARKETING AND MEMBERSHIP

Increase awareness of and membership in NCBEA

INITIATIVE 3: ORGANIZATIONAL STRUCTURE AND HEALTH

Make every effort to provide a strong organizational structure and financial stability for NCBEA.

INITIATIVE 1: PROFESSIONAL DEVELOPMENT AND LEADERSHIP

Develop and nurture professionalism and leadership in business education.

Objective

A. Promote leadership excellence and commitment.

Action	Person/Group	Completion Date
1. Promote NCBEA convention first-timer stipend in order to secure an applicant from each state in the region	Past President Membership Directors	Annually, no less than six months prior to the NCBEA Convention
2. Increase the number of members from the states within the region who attend the NCBEA Convention	NCBEA Administrative Board President State Membership Directors Newsletter Editor	Annually
3. Conduct professional development workshop in addition to the NCBEA Convention	Ad Hoc Committee (appointed by President)	Annually

INITIATIVE 2: MARKETING AND MEMBERSHIP

Increase awareness of and membership in NCBEA

Objectives

- A. Increase membership, advocacy for business education, leadership opportunities, and attendance at NCBEA events
- B. Increase communication from the region to the state levels (to ultimately strengthen the communication from the state level to their members)

Action	Person/Group	Completion Date
1. Develop and implement NBEA/NCBEA membership campaigns to maintain current membership by recruiting new members, increasing membership renewal, and reinstating lapsed members	Membership Committee	Ongoing

<p>2. Disseminate quarterly updates to each state president regarding what is happening in NCBEA and NCBEA events, programs, and services</p>	<p>President (cc: to all NCBEA Board Members) (contact NBEA committees and leaders for updates) (send to state presidents, state supervisor at departments of education, state membership directors)</p>	<p>Quarterly basis</p>
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INITIATIVE 3: ORGANIZATIONAL STRUCTURE AND HEALTH

Make every effort to provide a strong organizational structure and financial stability for NCBEA.

Objective

A. Grow and maintain diversified sources of revenue

Action	Person/Group	Completion Date
1. Develop sources of outside funding from partnerships, corporate sponsors, private and public sectors, and organization sales projects	Marketing/Linkages President-elect	Ongoing
2. Strengthen member services through stronger communication in areas such as legislation advocacy, leadership, and technology	Legislative Chair Technology Committee Chair	Ongoing