

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

Minutes

Wednesday, November 16, 2016

The Amway Grand Hotel, Grand Rapids, MI

Vandenberg A, 7 p.m.

Approved April 13, 2017

Call to Order

Matt White

President Matt White called the Administrative Board meeting to order at 7:04 p.m.

Welcome and Introductions

Matt White

President White welcomed the Board members including NBEA Executive Director Jan Treichel and NBEA President Priscilla Romkema.

Introduction of Guests

Matt White

Past NBEA and Past NCBEA President Maurice S. Henderson was also in attendance.

Appointment of Parliamentarian/Determination of Voting Privileges

Matt White

President White appointed President-Elect Jason Hendrickson to serve as Parliamentarian during this meeting.

Roll Call

Cathy Carruthers

With 14 voting members and 8 required for a quorum, a quorum was established.

X	Matthew White	President
X	Jason Hendrickson	President-Elect
X	Robert Murray	Past President
X	Colleen Webb	NCBEA Director on the NBEA Board
X	Stella Hull	Treasurer
X	Cathy Carruthers	Secretary
X	Sue Elwood	Regional Membership Director, Newsletter Editor, Webmaster
X	Kathy Mountjoy	Illinois Membership Director
X	Jason Hendrickson	Indiana Membership Director
	Rhonda Schmaltz	Iowa Membership Director

X	Patricia Pearson	Michigan Membership Director
	Vacant	Minnesota Membership Director
X	Theresa Bynum	Missouri Membership Director
X	Roger Fulk	Ohio Membership Director
X	Tina Trumbower	Wisconsin Membership Director
X	David Gilbertstadt	ISBE Representative (Ex-Officio)
X	Dr. Jan Treichel	NBEA Executive Director (Ex-Officio)
X	Dr. Priscilla Romkema	NBEA President (Ex-Officio)

Approval of March Administrative Board Minutes (March 24, 2016)

Matt White

Tina Trumbower moved for approval of the minutes, and Roger Fulk seconded the motion. Motion carried. The minutes of March 24, 2016, were approved as presented. (Appendix A)

Treasurer's Report (Appendix B)

Stella Hull

Report submitted in Dropbox including Cash Flow report and Treasurer's report. Stella reported that NBEA will be returning \$2,600 in contributions to the NBEA Professional Development Stipend to NCBEA. NBEA has suspended this program. NCBEA has \$3,100 in contributions from states that had not been sent to NBEA. Matt and Stella will contact the states to make them aware of the suspended program.

She reported that NCBEA owes NBEA \$192.49 for Debbie Stanislawski's NBEA Board expenses for the meeting held in Las Vegas in April.

Stella reported that there is \$740 in the past president stipend account.

Bob Murray moved for approval of the Treasurer's report, and Colleen Webb seconded the motion. Motion carried. The Treasurer's report was approved as presented.

Executive Officer Reports

President (Appendix C)

Matt White

President-Elect (Appendix D)

Jason Hendrickson

Past President (Appendix E)

Bob Murray

Secretary (Appendix F)

Cathy Carruthers

Other Officer / Board Member Reports

NCBEA Director on the NBEA Board - (Appendix G)

Colleen Webb

Colleen reported that NBEA has a campaign using giving grid.com. The campaign is for individuals to thank a teacher, to make a donation to NBEA, and to write a note to the teacher. The campaign will run from Tuesday, November 29, through end of year.

Regional Membership Director (Appendix H)

Sue Elwood

Newsletter Editor (Appendix I)

Sue Elwood

Sue announced February 1 is the deadline for submission for February 15 publication

Webmaster (Appendix J)

Sue Elwood

ISBE Representative (Appendix K)

David Gilberstadt

David is ISBE's NCBEA regional person going to all NCBEA state conference. He announced that the 2017 conference will be in San Juan Puerto Rico and will be in the United States in 2019.

Membership Director Reports

Illinois (Appendix L)

Kathy Mountjoy

Indiana (Appendix M)

Jason Hendrickson

Iowa (Appendix N)

Rhonda Schmaltz

Michigan (Appendix O)

Patricia Pearson

Sue Elwood is working on Minnesota membership in the absence of a Minnesota State Membership Director,

Sue Elwood

Bob Murray reported on Minnesota's conference. (Appendix P)

Bob Murray

Missouri (Appendix Q)

Theresa Bynum

Theresa explained that Missouri is now a unified state with MOACTE and all MOACTE members and affiliate members must join ACTE.

There was discussion of the possibility of NCBEA participating in the Missouri's fall conference in 2018 instead of the summer join MBEA/MOACTE conference.

Ohio (Appendix R)

Roger Fulk

Roger reminded us that Ohio will be host for the Ohio/NCBEA convention to be held September 29, 2017 at Columbus State Community College Conference Center. The Board meeting will be on Thursday, September 28, and the conference sessions will be on Friday.

Wisconsin (Appendix S)

Tina Trumbower

Standing Committee Reports

Awards (Appendix T)

Rhonda Schmaltz

One award will be given during the Awards Luncheon on Thursday.

Bylaws & Standing Rules (Appendix U)

Bob Murray

The proposed revisions to the Bylaws & Standing Rules were previously approved and recommended by the Board by electronic vote. The proposed revisions were published and will be voted on at the Annual Business meeting on November 18.

Legislative (Appendix V)

Colleen Webb

Colleen reported receiving positive comments about our first legislative newsletter published this fall. The plan is for the next legislative update to be published March 15.

Marketing/Linkages

Tina Trumbower

Tina suggested that there would be minimum budget impact for NCBEA to pursue mentoring and testimonials to use to create and post YouTube videos

Membership

Sue Elwood

Nominating (Appendix W)

Bob Murray

Bob reported that in addition to an open position for Minnesota State Membership Director, the positions of President-elect, Missouri and Wisconsin State Membership Directors will end

on June 30. Theresa indicated that she will be serving an additional term representing Missouri.

Program of Work (Appendix X and Y)

Matt White

Matt announced that the 2016-17 NCBEA program of work is in Dropbox, and Jason Hendrickson's 2017-18 proposed program of work is in Dropbox for review.

Publications

Sue Elwood

Sue announced that the Fall newsletter was available in October.

Strategic Planning (Appendix Z)

Matt White

Technology Committee

Sue discussed some apps that the Board members might use for calendar and file sharing

Sue Elwood

Unfinished Business

NCBEA Professional Development Partnership Stipend Program

Bob Murray

Debbie Stanislawski, Stella Hull, Matt White, Jason Hendrickson, and Cathy Carruthers met electronically to discuss the suspended NBEA Professional Development Partnership Program. Matt will inform the regional states that NBEA has suspended the program. (See Appendix AA)

NCBEA Member Survey

Matt White

Matt White announced that a member survey would be distributed via Constant Contact following the NCBEA/Michigan conference. Debbie Stanislawski, Diane Wergeland, and Theresa Bynam worked on the member survey.

New Business

Proposed Changes to NCBEA Policies & Procedures

Cathy Carruthers

Cathy stated that, following the bylaws revision, the next step will be to propose changes to the NCBEA Policies & Procedures to align with the bylaws revision and with current practice. These changes will require Board approval.

NCBEA Board Meeting at NBEA (Tentative: Thursday, April 13 5:30 – 8:00 p.m.)

Matt White

Announcements

Matt White

Bob Murray reminded the members of the silent auction hours.

Michigan will be donating \$5 from each conference registration fee to NCBEA.

Adjournment

The meeting was adjourned at 9:01 p.m.

Matt White

Upcoming Professional Meetings

- NBEA Chicago, Illinois April 11 – 15, 2017
- NCBEA Columbus, Ohio (Tentative) September 29, 2017
- Illinois Business Education Association Springfield, Illinois November 8-10, 2017

Respectfully submitted,

Cathy Carruthers

Cathy Carruthers, Secretary

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

Cosmopolitan of Las Vegas
Thursday, March 24, 2016
6:00 p.m. – 9:00 p.m.
Room: Condesa 2 (2nd Level)

Minutes

(approved November 16, 2016, Grand Rapids, Michigan)

- | | | |
|------|--|--------------|
| I. | Call to Order | Bob Murray |
| II. | Welcome and Introductions | Bob Murray |
| III. | Remarks by Special Guests
There were no special guests present | Bob Murray |
| IV. | Appointment of Parliamentarian/Determination of Voting Privileges
Matthew White was appointed Parliamentarian | Bob Murray |
| V. | Roll Call | Colleen Webb |

X	Robert Murray	President
X	Matthew White	President-Elect
X	Cathy Carruthers	Past President
X	Debbie Stanislawski	NCBEA Director on the NBEA Board
X	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
X	Roger Fulk	Ohio Membership Director
X	Tina Trumbower	Wisconsin Membership Director
	D. Austin Simons	Student Representative

VI. Fall Administrative Board Minutes (November 19, 2015) Colleen Webb

Motion: Jason Hendrickson, **Second:** Stella Hull, to approve the minutes as written. **MOTION CARRIED.**

VII. Treasurer's Report Stella Hull

Motion: Rhonda Schmaltz, **Second:** Matthew White, to approve the treasurer's report. **Motion Carried.**

See Appendix A—

VIII. Executive Officer Reports

a. President Bob Murray
See Appendix B

b. Secretary's Report Colleen Webb
See Appendix C

c. President-elect Matt White
See Appendix D

d. Past President Cathy Carruthers
See Appendix E

IX. Other Officer Reports

a. NCBEA Director on the NBEA Board Debbie Stanislawski
See Appendix F—

b. ISBE Representative Sue Elwood
See Appendix G

c. Newsletter Editor Sue Elwood
See Appendix H

d. Webmaster Sue Elwood
See Appendix I

X. State Representative Reports

a. Illinois Kathy Mountjoy
See Appendix J—nothing additional

b. Indiana Jason Hendrickson
See Appendix K—nothing additional

c. Iowa Rhonda Schmaltz
See Appendix L—nothing additional

- d. Michigan Patricia Pearson
See Appendix M—nothing additional
- e. Minnesota Diane Wergeland
See Appendix—no report submitted
- f. Missouri Theresa Bynum
See Appendix N—nothing additional
- g. Ohio Roger Fulk
See Appendix O—nothing additional
- h. Wisconsin Tina Trumbower
See Appendix P—nothing additional
- XI. Standing Committee Reports
 - a. Awards Rhonda Schmaltz
See Appendix Q—nothing new on report
 - b. Bylaws Cathy Carruthers
See Appendix R—
 - c. Budget Stella Hull
See Appendix S—
 - d. Legislative Colleen Webb
See Appendix T—
 - e. Marketing/Linkages—reviewing Policy and Procedures Tina Trumbower
See Appendix U—
 - f. Membership Sue Elwood
See Appendix V—
 - g. Nominating Cathy Carruthers
See Appendix W—President-Elect—Jason Hendrickson, Collen Webb, Secretary, IL—
reelecting Kathy IN—Jason Hendrickson, IA Rhonda Schmaltz----- Election May 15-31 Maurice
Survey Monkey, Matthew Constant Contact
 - h. Program of Work (2016-17) Robert Murray & Matt White
See Appendix X—
 - i. Publications Sue Elwood
See Appendix Y—
 - j. Strategic Plan (2016-17) Robert Murray & Matt White
See Appendix Z—

- k. Technology Sue Elwood
See Appendix AA—

XII. Unfinished Business

- a. Professional Development Stipend Stella Hull
Committee Assigned to deal with this situation
- b. Revenue Sources Bob Murray

MOTION: Tina Trumbower, **Second:** Roger Full, each Board member bring a silent auction item in range of \$40 to the NCBEA Conference in MI. **MOTION CARRIED.**

- c. Review of Marketing & Linkages Committee in Policies & Procedures and Program of Work Cathy Carruthers/Bob Murray

APPOINTMENT: Survey Committee Chair Debbie Stanislawski, Theresa Bynum, Matt White, Diane Wergeland

XIII. New Business

- a. Update to Policies & Procedures Cathy Carruthers

Motion Jason Hendrickson, **Second:** Theresa Bynum, to delete the Section 30 Comprehensive Leadership and Open Forum Workshop. **MOTION CARRIED.**

Technology Committee in Red—
Meeting before June 30

- b. Bylaw changes Cathy Carruthers

Must go to membership for a vote.

- c. Approve 2016 – 2017 Program of Work and Strategic Plan Matt White

Motion: from Committee, to approve the program of work and strategic plan **MOTION PASSED.**

- d. NCBEA 2016-2017 Officer Nominations Cathy Carruthers
- e. Appointment of Webmaster Matt White/Bob Murray

Sue Elwood was appointed Webmaster

- f. Proposed 2016-2017 Budget Stella Hull

MOTION: FROM THE BUDGET COMMITTEE—TO APPROVE THE PROPOSED BUDGET---MOTION CARRIED.

g. Presentation of Awards to outgoing members Bob Murray
Rhonda Schmaltz, Jason Hendrickson, Kathy Mountjoy, Debbie Stanislawski, Colleen Webb,
Austin Simons, Cathy Carruthers, Sue Elwood

h. Silent Auction – NCBEA/Michigan, November 2016 Bob Murray

i. Other

XIV. Announcements Bob Murray

a. 2016 State Conference Schedule

1. Illinois—November 9-11, 2016, Wyndham, Springfield (www.ibea.org)
2. Indiana— November 18-19, 2016, Wyndham, Indianapolis (<http://in-ibea.org>)
3. Iowa – October 23-24, 2016, Holiday Inn & Suites, Urbandale
(www.ibeaonline.org)
4. Michigan/NCBEA— November 16-18, 2016, Grand Rapids
(www.mbea-online.org) <https://www.youtube.com/watch?v=llakr9wkiKI>
5. Minnesota—TBA (www.mbite.org)
6. Missouri – July 25-26, 2016 (mbea.weebly.com)
7. Ohio – September 30, 2016, Columbus (www.obta-ohio.org)
8. Wisconsin—October 6-7, 2016, Chula Vista, Wisconsin Dells
(<http://www.webitonline.org/>)

b. Board Rotation

1. July 1, 2016 - President Elect, Secretary, NCBEA Rep. to the NBEA Board,
Illinois, Indiana, Iowa, Webmaster
2. July 1, 2017 - President Elect, Missouri, Wisconsin, Newsletter Editor
3. July 1, 2018—Minnesota, Ohio, & Michigan, Treasurer, President-elect

c. 2016 – 2017 Regional & International Conferences

1. NBEA – April 11 – 15, 2017 - Chicago Marriott (nbea.org)
2. Mountain Plains – June 20 – 22, 2016, Kansas City, MO (mpbea.org)
3. Southern – October 19 -22, 2016, Myrtle Beach, SC (sbea.us)
4. Western – February 16 – 20, 2017, Bozeman, MT (wbea.info)
5. ISBE – July 31 – August 5, 2016, Graz, Austria & Maribor, Slovenia
(siec-isbe.org)

XV. Adjournment

Bob Murray

Meeting Adjourned at 9:12pm

Respectfully Submitted,

Colleen L. B. Webb, Secretary

Appendix A--Treasurer's Report**North Central Business Education Association**

Treasurer's Report

March 15, 2016

As of late, I feel sad every time I must make this report. According to the treasury, North Central Business Education Association may not be financially sound for very much longer. What do we need? I believe we need more members, more funds, and definitely more participation. The loss of funds from NBEA certainly hurt NCBEA.

Although not committed, NCBEA still needs to receive funds from the fall conference and at least one state has not remitted their NBEA Stipend.

The income and expense report for 2015-2016 to date is shown below and agrees with our bank balance. Earmarked for NBEA's Professional Development Partnership Stipend at this time is \$2800.00. I am currently working on submitting the funds to NBEA. There are no outstanding deposits or checks at this time. The amount of \$715.00 is earmarked for the NCBEA New Professional Development fund. However, we only have \$1,326.71 in our checking account at this time. Therefore, more money will need to be transferred from the savings to make sure all expenses are properly handled. Expenses for this meeting will need to be considered as well.

Respectfully submitted,

STELLA HULL

Stella Hull
NCBEA Treasurer

Appendix A

November 1, 2015 to March 15, 2016

Income and Expense Report

Beginning savings account balance, November 1, 2015	\$13,010.42
Beginning checkbook balance, November 1, 2015	<u>3,447.47</u>
Total checkbook and savings account balance, November 1, 2015	\$16,457.89
Income to March 15, 2016	<u>1,825.94</u>
Available funds	\$18,283.83
Expenses to March 15, 2016	<u>3,945.84</u>
Checkbook and Savings balance, March 15, 2016	<u><u>\$14,337.99</u></u>

Account Balances to Date

Savings account balance as of March 15, 2016	\$13,011.28
Checkbook balance as of March 15, 2016	<u>1,326.71</u>
TOTAL Funds as of March 15, 2016	<u><u>\$14,337.99</u></u>

Appendix A

Appendix B—

North Central Business Education Association
Report of the President
Bob Murray
March 24, 2016

Since November 19, 2015 the following items have been completed:

- Sent thank you message to Board members for participating in the Administrative & Annual Business meetings
- Reviewed minutes from November 20 annual business meeting
- Communicated with Laura Sutherland about a meeting room for NCBEA Board meeting in Las Vegas
- Communicated with some Board members about a timeline for receiving reimbursement
- Communicated with Board members about date, time, & location for NCBEA Board meeting in Las Vegas
- Encouraged committees to complete work before the March Administrative Board meeting
- Sent an email encouraging better communication within the Board
- Attended the Western Business Education Association – February 12 – 14, 2016
 - Attended the WBEA Board meeting
 - Brought greetings to the WBEA membership
- Submitted the NCBEA Executive Board report to NBEA
- Submitted an article for the Winter 2016 edition of the NCBEA Newsletter
- Communicated with the Treasurer about the First-time attendee stipend
- Communicated with NBEA President Robert Blair about the date and location of the 2016 NCBEA/MEA Convention
- Communicated with NBEA Executive Director Janet Treichel and NBEA President Robert Blair about the process for selecting the NCBEA Rep to NBEA
- Communicated with Marketing & Linkages Chair, President-elect and Past President about Focus/Member Survey
- Discussed with Executive Committee ideas for increasing revenue: Sell Advertising, Donations to NCBEA, Sponsor Trips, Raffle, Silent Auction
- Participated in meetings to update the Policies and Procedures handbook:
 - NCBEA Comprehensive Leadership Workshop (Section 30)
 - Strategic Planning Committee (Section 15)
 - Program of Work Committee (Section 13)
- Participated in a meeting to discuss the Proposed 2016 – 2017 Budget
- Communicated with Awards Chair, President-elect, Past President, and Regional Membership Director about awards to be presented during the Spring meeting
- Communicated with Laura Sutherland about availability of Internet and a projector for our March Board meeting
- Received communication that Colleen Webb has been selected to represent NCBEA on the NBEA Board
- Communicated with Past-President Cathy Carruthers and President-elect Matt White (ongoing)

Thank you to each of the states that I visited for the warm hospitality that I received. Thank you to each Board member for your commitment to Business Education and for the time and effort you have given to NCBEA.

Bob Murray
NCBEA President

Appendix C—Secretary's Report

Since November 18, 2015, I have performed the following duties as NCBEA Secretary:

- Registered for and attended the joint IBEA/NCBEA Conference in Indianapolis, IN
- Conducted a break-out session at the IBEA/NCBEA Conference
- Attended and recorded minutes in the NCBEA Board Meeting November 18, 2015 and sent the minutes to President Murray on November 24, 2015
- Attended and recorded minutes at the NCBEA Annual Meeting on November and distributed those minutes to the President on November 24, 2015, to be sent to the minutes approval committee
- Edited the Annual Meeting Minutes as per the recommendations made by the Minutes Approval Committee and forwarded them to President Murray for posting on March 1, 2016
- Created the template for the March NCBEA Board meeting in Las Vegas, NV
- Registered for the NBEA Convention in Las Vegas
- Participated in the various NCBEA email discussions on various topics as they developed
- Contacted a local travel agent to gather information on fundraisers for NCBEA and forwarded the information to the Executive Committee for review
- Contacted all member states for a contact in each state for the Legislative Newsletter
- Submitted the paperwork to run for re-election as Secretary of NCBEA to Past President Cathy Carruthers
- Participated in a telephone meeting with the Strategic Planning and Program of Work Committee members
- Responded to numerous NCBEA email and telephone communications
- Promoted membership in NBEA/NCBEA at all meetings in MI

Respectfully submitted,

X

Colleen L. B. Webb
NCBEA Secretary

Colleen L. B. Webb, Secretary
North Central Business Education Association

Appendix D—

**PRESIDENT ELECT REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
MARCH 24, 2016**

Since our last meeting on November 19, 2015, the following items have been completed:

- ❖ Prepared electronic communication sending holiday wishes to NCBEA membership via Constant Contact on behalf of NCBEA
- ❖ Prepared electronic communication about 2016-2017 NCBEA Administrative Board Nominations to NCBEA membership via Constant Contact on behalf of Cathy Carruthers, NCBEA Past President and Nominations Committee Chair
- ❖ Provide NCBEA Secretary and Legislative Committee Chair Colleen Webb with legislative contact information for OBTA—An Association for Business Technology Educators, including OBTA Constant Contact announcement regarding Ohio House Bill 311
- ❖ Participated in review of NCBEA Bylaws revisions to various bylaws sections, including Newsletter and Leadership Workshop/Open Forum sections
- ❖ Participated in online discussion with NCBEA Webmaster Sue Elwood, NCBEA Past President Cathy Carruthers, and NCBEA President Robert Murray about NCBEA website renewal concerns and recommendation to pursue a different hosting provider due to a significant hosting cost increase
- ❖ Prepared updated Strategic Plan and Program of Work documents for 2016-2017 for review by the NCBEA Administrative Board
- ❖ Participated in Budget Committee Meeting with NCBEA Treasurer Stella Hull, NCBEA Past President Cathy Carruthers, and NCBEA President Robert Murray
- ❖ Prepared fundraising idea information for ‘Give Up a Starbucks (or Two) to Grow Your Business Education Professional Development Opportunities!’ potential fundraiser for 2016-2017 in preparation for presentation to the NCBEA Administrative Board
- ❖ Communicated with NCBEA Past President Cathy Carruthers and NCBEA President Robert Murray (ongoing)

Respectfully submitted,

Matt White
2015-2016 NCBEA President-Elect

Appendix E**NCBEA SPRING 2016 PAST PRESIDENT'S ADMINISTRATIVE BOARD REPORT****Cathy Carruthers****March 24, 2016****Administrative Tasks**

- Have kept in close contact with President Robert Murray
- Continued maintaining a file of Past Presidents' documents
- Participated in the conference call with the Budget Committee to plan the proposed 2016-17 budget, and to review the current financial policies and procedures and Treasurer's duties
- Asked NCBEA Committee chairs to review their Committee's section of Policies and Procedures and to submit any proposed changes
- Participated in conference call to review the Strategic Plan and Program of Work
- Participated in conference call to review the Leadership Workshop/Open Forum section of the NCBEA Policies and Procedures

Past Presidents' Gathering at NCBEA and NBEA, and First-Time Attendee Stipend

- Met with NCBEA Past Presidents Sue Elwood and Maurice Henderson during the 2015 NCBEA/IBEA conference in Indianapolis
- Sent email invitations to each Past President regarding the Past Presidents' Gathering to be held in Las Vegas on March 24, 2016
- Updated the Past Presidents' Directory
- Arranged a time and location with NBEA's Convention Director for the Past Presidents' Gathering to be held in Las Vegas on March 24
- Updated the Past Presidents' First Time Attendee Stipend form and asked Webmaster Sue Elwood to post to the NCBEA website
- The Past Presidents awarded two \$200 first-time attendee stipends during the NCBEA/IBEA Conference in Indianapolis to Diane Wergeland (MN) and Theresa Bynum (MO)
- Three donations totaling \$100 have been received from Past Presidents during the 2016-17 fiscal year (current balance -\$715) which is maintained in the NCBEA treasury
- We have not received any Non-NABTE School Student Stipend Applications this year

Nomination Duties

- Continued the 2016-17 nomination process following the 2015 NCBEA convention
- Updated the nomination form and asked Webmaster Sue Elwood to post to the Website
- Submitted updated nominations information to Sue Elwood for the Newsletter
- Asked Matt White to send a Call for Nominations message to our membership through Constant Contact
- Sent a message to NABTE university members asking for a student representative nomination
- 2016-2017 Board positions to be filled:

- o Colleen Webb has submitted candidate forms to run for and serve a second term as secretary.
- o To date, we do not have a candidate for the 2016-17 president-elect position. To be eligible to serve as president-elect, one must have served a minimum of one year as an active member of the NCBEA Board.
- o To date, we have not received a nomination for student representative. Will send second request to NABTE schools
- o The following Membership Directors terms are up on June 30, 2016: Illinois, Indiana, and Iowa. These states have reappointed or reelected the Kathy Mountjoy, Jason Hendrickson, and Rhonda Schmaltz, respectively for another three-year term (July 1, 2016 through 2019).

Bylaws/Policies and Procedures

- The bylaws were reviewed, and a recommendation is being made to align the wording of NCBEA Regional Director with NBEA now that NBEA selects the Regional Director. This recommendation, if approved, will need to be presented to the NCBEA membership and voted on at the November 2016 NCBEA Business Meeting in Michigan according to Roberts Rules of Order for bylaws changes.
- Policies and Procedures are being updated to reflect changes from November 16, 2012, and April 2, 2015, Board meeting motions
- Following discussions with the Executive Committee, the Marketing/Linkages Committee responsibilities section of policies and procedures are an agenda item for discussion at the March 24 Board meeting
- The Convention Handbook last approved in 2003 was revised in July 2011, but it was never voted on or approved by the NCBEA Board. It needs further review and updating to reflect current practices. It is my goal to review the Handbook and propose approval before June 30 or to ask Bob Murray to bring it before the NCBEA Board in November.

See Appendix F

NCBEA Director Report March 2016 Prepared by Debbie Stanislawski
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Major activities:

- 1) Represented NCBEA at NBEA Executive Board Meeting 3/21-3/23, 2016 (Las Vegas)
- 2) Support NBEA/NCBEA Membership Recruitment
 - a. Undertook NBEA Board Membership Recruitment Initiative
 - b. Participated in newly formed NBEA Membership Committee training meetings (December)

NBEA Board Meeting – Notes from 3/21-3/23/21016 Board Meeting for NCBEA Consideration

- 1) NBEA Scholarships. Motion and approved to discontinue the NBEA Scholarship Program for 2017. Rationale: limited applications.
- 2) NBEA Professional Development Stipends. Motion made and approved to discontinue NBEA Professional Stipends through NBEA for the 2017 National Convention. Any remaining balances will be returned to the regions. NCBEA will need to determine the process for utilizing the remaining funds and make decisions about their role in the professional development stipend process. This decision does not preclude the regions or states from continuing professional development stipend programs. Rationale: limited applications.
- 3) NBEA Awards Committee. In 2016 there were 25 applicants for awards.
- 4) National Business Education Yearbook
 - a. 2017 Topic – Assessment
 - b. 2018 Topic – Revision of Methods
- 5) NBEA Policies and Procedures Committee. This committee proposed three amendments that were voted on and approved at the spring 2016 NBEA Board Meeting. (Note: This is “draft” language until the official minutes come out.)
 - 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." ."
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 #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.
 - d. 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, exclusive of the committee members, 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.
- 6) Center for Associations Redevelopment
 - a. Dr. Treichel continues to collaborate with other property owners relative to the potential of selling the Reston, VA Property within the Center for Educational Associations.

7) NBEA Nominations Committee.

- a. 16/17 President Elect – Diane Fisher
- b. 16/19 North Central Director – Colleen Web
- c. 16/19 Mountain-Plains Director – DeLayne Havlovic
- d. 16/18 NBEA Convention program Committee Chair – Patricia Anderson
- e. 16/18 NBEA Convection Program Committee – Ramona Schoenrock, Marlene Stout, and Karen Williams

8) ACTE Unification - Discussion Item During NCBEA Report Out9) NBEA Convention

- a. Potential locations for the April 7-11, 2020 NBEA Convention are Boston or New Orleans.

Upcoming Conferences:

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 Administrative Board Meeting

March 24, 2016

Sue Elwood

1. Set up a booths at the Iowa Business Education Association (IBEA) Conference and at the Indianapolis/North Central Business Education (NCBEA) Conference. I solicited door prizes ahead of time and drew a prize for a new member and a renewed member. I distributed ISBE

materials and pictures to generate interest for the 2016 International Conference. Visited with participants about the benefits of membership. Donated a door prize at both conferences for their door prizes/silent auction.

2. Sent out e-mails to lapsed ISBE members encouraging them to renew their membership.
3. Gave ISBE reports at the North Central Business Education administrative board meeting.
4. Distributed ISBE membership materials to business instructors in my Iowa region at our quarterly meeting and spoke briefly about the benefits of membership.
5. Assured there are links to the SIEC-ISBE Website on the NCBEA Website.

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\(a\)isbe.at](mailto:office(a)isbe.at)

Appendix H

North Central Business Education Association

Report for: Newsletter Editor

Report by: Sue Elwood, Webmaster

Report presented: NCBEA board meeting, March 24, 2016, Las Vegas, NV

The NCBEA Newsletter – Regionally Speaking

- ❖ Fall Newsletter was published in November.
 - o President's Message
 - o Upcoming Convention Information NBEA
 - o 2015 NCBEA Awards
 - o Reports from Executive Board and State Membership Directors

- o Updated board list, convention rotation, and nomination information
- ❖ Spring Newsletter was published in March
 - o President's Message
 - o Upcoming Conventions Information for Michigan/NCBEA Conference
 - o Links to Awards Form, First-time Attendees Stipend, Non-NABTE institution student membership in NBEA, Electronic Toolbox
 - o State presidents reports
 - o State reports

Appendix I

North Central Business Education Association

Report for: NCBEA Website

Report by: Sue Elwood, Webmaster

Report presented: NCBEA board meeting, March 24, 2016, Las Vegas, NV

The NCBEA Website

- ❖ Information has been added, updated, and deleted based on input from the board.
 - o Upcoming Convention Information (NCBEA and NBEA)
 - o 2015 NCBEA Awards
 - o NCBEA Electronic Toolbox Information
 - o NCBEA Newsletters (Fall and Spring)
 - o Current Awards, Board, and other Forms
 - o Nomination information
- ❖ The website host is Domains Priced Right the URL is <http://www.ncbea.com/>
 - o The host and domain name were renewed March 13, 2016
 - o The hosting site was renewed for one month
 - Cost has risen to \$96/year vs. \$60 two years ago
 - Looking into lower-cost Web host
 - o Domain name was renewed for 1 year.
- ❖ Member's Only section will be ready to roll out when the membership database is created. Members Only section will include archived lesson plans from old activities CDs, board reports, meeting minutes, policies and procedures, forms, and newsletters (except for one published yearly for general viewing).

Appendix J

NCBEA Administrative Board Meeting
Thursday, March 24, 2016
Las Vegas, Nevada

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 Las Vegas and reminding them of the benefits of becoming a member of NBEA/NCBEA. The liaison position at the Illinois State Board of Education was vacant for several months; the new person assumed the position effective January 1st. Although she was receptive to my request, I have not yet received the list.
- Contacted NBEA to request ribbons, handouts, publications, and other information for the NBEA/NCBEA booth at the IBEA Fall Convention.
- Created a 1-page flyer about NBEA/NCBEA for inclusion in the IBEA Conference bags.
- Staffed an NBEA/NCBEA Membership booth at the November 2015 Fall Conference of the Illinois Business Education Association to answer questions about membership in NBEA/NCBEA and to encourage conference participants to renew or join NBEA/NCBEA. Those who stopped by the booth received an NBEA poster to take back to their classrooms. There were some posters left from previous years and a few left at my table from this year so I randomly distributed the posters along with some literature about NBEA to IBEA members attending the closing luncheon. During my report at the luncheon, I asked those in attendance to take the posters back to their schools and display them in a prominent location. e
- Provided information for the IBEA Newsletter concerning the annual NBEA conference in Las Vegas and described the benefits of membership in NBEA/NCBEA

Future Convention Dates

Illinois Business Education Association – November 9-11, 2016, in Springfield, Illinois

Respectfully submitted,

Kathy Mountjoy
Illinois Membership Director to NCBEA

Appendix K

NCBEA-NBEA Membership Director Report
Indiana Membership Director
Jason Hendrickson
Submitted: March 24, 2016

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. Please note the new Indiana website: www.in-ibea.org

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:

- Bob Murray, NCBEA President was able to attend and provide greetings.
- 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, 2015 of the conference. Total raised was \$170.00. A total of \$85.00 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 45 digital downloads resulting in a profit of \$360.00.
- NCBEA Reimbursement of \$523.00 will be presented to NCBEA.
- A check for \$200.00 will be presented to NCBEA for the 1st Time Stipend program.
- Renewed/New 4 NBEA members during conference.

Other activities:

- 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

NCBEA REPORT - IOWA MEMBERSHIP March 2016

Rhonda Schmaltz, Iowa Membership Chair

Things accomplished November 2015-March 2016:

1. At our conference in late October, we had 3 new members and 14 that renewed their memberships.
2. Following the fall conference, I sent an email out to the new members and members who renewed their memberships thanking them for joining NBEA.
3. I completed the Membership Monthly Initiative Plan form for December 2015.
4. At the end of October 2015, we have 103 current members and 68 lapsed members. Our membership grew by 15 from October 2014-October 2015. However, our lapsed memberships rose significantly. I will continue to contact lapsed members and encourage them to re-join NBEA.
5. Information on NCBEA was updated on our state website by Sue Elwood. Information included reasons to join NBEA and encouragement to come to NBEA in Las Vegas.
6. 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.
7. I sent out reminders about the NBEA convention in Las Vegas.

Respectfully submitted,

Rhonda Schmaltz
Iowa Membership Chair

Appendix M

NBEA/NCBEA Board Report
March 10, 2016

- Worked at the registration desk at Michigan State Conference

- Recruited 21 new NCBEA/NBEA members as of November 2015
- Registered for and attended the joint Indiana Business Education Association/NBEA Conference in Indianapolis, Indiana
- Presented the Michigan Board Report at the NCBEA board meeting
- Communicated with the other NCBEA Membership Directors
- Sent a marketing flyer to all MBEA members who are not presently members of NCBEA/NBEA in January and March 2016
- Made phone calls to members and non-members
- Served on the marketing committee for NCBEA

Respectfully submitted,

Patricia Pearson-Michigan NCBEA/NBEA Membership Director

Appendix__—Minnesota—no report submitted

Appendix N

Missouri Membership Report

By Theresa Bynum, Missouri Membership Director

March 20, 2016

The most current report I received, March 10, 2016, shows Missouri with 165 current members. However, the report for our region shows Missouri with 184

The lapsed report I received shows 136 from April 2014 to Sept 2015.

I am challenged with finding time to create a form letter or post card to mail using the information that is provided in the reports I am sent. If anyone has a tip that will help and that is consistent with follow up, I am very eager to learn!

I want to grow the membership for NBEA.

MBEA 2016 Conference dates - Monday July 25, 2016 - Thursday, July 28, 2016

Appendix O

*H. Roger Fulk
Membership Director
March 7, 2016*

Ohio Report

2016 Fall Conference

89th OBTA Professional Development Conference
Columbus Conference
September 30, 2016
Columbus State Community College
Columbus, Ohio

Website:

www.obta-ohio.org

(check out the organization's new website)

Membership:

Current Membership: 70+ members

Appendix P**WISCONSIN REPORT TO NCBEA—SPRING 2016**

Tina Trumbower

WEBIT Convention

- October 6 and October 7 at Chula Vista in Wisconsin Dells.
- Two full days of sessions and activities.
- Keynote speaker is Corinne Hoisington.

National Business Education Hall of Fame Induction

- The National Business Education Hall of Fame is housed at the University of Wisconsin-Whitewater.
- Planning is underway for this year's induction ceremony—tentatively scheduled during the WEBIT convention at 6:30 on Thursday, October 6.

WEBIT Involvement In WISELearn

- WEBIT board members (including Debbie Stanislawski and Tina Trumbower) will be attending content curation events (in combination with CESA and DPI).
- This will be a growing repository of high-quality, Wisconsin educator-approved digital content for learners.

- We have had the e-mail list serv and some portals through the Wisconsin DPI website, but this will be taking that to another level.

Licensing Change For CTE In Wisconsin

- Due to the lack of certified teachers available for open CTE positions in Wisconsin, the governor signed a bill which will allow non-certified teachers to teach all areas of CTE (including business education). This was carried forward despite opposition from the Wisconsin Superintendent of Public Instruction.
- A focus for our state organization (and colleges) now becomes how to mentor those individuals that are hired to fill positions.
- Question: are similar licensing situations happening in other states, and is there a system.

NCBEA Membership

- Current NBEA membership is at 86.
- Membership in WEBIT continues to decline (in part to retirements and a lack of new teachers entering the profession.
- A potential target for new NBEA members will be those non-certified business teachers that hired by school districts.

Appendix Q

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 R

NCBEA SPRING 2016 PAST PRESIDENT'S ADMINISTRATIVE BOARD REPORT

Cathy Carruthers
March 24, 2016

Bylaws/Policies and Procedures

- The bylaws were reviewed, and a recommendation is being made to align the wording of NCBEA Regional Director with NBEA now that NBEA selects the Regional Director. This recommendation, if approved, will need to be presented to the NCBEA membership and voted on at the November 2016 NCBEA Business Meeting in Michigan according to Roberts Rules of Order for bylaws changes.
- Policies and Procedures are being updated to reflect changes from November 16, 2012, and April 2, 2015, Board meeting motions
- Following discussions with the Executive Committee, the Marketing/Linkages Committee responsibilities section of policies and procedures are an agenda item for discussion at the March 24 Board meeting
- The Convention Handbook last approved in 2003 was revised in July 2011, but it was never voted on or approved by the NCBEA Board. It needs further review and updating to reflect current practices. It is my goal to review the Handbook and propose approval before June 30 or to ask Bob Murray to bring it before the NCBEA Board in November.

~~NCBEA Comprehensive Leadership Workshop*~~

~~*Due to financial constraints and recent convention/conference formats, the NCBEA Comprehensive Leadership Workshop has not been offered in a number of years. Section 30 of the NCBEA Policies and Procedures should be reviewed annually to determine whether this Workshop will be offered and~~

~~whether this section needs to be updated.~~

Purpose

~~1.—The purpose of the NCBEA Comprehensive Leadership Workshop is to provide opportunity for business teachers, particularly those in the NCBEA region, to engage in activities toward their leadership development. While improving competencies for leadership roles in NCBEA and its member state associations is the focus of the workshop, the event need not be limited to this objective.~~

Time of the Workshop

~~2.—The Leadership Workshop shall be held in conjunction with an NCBEA convention at a time approved by the Administrative Board. At least two hours shall be set aside for the workshop, although a longer workshop may be approved by the Administrative Board.~~

The Workshop Committee

~~3.—A committee will be responsible for sponsoring the workshop. This committee will be comprised of at least two persons: the immediate past president, who serves as the workshop director, and the NCBEA convention liaison person. Other members of the association may be appointed to the committee by the president.~~

Responsibilities of the Director

General Responsibility

~~4.—The general responsibility of the workshop director is to develop the NCBEA Leadership Workshop, its theme and program; to organize the workshop around this theme; and to acquire the personnel needed to implement the program.~~

- ~~a.—The theme and the nature of the workshop should take into consideration leadership development needs of the membership, the Administrative Board, and the state associations.~~
- ~~b.—Since the president will become workshop director at the end of his/her term as president, that person should be alert throughout the presidential year to ideas for the workshop and sensitive to indicated needs which might be incorporated in the planning for the workshop.~~
- ~~c.—A tentative workshop program should be developed by the president and included in the annual report prepared by the president at the end of his/her term of office, which is submitted to the Administrative Board members at the beginning of the new fiscal year.~~

Initial Responsibilities

- ~~1. At a time designated by the Budget Committee, present a proposed budget.~~
- ~~2. At the first meeting in the fiscal year of the Administrative Board, present a proposed program for approval.~~
- ~~3. Immediately after this first meeting, proceed with implementation of the workshop consistent with the approved budget.~~
 - ~~a. Contact speakers to obtain their commitments to serve on the program.~~
 - ~~b. Start to acquire door prizes (if they are to be awarded).~~
 - ~~c. Prepare the final copy of the program and the pre-registration form in time to submit to the newsletter editor for publication.~~
 - ~~1) Deadline for the return of this pre-registration form should be established after consulting with the NCBEA convention liaison person.~~
 - ~~2) The pre-registration form should request the following data:~~
 - ~~a) name, address, and telephone number of participant~~
 - ~~b) name, address, and telephone number of participant's school~~
 - ~~c) academic level on which the participant serves~~
 - ~~d. Prepare a letter to member state association presidents inviting them to send an official representative to the workshop.~~
 - ~~1) Member state association should be urged to send at least one official representative; all current and incoming officers and other board members should be encouraged to attend.~~
 - ~~2) A follow up letter should be sent to the presidents of the member state associations which have not returned the official representative pre-registration form by the deadline date. A second copy of the pre-registration form should be enclosed.~~
 - ~~3) The official representative pre-registration form should request the following data:~~
 - ~~a) name, address, and telephone number of the representative~~
 - ~~b) name, address, and telephone number of the representative's school~~
 - ~~c) academic level on which the representative serves~~
 - ~~d) office in the state association which the representative holds~~

Activities Before the Workshop, t76

- ~~1. Prepare a copy of the program and the pre-registration form for publicity purposes.~~
 - ~~a. One copy should be sent to the NCBEA convention liaison person to be included with other convention materials for publication in the *NBEA BUSINESS EDUCATION FORUM*.~~
 - ~~b. One copy should be sent to the newsletter editor for publication in the *NCBEA NEWSLETTER*.~~
- ~~2. Continue working on door prizes (if they are to be awarded). Mark the name of the donor on the outside of the wrapped prize.~~
- ~~3. Send special invitations to the following persons no later than six weeks prior to the workshop:~~
 - ~~a. The NCBEA president, who will bring greetings from NCBEA,~~
 - ~~b. the NBEA president and executive director, one of whom should be asked to bring greetings from NBEA, and~~
 - ~~c. the four regional association presidents.~~
- ~~4. Send a set of workshop guidelines to the workshop speakers.~~
- ~~5. Develop a workshop evaluation form and duplicate sufficient copies for distribution to participants.~~
- ~~6. Arrange for workshop registration during the workshop.~~
 - ~~a. Arrange for personnel to work at the registration desk.~~
 - ~~b. Prepare workshop registration forms on which participants indicate their name, address, and telephone number; the name, address, and telephone number of their school, and the~~

- academic level on which the participant serves. These forms will be used for participants who have not pre-registered.
- c. Prepare name tags in advance for those who have pre-registered. Have blank name tags available for those registering at the workshop.
- 7. Prepare certificates of recognition for participants, speakers, and those persons serving at the registration desk.
 - a. Prepare certificates for pre-registered participants and speakers in advance.
 - b. Take blank certificates to the workshop to complete for participants registering at the workshop.
 - c. Award the certificates at the workshop to those who have pre-registered. Prepare certificates for those who have not pre-registered immediately after the close of the workshop and distribute them to these participants sometime during the convention.
- 8. Attempt to have workshop publicity included in the member state association newsletters. Work with the NCBEA Leadership Workshop Report to be distributed at the Administrative Board during the time the board meets at the convention.

Activities During the Workshop

- 1. Open the registration desk one half hour before the workshop begins.
- 2. Preside at the workshop.
 - a. Suggestions for the opening session:
 - 1) remarks by the workshop director
 - 2) greetings from NCBEA by the NCBEA president
 - 3) greetings from NBEA by the NBEA president or executive director
 - 4) keynote speaker
 - b. Suggestions for the closing session:
 - 1) workshop summary by the workshop director
 - 2) awarding of certificates of recognition
 - 3) other recognitions and acknowledgements
 - 4) awarding of door prizes

Other Activities

- 1. Before the workshop, prepare the NCBEA Leadership Workshop Report to be distributed at the Administrative Board meeting held during the convention. This report should include:
 - a. a brief general description of the workshop with a copy of the program booklet attached, and
 - b. statistical information on the number of persons registered.
- 2. Following the workshop, a complete report shall be prepared to submit to the members of the Administrative Board to review at their first meeting in the new fiscal year. This report should include:
 - a. a description of the workshop with a copy of the program booklet attached,
 - b. statistical information on the number of persons registered, the number of persons registering at the workshop, the total number of persons in attendance, and a breakdown of participants by state and by academic level,
 - c. a financial statement, and
 - d. recommendations for the next leadership workshop.
- 3. Within two weeks after the close of the workshop, send thank you notes to everyone who helped with the workshop, including speakers and committee members.

4. ~~Maintain a file of materials pertaining to the activities connected with the workshop, to be forwarded to the person who will serve as the next workshop director.~~

~~Responsibilities of the NCBEA Convention Liaison Person~~

1. ~~Work with the workshop director in planning the facilities needed for the workshop.~~
2. ~~Submit the program for the workshop, along with other convention publicity, to NBEA for publication in the NBEA Business Education Forum and any other publication in the states or in the region that would publicize the joint convention and workshop.~~
3. ~~Work with the workshop director and speakers regarding audio/visual equipment needs.~~
4. ~~Perform other duties as requested by the workshop director.~~

~~NCBEA Open Forum Event~~**

~~**Due to financial constraints and recent convention/conference formats, the NCBEA Open Forum Event has not been offered in a number of years. Section 30 of the NCBEA Policies and Procedures should be reviewed annually to determine whether this Event will be offered and whether this section needs to be updated.~~

~~The NCBEA Open Forum provides an opportunity for leaders in the NCBEA region to come together to discuss and share ideas, concerns, and activities taking place in each one of the eight states that comprise the region. An opportunity is also afforded each state representative to address any items of business to the representatives from NBEA~~

~~The Open Forum is a part of the total convention program for NCBEA; it may be scheduled to replace the Comprehensive Leadership Workshop or it may be scheduled along with the workshop.~~

~~Time of the Open Forum~~

~~The forum shall be held in conjunction with the NCBEA convention at a time approved by the Administrative Board. At least two hours shall be set aside for the forum, although a longer session may be approved by the Administrative Board.~~

~~The Open Forum Committee~~

~~The forum committee will be responsible for sponsoring the activity. This committee will be comprised of at least two persons: the immediate past president, who serves as the director, and the NCBEA convention liaison person. Other members of the NCBEA may be appointed to the committee by the president.~~

~~Responsibilities of the Director~~

~~General Responsibility~~

~~The general responsibility of the forum director is to develop the agenda for the meeting and to assure that all persons involved with the professional activities of a member state association are issued an invitation to participate in the forum. The following individuals shall be included in the invitation to attend the forum:~~

- ~~1. all officers for the current year serving on a member state associations' board,~~
- ~~2. all other persons serving on a member state associations' board,~~
- ~~3. all members of the NCBEA Administrative Board,~~
- ~~4. presidents of each regional association, and~~
- ~~5. the NBEA president, the NBEA executive director, and the NBEA membership director.~~

~~Other names may be included at the discretion of the director of the forum.~~

Duties

~~Specific duties of the director of the forum are enumerated in the following list:~~

- ~~1. At a time designated by the Budget Committee, present a proposed budget.~~
- ~~2. Work with the NCBEA convention liaison person to determine the day and time of the forum. Do this far enough in advance of the convention so the details will be included in the advertised convention program.~~
- ~~3. Arrange for room accommodations. If this is a meal function, plan to utilize time efficiently, which may mean participants are eating as discussion takes place.~~
- ~~4. Send invitations to persons listed under General Responsibility above. This should be done 60 days prior to the convention. (See sample letter and registration form attached).~~
- ~~5. Include an agenda with the invitations. The agenda should include the following items:~~
 - ~~a. introduction of all people,~~
 - ~~b. state reports,~~
 - ~~c. discussion from all participants, and~~
 - ~~d. announcement of the next convention location and dates.~~
- ~~6. Provide a count of participants to the convention liaison person by a deadline date previously established. This is particularly important if this is a meal function.~~

- ~~7. A follow-up letter should be sent to state presidents if response from a state is low. The letter should urge that state to send representatives to the forum. A second copy of the registration form should be included with this letter.~~
- ~~8. Identify state presidents who will attend. Contact them and ask them to be the official representative of the state, to present a state report at the session, and to bring forth any items for discussion as identified by the state. If a state president is not planning to attend, identify another person from that state to serve as the official representative. Allow each state 5-8 minutes for reports. This will allow time after state reports for discussion.~~
- ~~9. Prepare a certificate of recognition for participants. (See attachment.)~~
 - ~~e. Prepare certificates for pre-registered participants and speaker, if there is one, in advance.~~
 - ~~f. Take blank certificates to the forum to complete for any participant who attends without pre-registering.~~
 - ~~g. Award the certificates at the close of the forum.~~
- ~~10. Prepare an evaluation form for participants to complete before leaving the session. (optional)~~
- ~~11. Attempt to have forum publicity included in the member state associations' newsletters and the NCBEA Newsletter prior to the convention. Work with the newsletter editor and the Marketing/Linkages Committee chair on this.~~
- ~~12. Send special invitations to the following persons:~~
 - ~~h. the NBEA president,~~
 - ~~i. the NBEA executive director,~~
 - ~~j. the NBEA membership director,~~
 - ~~k. regional association presidents, and~~
 - ~~l. the NCBEA president, who will bring greetings from NCBEA.~~

~~Each of the above persons may be asked to comment briefly on their professional activities.~~

~~Events During the Open Forum~~

- ~~1. Chair the forum session~~
 - ~~m. Open on time~~
 - ~~n. Recognize special guests~~

- o. ~~Provide introductions of all persons in attendance~~
- p. ~~Provide the opportunity for every state to present a summary of activities and to raise discussion items.~~
- 2. ~~Complete evaluation forms (optional).~~
- 3. ~~Close session with reminder of next convention date and place.~~

~~Duties After Open Forum~~

- 1. ~~Prepare a report on the forum to present to the NCBEA Administrative Board. This report might include the following items:~~
 - q. ~~the agenda for the session,~~
 - r. ~~a brief commentary on the activities an discussion that took place,~~
 - s. ~~statistical information on the number of persons attending,~~
 - t. ~~a breakdown of participants by state,~~
 - u. ~~any suggestions from the session that were to be directed to the Administrative Board,~~
 - v. ~~a financial statement (if a budget item had been requested), and~~
 - w. ~~recommendations for the next forum.~~
- 2. ~~Within two weeks after the close of the forum, send than you notes to everyone who helped with the session. A brief report on the session may be sent to each member state association president.~~
- 3. ~~Maintain a file of materials pertaining to the activities connected with the forum to be forwarded to the person who will serve as the next forum director.~~
- 4. ~~Prepare an article on the forum discussion. Submit the article to the NCBEA Newsletter editor and to the editors of the member state associations' newsletters. Work with the Marketing/Linkages committee chair on this.~~

~~Responsibilities of the NCBEA Convention Liaison Person~~

- 1. ~~Work with the forum director in planning the facilities needed.~~
- 2. ~~Submit the program for the forum, along with the other convention publicity, to NBEA for publication in the *NBEA Business Education Forum* and any other publication in the states or in the region that would publicize the joint convention and the forum.~~
- 3. ~~Perform such other duties as requested by the forum director.~~

See Appendix S

NCBEA 2016-2017 PROPOSED Budget					
Prepared:	3/12/2016				
Approved:					
		2015-16	2015-16	2015-16	2016-17
		BUDGET	ACTUAL	DIFFERENCE	PROPOSED
		7/1/15-6/30/16	7/1/15-2/29/16	7/1/15-2/29/16	7/1/16-6/30/17
INCOME:					
410	Membership	\$ 2,400.00	\$ 845.00	\$ (1,555.00)	\$ 1,500.00
415	NCBEA Convention Rebate	\$ 1,000.00		\$ (1,000.00)	\$ 700.00
418	NCBEA Past Presidents' Sponsored Stipend	\$ 100.00	\$ 100.00	\$ -	\$ 150.00
419	Contributions to NBEA	\$ -	\$ -	\$ -	\$ -
420	Fundraisers Income	\$ 300.00	\$ 325.00	\$ 25.00	\$ 1,500.00
422	Interest Income	\$ 2.00	\$ 1.92	\$ (0.08)	\$ 2.50
430	Special Publications (CD ROM's)	\$ 500.00	\$ -	\$ (500.00)	\$ -
440	NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,600.00	\$ -	\$ 1,600.00
442	NBEA President's Reception at NBEA	\$ -	\$ -	\$ -	\$ -
445	Transfer from Savings Account	\$ 1,000.00	\$ -	\$ (1,000.00)	\$ 3,000.00
	TOTAL INCOME	\$ 6,902.00	\$ 2,871.92	\$ (4,030.08)	\$ 8,452.50
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)	\$ 100.00
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	\$ 1,200.00	\$ 443.74	\$ (756.26)	\$ 800.00
620	Newsletter Expense	\$ -	\$ -	\$ -	\$ -
621	Electronic Communications (Constant Contact)	\$ 350.00	\$ 238.00	\$ (112.00)	\$ 350.00
	COMMITTEES				
630	Membership	\$ 2,400.00	\$ 200.00	\$ (2,200.00)	\$ 2,400.00
631	Marketing/Linkages	\$ -	\$ -	\$ -	\$ -
632	Handbook/Bylaws	\$ -	\$ -	\$ -	\$ -
633	Awards/Recognition	\$ 275.00	\$ 193.18	\$ (81.82)	\$ 250.00
635	Program of Work	\$ -		\$ -	
	OFFICERS				

639	Past President's Expense	\$ -	\$ -	\$ -	\$ -
640	President's Expense	\$ 100.00	\$ 14.66	\$ (85.34)	\$ 100.00
641	President's Travel Expense	\$ 600.00	\$ 600.00	\$ -	\$ 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	\$ 300.00	\$ 400.00	\$ 100.00	\$ 100.00
645	Regional Membership Director Expense	\$ 100.00		\$ (100.00)	\$ 50.00
655	Legislative Expense	\$ -		\$ -	\$ -
660	Miscellaneous Expense	\$ -		\$ -	\$ -
661	Memorial/Gifts Expense	\$ -		\$ -	\$ -
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.)	\$ 400.00	\$ 400.00	\$ -	\$ 400.00
673	NBEA Presidents Reception at NBEA Expense	\$ -	\$ -	\$ -	\$ -
674	NCBEA Meeting Facilities at NBEA	\$ -	\$ -	\$ -	\$ -
685	Special Publications Expense	\$ 100.00	\$ -	\$ (100.00)	\$ -
	TOTAL EXPENSES	\$ 12,735.00	\$ 4,489.58	\$ (8,245.42)	\$ 11,910.00
	NET INCOME (LOSS)	\$ (5,833.00)	\$ (1,617.66)		\$ (3,457.50)

4/6/2016

Appendix T

NCBEA Legislative Committee Report

The NCBEA Legislative Committee met on November 18, 2015 in Indianapolis, IN.

The following members were in attendance: Colleen Webb, Cathy Carruthers, Sue Elwood, Kathy Mountjoy, and Rhonda Schmaltz

As a committee, it was decided that:

- we collectively publish an NCBEA Legislative Newsletter
- this newsletter will be published twice a year, spring and fall
- contents to include general business education related legislative information
- specific legislative information from each member state
- tips on contacting legislators at both the state and federal levels as well as any other legislative information of interest to membership
- target publication date, fall 2016

I have contacted each member state and compiled the following contact table:

Illinois	Heidi Eaton	president@ibea.org
Indiana	Jason Hendrickson	jhendrickson@danville.k12.in.us
Iowa		
Michigan	Colleen Webb	webb6164@gmail.com
Minnesota	Kevin Nolt	knolt@moraschools.org
Missouri	Theresa Bynum	tbynum@midwayk12.net
Ohio	Stephen Lewis, Sr.	smthsailing@gmail.com
Wisconsin	Tina Trumbower	tinatrumbower@waunakee.k12.wi.us

Numerous committee members also attended the Legislative Session at the joint IBEA/NCBEA Convention in Indianapolis conducted by Marlene Stout.

Respectfully submitted,

Colleen L. B. Webb, Chairperson
NCBEA Legislative Committee

Appendix U

Marketing & Linkages

Professionally Connecting & Serving Members (And Potential Members)

Twitter Chats--#NCBEA

- Once or twice a month (example—1st and 3rd Tuesday at 6 p.m. central)
- Topics can be rolled out in advance through the state membership directors.
- The NCBEA name is being recognized on a regular basis. Expands recognition of the organization to a larger group.
- Single person department members need time more than anything. This can be a quick way for them to connect.
- No cost and easy to coordinate.
- The NCBEA board is large enough that there should always be enough members to Tweet any given week.
- Topics could include:
 - o Legislative issues in our NCBEA area
 - o National Business Honor Society
 - o Upcoming conferences
 - o Soft skills topics
 - o Success stories
 - o Other....
- Outside of NCBEA chat times, #NCBEA can be used to remind about the NBEA membership benefits—liability coverage and publications.
- If #NCBEA is already associated with another organization, what could we use?
- This effort could begin as soon as mid-April in order to have a few sessions before teachers break for summer.

Support For New Teachers Or Single Departments

- Time is what new teachers or single department members need the most. Many resources are not available online and available to all teachers. But, a personal connection with an NCBEA member could be beneficial.
- NCBEA could have a coordinated effort to connect veteran NCBEA teachers with new teachers (0-3 years) or single department teachers.
- Membership directors can receive a list of new teachers from their state organization.
- Membership directors and other NCBEA board members can then make an effort to connect with these new teachers.
- Assist through e-mail, phone conversations, or web meetings.

See Appendix V

NCBEA REGIONAL MEMBERSHIP DIRECTOR REPORT
Administration Board Meeting
March 24, 2016

Sue Elwood

Monthly: Receive an electronic copy of NCBEA Lapse Members along with the North Central Region NBEA Membership Report from Executive Director Janet Treichel.

Distribute the information to the State Membership Directors.

Goal: Complete a monthly recruitment activity

REPORTS OF MEMBERSHIP**ACTIVITIES:****Illinois:**

1. Sending a lapse member e-mail each month. Gave an NBEA poster to each IBEA member to encourage membership in NCBEA/NBEA.

Indianapolis:

1. Email communication along with generated flyer and membership application was sent electronically to potential NBEA members in the state of Indiana.
2. NBEA Membership was also promoted through marketing materials in the latest Indiana Business Education Association News E-Blast that is sent bi-weekly to IBEA membership. Not all IBEA membership are members of NBEA, giving a potential in to new members for NBEA.

Iowa:

1. Devotes a specific day each month to membership activities including sending out messages to lapsed members.

Michigan:

2. Sending out a recruitment flyer and membership forms during the months of Jan-June with a monthly theme. Note: Sent copies of the recruitment flyers.

Minnesota:

1. Met with the MN MBITE President to go over the lapsed membership list for guidance as to member status. This updated list will now be shared with Matt for follow up with Constant Comment
2. Six high school business teachers are on local Office Administration and Technology Advisory Committee. Shared the benefits of state and national membership along with the applications and other materials the national office had sent out previously. Teachers appreciated the reminder as several had not renewed.
3. Teachers are still asking about **when** they need to renew their membership. For those who have their membership paid through their school, they are used to renewing memberships when they return in the fall.
4. Shared the NBEA posters with business instructors on both my college campuses. I noticed these have been posted on each campus.

Missouri:

1. Sent an email using MBEA listserve offering a \$5 rebate to all NEW members who join before March 22.
2. Contacted a minimum of 20 teachers to encourage them join.
3. Set e-mail message to lapse members encouraging membership.

Ohio:

1. Messages sent monthly to lapse members via Constant Contact.

Wisconsin:

1. Met business teachers at a conference meeting. Had the opportunity to talk to the group about the liability coverage through NBEA as well as the National Business Honor Society. Enjoyed the face-to-face interactions.

STATE CONTACTS: (State Membership Directors)

Illinois Membership Director Kathy Mountjoy - kjmount@ilstu.edu

Indiana Membership Director Jason P. Hendrickson - jhendrickson@danville.k12.in.us

Iowa Membership Director Rhonda Schmaltz - rschmaltz@ames.k12.ia.us

Michigan Membership Director Patricia Pearson - ppearson66@comcast.net

Minnesota Membership Director Diane Wergeland - Diane.wergeland@southcentral.edu

Missouri Membership Director Theresa Bynum - tbynum@midwayk12.net

Ohio Membership Director Roger Fulk - roger.fulk@wright.edu

Wisconsin Membership Director Tina Trumbrower - ttrumbrower@csd.k12.wi.us

Student Representative D. Austin Simmons - DSimmons12@Winona.edu

RESULTS:

We have noticed a slight increase overall in NCBEA membership (3 members up) from January to February; however, that is still down (3 members) from December. North Central needs to work harder to increase membership. We have a board meeting scheduled during the NBEA Conference and will have a discussion on other ways to approach membership.

Appendix W**Nomination Duties**

- Continued the 2016-17 nomination process following the 2015 NCBEA convention
- Updated the nomination form and asked Webmaster Sue Elwood to post to the Website
- Submitted updated nominations information to Sue Elwood for the Newsletter
- Asked Matt White to send a Call for Nominations message to our membership through Constant Contact
- Sent a message to NABTE university members asking for a student representative nomination
- 2016-2017 Board positions to be filled:
 - Colleen Webb has submitted candidate forms to run for and serve a second term as secretary.

- o To date, we do not have a candidate for the 2016-17 president-elect position. To be eligible to serve as president-elect, one must have served a minimum of one year as an active member of the NCBEA Board.
- o To date, we have not received a nomination for student representative. Will send second request to NABTE schools
- o The following Membership Directors terms are up on June 30, 2016: Illinois, Indiana, and Iowa. These states have reappointed or reelected the Kathy Mountjoy, Jason Hendrickson, and Rhonda Schmaltz, respectively for another three-year term (July 1, 2016 through 2019).

NCBEA

Program of Work

2016-2017

North Central Business Education Association

***A Regional Division of The
National Business Education Association
1914 Association Drive***

Reston, VA 20191-1596

DRAFT: March 24, 2016

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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 2016-2017 Program of Work (POW) to the Administrative Board	President-Elect POW Committee	April 2017	
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 2016 Spring 2017 Online as needed	
	Acquaint members of the Administrative Board with their duties/responsibilities	President Administrative Board	Summer/Fall 2016 Spring 2017	
E	Acquaint committee chairpersons with their duties/responsibilities	President Committee Chairs	Summer/Fall 2016 Spring 2017	
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 2016 Spring 2017	
G	Require all committees to submit written and oral reports to the Administrative Board regarding the status of their work.	President Committee Chairs	Summer/Fall 2016 Spring 2017	

H	Monitor committee progress and recommend revision of committee membership when appropriate	President	Summer/Fall 2016 Spring 2017	
I	Plan agenda for Administrative Board meetings to include committee meetings	President Committee Chairs	Summer/Fall 2016 Spring 2017	
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 2016 Spring 2017	
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 Newsletter Editor State Membership Directors	Ongoing	
P	Evaluate the breakdown of participants from each state who attended the regional conference. Develop a plan on how to serve a	President Administrative Board Conference Chair	Ongoing	

	good cross section of regional membership at conferences. Identify alternative plans for future conferences.			
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 2016	

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 2016-2017				
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,	Membership Committee State Membership Directors	Ongoing; done via the state membership directors	

	community colleges, and teacher education institutions. Actively promote membership for all state association officers, supervisors, and board members			
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 Director	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 Director 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	Webmaster	Ongoing	

	membership applications, publications, and convention registration and links to NBEA.			
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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 2016	
B	Plan marketing activities based on approved marketing plan and develop and distribute resources that promote business education and business careers	Marketing/Linkages Committee	Ongoing	
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 2016

B	Encourage participation in the "Academy for Leadership Excellence" in business education via publications and NBEA web site	Program of Work Committee	Summer/Fall 2016	
C	Conduct appropriate Administrative Board training for new board members	President Past President	Summer/Fall 2016	
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 2016	
F	Conduct state presidents' meeting at NCBEA/state convention	President Elect	Summer/Fall 2016	
G	Recognize NCBEA Past Presidents at the NCBEA/state convention	President Past President	Summer/Fall 2016	
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,	Administrative Board	Ongoing	

	mentoring			
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 2016	
B	Present proposed Strategic Plan to the Administrative Board at the NCBEA Summer/Fall meeting	President-Elect Strategic Planning Committee	Summer/Fall 2016	
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
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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 2016- June 2017	
C	Invite and encourage ISBE President or an ISBE representative to publicize ISBE events at the annual NCBEA/state convention	President ISBE Representative	Summer 2016	
D	Encourage Administrative Board members to join ISBE & DPE	President	Fall 2016	
E	Invite Business Division of ACTE to publicize its activities at the state conventions	President State Membership Directors	Summer/Fall 2016	
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 2017	
J	Send names and addresses of	State Membership	Ongoing	

	State Presidents and Presidents-Elect to NBEA Headquarters and update as needed	Directors President-Elect		
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 2016 April 2017	
C	Present proposed budget for adoption for 2016-2017	Treasurer	Spring 2017	
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 2016	
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**Goal 1: Support business education curricula through the work of communities and task forces to**

promote business education through an effective program of publications

Goal 2: Promote a greater academic presence for business education

Goal 3: Incorporate relevant and emerging curriculum in business

Goal 4: Identify and disseminate creative instructional strategies that include diverse populations, alternative scheduling, alternative delivery, and the use of technology

Goal 5: Acquire funding to support programs that further the purposes of business education

Action		Person(s) Responsible	Completion Date	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 Newsletter Editor	Ongoing	
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 separate NCBEA-sponsored event at each regional conference/convention	Strategic Planning Committee	Ongoing; NCBEA co-hosts an annual conference	
B	Write thank you notes to all participants who have served on a committee during the past year	Committee Chair	Spring 2017	
C	Recognize award winners	President Award Committee Chair	Summer/Fall 2016	
D	Recognize the Executive Board members	President	Summer/Fall 2016	

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 2016	
B	Plan for joint NCBEA convention with next state in rotation	NCBEA host state convention liaison, state convention chair, Administrative Board	Spring/Summer/Fall 2016	
C	Modify rotation plan of the NCBEA Convention at the host state association's invitation: Fall 2016 – Michigan Fall 2017 – Ohio Fall 2018– Missouri Fall 2019 – Minnesota Fall 2020 – Wisconsin Fall 2021 – Iowa Fall 2022 – Illinois Fall 2023 – Indiana	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 units	State Conference Chair	Summer 2016	
F	Encourage special NCBEA co-sponsored sessions on leadership	Administrative Board	Ongoing	

	for student members, technology training, legislative, etc.			
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	November 9-11, 2016	Hilton Springfield, Springfield, IL
Indiana	November 18-19, 2016	Wyndham Indianapolis West Hotel, Indianapolis, IN
Iowa	October 23-24, 2016	Holiday Inn Hotel & Suite Des Moines-Northwest, Des Moines, IA
Michigan	November 16-18, 2016	Amway Grand Plaza Hotel, Grand Rapids, MI
Minnesota	TBD	TBD
Missouri	July 25-28, 2016	University Plaza Hotel, Springfield, MO
Ohio	September 30, 2016	Columbus State Community

		College, Columbus, OH
Wisconsin	October 6-7, 2016	Chula Vista Resort, The Wisconsin Dells, WI
Goal 3: To represent NCBEA at each regional convention		
Action Strategies		Responsibility of Time Line
Determine appropriate Administrative Board members to represent NCBEA at regional conventions		President Ongoing
Region	Date	City & Hotel
SBEA	October 19-22, 2016	Hilton Resort, Myrtle Beach, SC
WBEA	February 16-20, 2017	Bozeman, MT
MPBEA	TBA	TBA
Goal 4: To encourage as much representation from NCBEA as possible at the NBEA Convention and		

the ISBE Conference

Organization	Date	City & Hotel
NBEA	April 11-15, 2017	Chicago Marriott Downtown Magnificent Mile, Chicago, IL
ISBE	July 31 – August 5, 2016	University of Graz and FH JOANNEUM University of Applied Sciences, Graz, Austria & Maribor, Slovenia

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	Legislative Committee	Spring 2016	

	accomplishments and submit to NCBEA president	Chair		
F	Attend the ACTE National Policy Seminar	President Legislative Committee Chair	Spring 2016	

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 Y*North Central Business Education Association*

Report for: Newsletter Editor

Report by: Sue Elwood, Webmaster

Report presented: NCBEA board meeting, March 24, 2016, Las Vegas, NV

The NCBEA Newsletter – Regionally Speaking

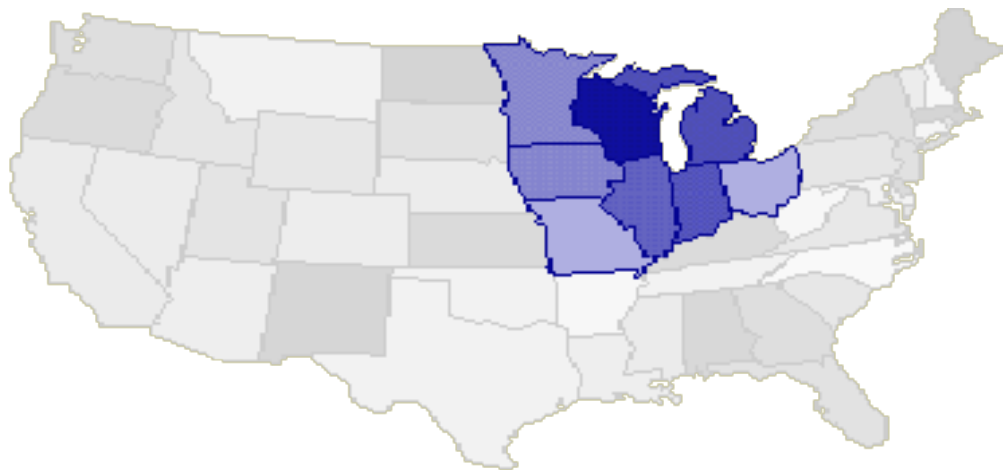
- ❖ Fall Newsletter was published in November.
 - o President's Message
 - o Upcoming Convention Information NBEA
 - o 2015 NCBEA Awards
 - o Reports from Executive Board and State Membership Directors

- o Updated board list, convention rotation, and nomination information
- ❖ Spring Newsletter was published in March
 - o President's Message
 - o Upcoming Conventions Information for Michigan/NCBEA Conference
 - o Links to Awards Form, First-time Attendees Stipend, Non-NABTE institution student membership in NBEA, Electronic Toolbox
 - o State presidents reports
 - o State reports

Appendix Z

North Central Business Education Association

Strategic Plan 2016-2017



Submitted by

Matthew White, President

2016-2017

NCBEA STRATEGIC PLAN FOR 2016-2017

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
2. Disseminate quarterly updates to each state president regarding what is happening in NCBEA and NCBEA events, programs, and services	President (cc: to all NCBEA Board Members) (contact NBEA committees and leaders for updates) (send to state presidents, state supervisor at departments of	Quarterly basis

	education, state membership directors)	
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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

Appendix AA

North Central Business Education Association

Report for: NCBEA Website

Report by: Sue Elwood, Webmaster

Report presented: NCBEA board meeting, March 24, 2016, Las Vegas, NV

The NCBEA Website

- ❖ Information has been added, updated, and deleted based on input from the board.
 - o Upcoming Convention Information (NCBEA and NBEA)
 - o 2015 NCBEA Awards
 - o NCBEA Electronic Toolbox Information
 - o NCBEA Newsletters (Fall and Spring)
 - o Current Awards, Board, and other Forms
 - o Nomination information
- ❖ The website host is Domains Priced Right the URL is <http://www.ncbea.com/>
 - o The host and domain name were renewed March 13, 2016

- o The hosting site was renewed for one month
 - Cost has risen to \$96/year vs. \$60 two years ago
 - Looking into lower-cost Web host
- o Domain name was renewed for 1 year.
- ❖ Member's Only section will be ready to roll out when the membership database is created. Members Only section will include archived lesson plans from old activities CDs, board reports, meeting minutes, policies and procedures, forms, and newsletters (except for one published yearly for general viewing).

Appendix B - NCBEA CASH FLOW STATEMENT							
Year to Date							
July 1, 2016 to November 11, 2016							
INCOME					EXPENSE		
Account	Account Title		Amount		Account	Account Title	Amount
422	Interest Income		\$ 0.96		621	Electronic Communications	\$ 204.00
					630	Membership Committee	389.25
					668	NCBEA Board at NBEA Conv. Exp.	150.00
					672	NCBEA New Prof. Dev. Stipend Exp.	200.00
	TOTAL INCOME		\$ 0.96			TOTAL EXPENSES	\$ 943.25
						NET LOSS November 11, 2016	(\$942.29)

Appendix B - NCBEA CASH FLOW STATEMENT									
for Year Ended June 2016									
July 1, 2015 to June 30, 2016									
INCOME					EXPENSE				
Account	Account Title		Amount		Account	Account Title		Amount	
410	Membership (549 Prof. @ 5.00)		\$2,745.00		610	Administrative Board		\$1,800.00	
415	NCBEA Convention Rebate		\$523.00		615	Share of NBEA Board Expenses		1231.14	
418	NCBEA Past Presidents Stipend		325.00		621	Electronic Communications		238.00	
420	Fundraisers		408.00		630	Membership Committee		200.00	
422	Interest Income		2.84		633	Awards-Recognition Committee		193.18	
430	Special Publications Income		360.00		640	President's Expense		14.66	
440	NBEA Prof. Dev. Partnership		1800.00		641	President's Travel Expenses		600.00	
					643	Treasurer's Expense		200.00	
					644	Treasurer's Audit Expense		400.00	
					668	NCBEA Board at NBEA Conv. Exp.		900.00	
					672	NCBEA New Prof. Dev. Stipend		400.00	
	TOTAL INCOME		\$ 6,163.84			TOTAL EXPENSES		\$6,176.98	
						NET LOSS June 30, 2016		\$ (13.14)	

North Central Business Education Association
Treasurer's Report

November 11, 2016

Once again I say, North Central Business Education Association may not be financially sound for very much longer. Why? We are spending more than we are taking in. What do we need? I believe as a group we are doing as much as we can to garner more members, more funds, and more participation. However, it just doesn't seem to be quite enough. I think, perhaps incorrectly, that solicitation of funds from member states might help. However, that may not be viable.

The income and expense report for 2016-2017 to date is shown on the next page and agrees with our bank balance. Earmarked for NBEA's Professional Development Partnership Stipend is \$3100.00. The reason for this is that NBEA is discontinuing the First Time Attendees awards as of 2017. After contacting NBEA headquarters on several occasions, I was told that NCBEA has \$2600 in Professional Development funds to be refunded. No time line was given for the refund. I have outstanding deposits of \$100 at this time. There are outstanding checks totaling \$589.25. There is also an outstanding bill of \$192.49 due to NBEA because the income for our 145 members from January-June, 2016 totaled only \$725 and our share of NBEA Executive Board Expenses totaled \$917.49. The amount of \$740.00 is earmarked for the NCBEA New Professional Development fund. We have \$1,987.21 in our checking account at this time. We have been using money earmarked for other endeavors and therefore; as I said in March, more money will need to be transferred from the savings to make sure all expenses are properly handled. Expenses for this meeting will need to be considered as well.

Respectfully submitted,

STELLA HULL

Stella Hull
NCBEA Treasurer

July 1, 2016 to November 11, 2016
Income and Expense Report

Beginning savings account balance, July 1, 2016	\$13,012.14
Beginning checkbook balance, July 1, 2016	<u>2,930.37</u>
Total checkbook and savings account balance, July 1, 2016	\$15,942.51
Income to November 11, 2016	<u>.96</u>
Available funds	\$15,943.47
Expenses to November 11, 2016	<u>943.25</u>
Checkbook and Savings balance, November 11, 2016	<u><u>\$15,000.22</u></u>

Account Balances to Date

Savings account balance as of November 11, 2016	\$13,013.01
Checkbook balance as of November 11, 2016	<u>1,987.21</u>
TOTAL Funds as of November 11, 2016	<u><u>\$15,000.22</u></u>

**PRESIDENT REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
NOVEMBER 16, 2016**

Since July 1, the following items have been completed:

- ❖ Communicated 2016-2017 NCBEA Administrative Board updates for the NCBEA website to Sue Elwood, NCBEA Webmaster
- ❖ Communicated with Cathy Carruthers regarding opening in NCBEA Student Representative position
- ❖ Prepared announcement of thanks to NCBEA membership via Constant Contact on behalf of NCBEA Immediate Past President Robert Murray
- ❖ Communicated with all NCBEA Administrative Board members regarding need for NCBEA session proposals for the 2016 Joint MBEA / NCBEA Convention in Grand Rapids, MI on behalf of Colleen Webb, MBEA President
- ❖ Communicated with Colleen Webb, MBEA President, regarding NCBEA needs for 2016 Joint MBEA / NCBEA Convention in Grand Rapids, MI (ongoing through November 2016)
- ❖ Submitted greetings to Colleen Webb, MBEA President, to be included in the 2016 Joint MBEA / NCBEA convention program
- ❖ Worked with NCBEA Bylaws and Standing Rules Committee on proposed NCBEA bylaws changes for 2016-2017
- ❖ Obtained President's NCBEA Policies & Procedures Handbook Binder from Robert Murray, NCBEA Immediate Past President and reviewed handbook in its entirety
- ❖ Communicated with new ISBE Representative to the NCBEA Administrative Board from Minnesota
- ❖ Communicated with all 2016-2017 NCBEA Administrative Board members to verify/update NCBEA Board Directory information
- ❖ Appointed all 2016-2017 standing committee chairs and communicated all 2016-2017 standing committee assignments to committee members as appropriate
- ❖ Appointed NCBEA Representative to bring greetings on behalf of NCBEA for the fall conventions in Minnesota, Iowa, and Illinois
- ❖ Prepared announcement of NCBEA Past Presidents' First-Time Attendee to NCBEA Stipend to NCBEA membership via Constant Contact on behalf of NCBEA Immediate Past President Robert Murray
- ❖ Invited Regional Presidents of M-PBEA, SBEA, and WBEA to 2016 Joint MBEA / NCBEA Convention in Grand Rapids, MI
- ❖ Communicated with MN State President Callon Siebenahler regarding the open MN State Membership Director position on the NCBEA Administrative Board
- ❖ Communicated with all voting-eligible NCBEA Administrative Board members regarding NCBEA proposed bylaws changes – electronic vote via SurveyMonkey conducted
- ❖ Reached out to Theresa Bynum, MO State Membership Director, and Jason Hendrickson, NCBEA President-Elect to engage initial discussion regarding NCBEA convention planning for the 2018 convention to be held in Missouri

- ❖ Communicated with current NCBEA State Membership Directors to obtain feedback about NCBEA/NBEA activity(ies) held (or to be held) at their respective state conventions
- ❖ Sent Save the Date e-mails to the eight (8) NCBEA region state presidents regarding the State President's Panel at the 2016 Joint MBEA / NCBEA Convention in Grand Rapids, MI, November 16-18, 2016
- ❖ Communicated with NCBEA President-Elect Jason Hendrickson about serving as Co-Chair / Vice Chair of the Program of Work and Strategic Planning committees respectively for 2016-2017 as well as regarding the preparation of the draft 2017-2017 NCBEA Program of Work for review and discussion at the 2016 Joint MBEA / NCBEA Convention in Grand Rapids, MI
- ❖ Submitted an article for the Fall 2015 NCBEA newsletter
- ❖ Communicated with Rhonda Schmaltz, NCBEA Awards Committee Chair, regarding the 2016 NCBEA Awards Program as well as about obtaining the appropriate Past President's Award plaques for presentation at the 2016 Joint MBEA / NCBEA Convention in Grand Rapids, MI
- ❖ Prepared electronic communication about 2016 Joint MBEA / NCBEA Conference to NCBEA membership via Constant Contact on behalf of NCBEA and MBEA (Michigan)
- ❖ Sent greetings on behalf of NCBEA to SBEA President Robin Albrecht and SBEA President-Elect Elisha Wohleb in advance of 2016 SBEA Convention in Myrtle Beach, SC
- ❖ Prepared electronic communication to distribute Fall 2016 NCBEA Legislative Update Newsletter to NCBEA membership via Constant Contact on behalf of Colleen Webb, NCBEA Legislative Committee Chair
- ❖ Prepared electronic communication to distribute Fall 2016 NCBEA Newsletter to NCBEA membership via Constant Contact on behalf of Sue Elwood, NCBEA Newsletter Editor
- ❖ Communicated with NBEA President Priscilla Romkema and NBEA Executive Director Jan Treichel regarding plans for "Academy of Leadership Excellence" at 2017 NBEA Annual Convention and Trade Show in Chicago, IL
- ❖ Submitted Fall 2016 NCBEA Report to NBEA
- ❖ Worked with NCBEA Bylaws and Standing Rules Committee on proposed updates to NCBEA Policies & Procedures Handbook
- ❖ Communicated with Tina Trumbower, Marketing & Linkages Committee Chair, regarding possible committee projects for 2016-2017
- ❖ Communicated with NCBEA Immediate Past President Robert Murray, NCBEA President-Elect Jason Hendrickson, and NCBEA Secretary Cathy Carruthers (ongoing)

Respectfully submitted,

Matt White
2016-2017 NCBEA President

NCBEA President-Elect
Board Report
Jason Hendrickson
Submitted: November 16, 2016

I would like to thank everyone for their hard work so far this year on contacting membership and keep our membership efforts moving forward. It is extremely challenging to find time to conduct such activities in our lives today, however, each of you are still finding a few minutes. Below is a list of action items in which have involved the position of President-Elect:

- Been copied and communicated with regarding the professional development stipend program that NCBEA would like to continue utilizing for upcoming years.
- E-mail communication regarding events, conferences, upcoming meetings, and special projects of the board, membership directors, and from Matt White, President of NCBEA.
- Matt White has shared the Program of Work (POW) for me to edit and have ready for the November NCBEA meeting at the Michigan conference.
- POW has been edited and will be shared with board members per request.
- Will continue to review documents associated with this position to ensure tasks are being completed.
- Assisting members of the board however I can.
- Already compiling dates from conferences if available to begin looking at which conferences I will be able to attend in the upcoming academic year while serving as President.

Projects that I would like to see us work on:

- Calendar that has quick references of upcoming deadlines with projects and board tasks. Events at a Glance would be nice. Although the POW serves in that capacity somewhat, this would be more of a quick reference guide.
- Quick follow up meetings throughout the year. This will allow us to have extra reminders of upcoming projects and deadlines, and let us check-in more frequently. These meetings would not have to be extremely long, but maybe sprinkled within the NCBEA and NBEA conferences. These should be planned and announced if we chose to go that route.
- Continue efforts with our committees to continue marketing and membership campaigns, and fundraising dollars.

If anyone has questions regarding anything please don't hesitate to contact me via email or phone. Thank you.

--Jason Hendrickson

Appendix D

NCBEA FALL PAST PRESIDENT ADMINISTRATIVE BOARD REPORT

Robert Murray

November 16, 2016

- Have been in close contact with President Matt White
 - Updated and sent him the President's binder and documents used during my term as president.
 - Participated in a WebEx transition meeting with President White
- Reviewed Past Presidents' duties
- Sent email invitation to each Past President regarding the Past Presidents' breakfast to be held in Grand Rapids on November 17, 2016
- 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
- The Past Presidents will award one First-time Attendee Stipends during the NCBEA/MBEA conference in Grand Rapids during the Awards banquet
- Attended Wisconsin's Fall Convention and brought greetings on behalf of NCBEA. Encouraged those in attendance to become members of NBEA or to renew their membership.
- Attended Minnesota's Fall Conference and brought greeting on behalf of NCBEA. Encouraged those in attendance to become members of NBEA or to renew their membership. Because they do not have a Membership Director, I brought NBEA applications and brochures.
- Participated in the discussions of updating the bylaws and the Policies and Procedures of NCBEA.

NCBEA FALL BOARD REPORT
Secretary Cathy Carruthers
November 16, 2016

Since assuming the role of NCBEA Secretary on July 1, 2016, I have:

- Been in close and ongoing contact with President Matt White, Past President Bob Murray, and NCBEA Director to the NBEA Board Colleen Webb
- Proofread the Fall NCBEA Newsletter for Newsletter Editor Sue Elwood
- Registered for and will be attending the joint IBEA/NCBEA Conference in Grand Rapids, Michigan
- Prepared suggested updates to the NCBEA bylaws including submitting the final draft for publication
- Participated in conference call meetings and e-mail exchanges regarding NCBEA bylaws
- Participated in preparing draft of proposed changes to NCBEA Policies and Procedures
- Communicated with former NCBEA Secretary Colleen Webb regarding duties of the Secretary position
- Communicated regarding past president duties with Past President Bob Murray

Appendix G

Since July 1, 2016, I have performed the following:

1. Communicated with Maurice Henderson and Sue Elwood on various membership topics and issues
2. Read all communications from Maurice Henderson and Sue Elwood (NCBEA Regional Membership Director) and each State Membership Director's report that was submitted
3. Attended the Conference call with Maurice Henderson, NBEA Membership Chairperson, Jan Treichel and other Regional Membership Directors to the NBEA Board
4. Registered for the September 26, 2016 State Membership Directors Webinar
5. Due to work schedule, had to view via the link provided by Maurice Henderson
6. Scheduled a 90-minute State Membership Director's Training session at the joint MBEA/NCBEA Convention on November 16, 2016 to be led by Maurice Henderson
7. Worked with Pat Pearson on NBEA Membership incentives...in Michigan
8. Worked with Cathy Carruthers and Matt White on the November joint convention in MI
9. Worked with Cathy Carruthers updating the Policy and Procedures Manual for NCBEA
10. Made travel arrangements and worked with Laura Sutherland on hotel arrangements to attend the NBEA Board meeting in Chicago
11. Attended several telephone meetings with the NCBEA Executive Board members
12. Attended a Membership Committee meeting at the NBEA Board Meeting in Chicago
 - The Audit as of 6 /30/2016 was completed and a clean opinion was issued. The report was later accepted by the Board.
 - Membership recruitment/retention continues to be a huge issue....in all regions
 - <https://www.givinggrid.com/> launch will be on Giving Tuesday, November 29 until the end of the year—new revenue stream....Thank a Teacher Campaign
 - State Presidents/Membership Directors Training on 4/14/2017, 8:30 - 10am
 - Session highlights for the April Convention
 - Tour: Chicago Federal Reserve
 - Timeframe will be the same as last year
 - o Marriott Culinary Delights Seminar
 - o Cyber Security
 - o 22 Technology workshops
 - o 36 Concurrent sessions, 7 repeated totaling 43 sessions
 - o Chicago FBI—Preventing School Shootings
 - o Engaging the Introvert in the Classroom
 - o Soul Children of Chicago will return
 - o Global Business Integration the Business Education Curriculum
 - o Brain Break session
 - o "Appy Hour" is on the technology workshops
 - o Tonya Skinner is returning....presenting a repeat session

Respectfully submitted,

Colleen

Colleen L. B. Webb

Appendix H

Regional Membership Director Report
Sue Elwood
Administrative Board Meeting
Grand Rapids, Michigan
November 16, 2017

- Kept/Keeping in close contact with President Matt White and NCBEA Representative to the NBEA Board, Colleen Webb.
- Kept/Keeping in close contact with Maurice Henderson, NBEA Membership Director.
- Distributed all Monthly Recruitment Plans along with the NCBEA Membership Report and Lapsed Members List sent from NBEA.
- Sent monthly NCBEA Membership Reports to the NBEA Membership Chair, Maurice Henderson.
- E-mailing Minnesota lapsed members until Minnesota has appointed a Membership Director.
- Participated in the NBEA Membership Web Meeting on September 26.
- Prepared membership news and updates for the newsletter and Website.
- Kept/Keeping an ongoing electronic file of materials pertaining to the activities of the office.
- Volunteered to assist Maurice at the State Membership Directors Training in Grand Rapids.
- Brought two items for the Silent Auction held at the Michigan convention.

Membership Committee Members:

1. Sue Elwood, Chair
2. Kathy Mountjoy (IL)
3. Jason Hendrickson (IN)
4. Rhonda Schmaltz (IA)
5. Patricia Pearson (MI)
6. OPEN (MN)
7. Theresa Bynum (MO)
8. H. Roger Fulk (OH)
9. Tina Trumbower (WI)
10. Colleen Webb

October 2016

NBEA MEMBERSHIP REPORT NORTH-CENTRAL REGION

President: Matt White

Membership Director: Sue Elwood

STATE, TERRITORY, or PROVINCE	MEMBERSHIP DIRECTOR	PROFESSIONAL				STUDENT	RETIRED
		2016-2017 GOAL	CURRENT	PERCENT REACHED	UNDER/ (OVER)		
Illinois	Kathy Mountjoy	345	164	47.54%	181	3	17
Indiana	Jason Hendrickson	177	67	37.85%	110	0	5
Iowa	Rhonda Schmaltz	122	81	66.39%	41	0	4
Michigan	Patricia Pearson	207	93	44.93%	114	0	3
Minnesota	Diane Wergeland	144	76	52.78%	68	3	7
Missouri	Theresa Bynum	301	156	51.83%	145	3	5
Ohio	Roger Fulk	170	79	46.47%	91	0	8
Wisconsin	Tina Trumbower	194	80	41.24%	114	1	6
TOTALS		1660	796	47.95%	864	10	55

Newsletter/Webmaster Report
Sue Elwood
Administrative Board Meeting
Grand Rapids, Michigan
November 16, 2017

NEWSLETTER

- Kept in close contact with President Matt White and Past President Cathy Carruthers regarding activities of the Newsletter.
- Collected information and assembled the October Newsletter
- Sent a final copy to Matt for distribution via Constant Contact and posted a copy to the NCBEA Website.
- Next Deadline: February 1, 2017 for a February 15, 2017 publish date.

Send Newsletter articles to: **elwoods@nicc.edu**

WEBSITE

- Kept in close contact with President Matt White and Past President Cathy Carruthers regarding activities of the Website.
- Updated the Website with new officer directory information and updated committee assignments after July 1.
- Added information and links to advertise the Michigan/NCBEA Convention and updated the state and national convention dates and locations.
- Made any other changes as recommended by the president.
- Served as a chair of the Publication Committee and have been involved in e-mail conversation regarding publication suggestions for this year.

Website: **www.ncbea.com**

Send Website updates/changes to: **elwoods@nicc.edu**

**NCBEA Administrative Board Meeting
Wednesday, November 16, 2016
Grand Rapids, Michigan**

I am a retired Business Education instructor and former ISBE National Membership Director. At the 2016 NBEA Convention in Las Vegas I was approached to run for NCBEA Membership Representative. I was honored to be selected NCBEA Membership Representative in a competitive election this summer.

As ISBE NCBEA Membership Representative, I have:

- Received Current and Lapsed NCBEA ISBE membership lists and materials
- Attempted to register for Ohio BEA in Columbus. Canceled due to low registration.
- Assembled and developed materials for conference display.
- Co-hosted a joint ISBE/WBEA table the Wisconsin BEA Fall Conference at the Wisconsin Dells in October. Displayed conference highlights from Graz, Austria 2016 ISBE conference on a large computer display.

As of the end of October, I have scheduled the following 2016 NCBEA conferences:

- Illinois. Springfield. November 10.
- Michigan/NCBEA. Grand Rapids. November 16 – 17.
- Indiana. Indianapolis. November 18.

I will be attending the International Business Educators (SIEC/ISBE) Conference in San Juan, Puerto Rico July 23 – 28, 2017. Last summer I attended SIEC/ISBE in Graz, Austria.

Respectfully,

David Gilberstadt
ISBE NCBEA Membership Representative

NCBEA Administrative Board Meeting
Wednesday, November 16, 2016
Grand Rapids, Michigan

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.
- Secured a list of email addresses for lapsed members in the State of Illinois and sent 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.
- 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 2016 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.
- Provided information for the IBEA Newsletter concerning NCBEA and promoted membership in NBEA/NCBEA.

NBEA Membership Information

As of October 2016, there were 173 NBEA members from Illinois.

Future Convention Dates

Illinois Business Education Association – November 8-10, 2017 in Springfield, Illinois

Respectfully submitted,

Kathy Mountjoy
Illinois Membership Director to NCBEA

NCBEA-NBEA Membership Director Report
Indiana Membership Director
Jason Hendrickson
Submitted: November 16, 2016

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

Indiana Business Education Association will be holding its November Professional Development conference at the Wyndham Indianapolis West Hotel. The following activities will be held as part of the conference:

- Matt White, NCBEA President will be in attendance for the second half of the conference. Our conference this year does overlap with NCBEA, where Matt will need to be in attendance. I will bring greetings on behalf of NCBEA to the conference attendees during our awards luncheon. However, we will ask Matt to bring greetings at our morning and or closing session on Saturday.
- NCBEA-NBEA Membership table will be in the exhibit hall space for this year.
- Board members will provide 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 will be on display throughout the conference.
- Will hold a 50/50 drawing during Luncheon on Friday, November 18, 2016 of the conference. Monies collected will be sent timely to NCBEA.
- Included NBEA Membership as part of the registration process for the conference. Membership and monies will be sent to NBEA in a timely fashion.

Other activities:

- Promote NBEA and NCBEA membership in on a monthly basis. Through our Learning Connection, Website, and email communication.
- Promotion of NBEA is promoted in our IBEA E-Blast. This is a monthly blast that goes out to membership of IBEA.
- Hope to attend NCBEA, however, with conference overlap this year, it might not be feasible to attend in a physical manner. If I will be able to attend through technology, that would be the route preferred.

NCBEA REPORT - IOWA MEMBERSHIP

November 2016

Rhonda Schmaltz, Iowa Membership Chair

Things accomplished April 2016-November 2016:

1. Iowa had several summer workshop opportunities for business teachers in various locations across the state. At each site, membership forms were available. At the workshops I attended, I was given time to talk about the importance of joining and the benefits of NBEA membership.
2. Information on joining NBEA was given to Sue Elwood and she updated it on our state website (www.ibeaonline.org).
3. At the beginning of the school year, I sent an email out to a group of business teachers in the state with information about joining NBEA and IBEA.
4. Iowa had their conference October 23-24, 2016 and I had a booth in the exhibit area for joining NBEA. As a result, we had 12 individuals renew their memberships and 1 individual join for the first time. Her main reason for joining with the liability insurance, which provided more coverage than her membership to her local teacher union.
5. I will work to develop a schedule so that each month I contact lapsed members about renewing their memberships. Information from Sue Elwood for us each month is very helpful.

Respectfully submitted,

Rhonda Schmaltz
Iowa Membership Chair

MBEA/NCBEA Conference
Grand Rapids , Michigan
November 16, 2016

- Duties as local MBEA board member
- Prepared and e-mailed marketing flyer to recruit new members for NBEA/NCBEA
- Communicated with other NCBEA members regarding ideas for increasing membership
- Registered and attended the NBEA Conference in Las Vegas
- Communicated with other NCBEA members regarding ideas for increasing membership
- Sent monthly recruitment flyers to present MBEA members and lapsed NBEA/NBEA
- Contacted lapsed NCBEA/NBEA members and sent special flyer to them
- Participated in a membership recruitment webinar

NCBEA/NBEA Membership Report

June	2016	96 members
July	2016	93 members
Aug	2016	93 members
Sept	2016	93 members
Oct	2016	95 members
Nov	2016	10 additional members from MBEA registration

Respectfully submitted

Patricia Pearson
Michigan NCBEA/NBEA Membership Director
Marygrove College
PLS/3RD Learning-Master Teacher for Michigan

Respectfully submitted,

Appendix P

Minnesota State Membership Director Report
Submitted by Robert Murray,
Immediate Past President NCBEA & Minnesota MBITE member

Diane Wergeland retired at the end of the 2015 – 2016 school year and has resigned from her position on the Minnesota Marketing Business Information Technology Educators (MBITE) Board and the NCBEA Board. The MBITE Board is actively seeking a replacement, but has not been able to find one.

MBITE's fall conference was held October 14 and celebrated 50 years of promoting Marketing, Business, Information Technology education. The theme of the conference was *"Honoring Our Past . . . Creating Our Future"*. Jesse Parker, co-founder of Aspire Beverages was the keynote speaker and attendees had the opportunity to attend informative breakout sessions.

The Minnesota Department of Education awarded a grant to revamp the Minnesota Business and Marketing Education Frameworks. The finished framework, which was last updated in 2004, will support the development of programs with strong industry connections and stakeholder involvement and deliver rigorous standards to prepare students for career and college success. The Framework is a work in progress and is being piloted in a number of locations around the state.

Appendix Q

Missouri Membership Director Report MBEA Fall Conference-(Michigan) November 16 -18, 2016

Missouri has 152 national members as of this date.

Since Missouri recently unified with ACTE, I shared at our fall conference in November 2016 that NBEA's research from other states that have unified with ACTE prove that membership for both the state and national level decrease. I also shared with our board that my hope is with some of the incentives the NCBEA region and national membership directors are suggesting I implement that this will encourage our Missouri members to renew or become new members of NBEA.

I shared with the board the major concern of NBEA with the unification is ACTE jeopardizing our members' \$250,000 professional liability insurance should they need to use that protection. Since renewal fees are being channeled through ACTE and taking three to four months for the renewal information to reach NBEA, attorneys now have the advantage to question whether a teacher actually had professional insurance coverage at the time of a claim.

One incentive Missouri is currently offering is a \$5 rebate to the first 60 teachers who renew their membership. This has helped encourage some to renew or become a new member of NBEA. Second incentive, with the budget that is provided by NCBEA, I purchased coffee mugs to give as a gift to our Missouri members who renew from July 1, 2016 to June 30, 2017.

As a closing note, Missouri members did NOT support the vote to unify with ACTE and the executive board is making every effort to grow their fall conference so that business teachers have the opportunity to attend professional development workshops w/o the additional cost being imposed by ACTE.

Ohio Membership Report

November 10, 2016



OBTA Conferences: Our Fall Conference this year was canceled due to low registrations. The Fall 2017 Conference will be held in Columbus, Ohio, in conjunction with the North Central Business Education Association. More details will be coming soon from the Planning Committee.

Recruitment: An email blast was sent to all former members informing them of the benefits of continuing membership. Additional recruitment plans are being made to encourage former members to join and to thank those who are current members.

Journal Submissions: Those wishing to submit articles for *The Business Technology Educator* should contact:

Editor

Matt White

111 E 19th St

Covington, KY 41014

(614) 579-0870 (mobile)

whitemc@prodigy.net

Submitted by:

H. Roger Fulk

Ohio Membership Director

roger.fulk@wright.edu

WISCONSIN REPORT TO NCBEA—SPRING 2016

Tina Trumbower

WEBIT Convention

- October 6 and October 7 was the WEBIT conference.
- Attendance was the best it has been for a few years.
- From talking to individuals it appears that more teachers are moving districts and some were now able to attend for the first time in many years.

National Business Education Hall of Fame Induction

- The National Business Education Hall of Fame is housed at the University of Wisconsin-Whitewater.
- I represented NCBEA at this event in October.

Another Update On Licensing Change For CTE In Wisconsin

- Further changes have been proposed allowing core area teachers to extend their certification to Computer Science and other areas. This emergency rule does not include a provision for CTE teachers, however, to have this same opportunity.
- As our interim legislative representative, I drafted a letter that was edited and sent by our WEBIT president to DPI.

NCBEA Membership

- This is a comparison of our WEBIT and NBEA membership at the time of our conference in September.

	WEBIT Members	NBEA Members
Professional	89	86
Student	6	3
Retired	2	7
Lifetime	30 contacted	N/A

Recruitment Efforts

- Booth at WEBIT
- E-mail blasts and sending of infographics
- Discussion of NBHS with interested Wisconsin teachers

Appendix T

NCBEA AWARDS COMMITTEE REPORT

Rhonda Schmaltz, Chair

November 2016

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 the March 2016 meeting at the NBEA conference, the Awards Committee has completed the following:

1. Extended the submission date for awards to May 31, 2016 due to the lack of nominees.
2. Sent out an electronic copy of the one award nominee for this year for the Awards Committee members to review and approve.
3. Notified the recipient of this year's award and confirmed their attendance at the NCBEA conference.
4. Updated the awards program for the luncheon.

At the conclusion of the conference, I will complete the following:

1. Notify Sue Elwood of this year's award recipient so information can be posted on the NCBEA site.
2. Get information out about next year's awards deadline and have Sue Elwood post this on the NCBEA website.
3. Review the process for awards and draft a proposal that the awards committee will review and have available at the spring NCBEA board meeting.

Respectfully submitted,

Rhonda Schmaltz
Awards Chair, NCBEA

NCBEA Fall Bylaws & Policies and Procedures Administrative Board Report
Robert Murray
November 16, 2016

- The bylaws have been reviewed, and changes are being proposed. Find the proposed changes and rationale in the [NCBEA 2016 – 2017 Team Folder](#) in Dropbox. Click on the *NCBEA Grand Rapids 11 16-18 2016* folder and then the *NCBEA Proposed Bylaws & Rationale 10 14 16* document (pdf file)
 - **Please be sure to read through the proposed changes before the November 16 Board meeting.**
 - Cathy Carruthers has done an enormous amount of work on the proposed changes. I offer a big thank you to her and the Bylaws & Policies and Procedures committee: Colleen & Matt.
- Policies and Procedures are being updated to reflect current practices. They will also be added to the [NCBEA 2016 – 2017 Team Folder](#) in Dropbox.
- The Handbook for Conventions is next to be reviewed and will be revised.

Proposed NCBEA Bylaws Changes

The NCBEA Bylaws and Standing Rules Committee has proposed changes to the NCBEA bylaws that were last amended April 4, 2012. Comments from the general membership on these proposed bylaws changes will be accepted at the NCBEA Annual Meeting which will be held on Friday, November 18, 2016, from 7:45 a.m. to 8:30 a.m. at the 2016 MBEA/NCBEA Convention in Grand Rapids, Michigan. A vote on the bylaws will be taken during the annual meeting.

The following are rationales for proposed changes:

1. The NBEA Representative title was changed years ago to NCBEA Director to the NBEA Board. This change is reflected in the proposed bylaws changes.
2. NBEA now selects the NCBEA Director to the NBEA Board, so NCBEA no longer nominates and elects candidates for this position. This change is reflected in the proposed bylaws changes.
3. The president no longer is the one who is registered on bank records. For the past four years, a new policy has been in place which has been followed. All bank accounts of the organization are now in the names of the treasurer and president-elect whose term begins with the commencement of the treasurer's three-year term. The new procedure never got changed in our bylaws, so this updates the bylaws to reflect current practice.
4. It has become increasingly difficult to fill the student representative Board position. We have fewer NABTE schools in our region than ever before. In, at least, the past seven years, our NABTE schools have had difficulty nominating students or getting them to follow through with the nomination packet. When we do get a student representative, they have not always been able to attend our meetings. NCBEA is not in a financial position to pay expenses for a student representative, and we think this may be a factor as well. We surveyed SBEA, M-PBEA, and WBEA, and those regions have never had a student representative. We have valued the input of our past student representatives, but it is recommended that the student representative Board position be eliminated.
5. For years, there has been confusion of the role of the Marketing/Linkages Committee. In reviewing the Marketing/Linkages Committee and the Membership Committee, we determined that the role of these two committees is really the primary responsibility of the state membership directors and the regional membership director to market NCBEA/NBEA, link NCBEA to NBEA and to the NCBEA states, and to promote and develop membership in NCBEA/NBEA. With the recent efforts to include the NCBEA Director to the NBEA Board in NBEA membership initiatives, we are proposing the addition of the NCBEA Director to the NBEA Board as a member of this committee and renaming it Marketing/Membership/Linkages Committee.

**BYLAWS
OF THE
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION, INC.**

Article I

Name

The name of this organization shall be the North Central Business Education Association (NCBEA). This association includes the states of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin; and the Canadian provinces adjacent to the North Central Region.

Article II

Objectives

The objectives of this association are as follows:

- a. To improve the relationship in business education at the state, regional, and national levels;
- b. To promote the professional growth of those in business education;
- c. To promote better business education through whatever means seem desirable; provided that, since it is the objective of the association to be a non-profit educational organization, it shall only engage in activities consistent with its status as defined in Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereof;
- d. To offer assistance and service to state associations within the region.

Article III

Membership

- SECTION 1. The rules and regulations governing membership and voting privileges shall be in accord with the NBEA Bylaws.
- SECTION 2. Any person interested in advancing the objectives of the association shall be eligible for membership in the professional category; and, upon payment of annual dues, shall be entitled to the services and publication of the association and shall be eligible to vote, hold office, and serve on committees.
- SECTION 3. Any undergraduate student interested in advancing the objectives of the association shall be eligible for membership in the student category; and, upon payment of dues, shall be entitled to the services and publications of the association. Student members shall not have voting or office holding privileges ~~except for the NCBEA student representative serving on the administrative board.~~
- SECTION 4. Any retired professional members, upon payment of dues, shall be entitled to the services and publications of the association, and shall be eligible to vote, hold office, and serve on committees.
- SECTION 5. Any life members of the NBEA located in the North Central Region shall automatically become life members of the NCBEA and shall be entitled to all the rights and privileges of the association. **NBEA life members are NBEA past presidents.**

Article IV

Dues

- SECTION 1. All members shall pay annual dues as stipulated by the NBEA.
- SECTION 2. The student membership year shall extend from July 1-June 30, inclusive. The membership year for all other members shall extend for twelve months from the month during which dues are paid.

Article V

Officers and Their Duties

- SECTION 1. The officers of the association shall be a president, a president-elect, a secretary, a treasurer, and an immediate past president.
- SECTION 2. The president shall:
- a. preside at all meetings of the association and the administrative board;
 - b. appoint the NCBEA Newsletter Editor to a three-year term when necessary;
 - c. appoint the NCBEA Webmaster to a three-year term when necessary;
 - d. ~~be registered, along with the treasurer, on all bank accounts of the organization.~~
 - d. e- perform all other duties as stated in the NCBEA Policies and Procedures Handbook.
- SECTION 3. The president-elect shall:
- a. preside at all meetings of the association and the administrative board in the absence of the president;
 - b. perform all other duties as stated in the NCBEA Policies and Procedures Handbook.
- SECTION 4. The secretary shall:
- a. keep accurate minutes of the proceedings of all meetings of the association and the administrative board and distribute copies to the administrative board;
 - b. maintain the archives' copies of all proceedings;
 - c. perform all other duties as states in the NCBEA Policies and Procedures Handbook.
- SECTION 5. The treasurer shall:
- a. receive and have custody of all monies and other assets of the association, including incorporation documents;
 - b. pay all expenditures approved by the administrative board;
 - c. keep accurate financial records and submit a report of the receipts, expenditures, and the balance on hand at each administrative board meeting;
 - d. prepare a written financial report for the fiscal year for distribution at the general membership business meeting;
 - e. at the expense of the organization, be bonded by October 1 of the year elected;
 - f. register all bank accounts of the organization in the names of the treasurer ~~and the president.~~ **and the president elect whose term begins with the commencement of the treasurer's three-year term; and**

- g. perform all other duties as stated in the NCBEA Policies and Procedures Handbook.
- SECTION 6. The immediate past president shall:
 - a. serve in an advisory capacity to the president and administrative board;
 - b. perform all other duties as stated in the NCBEA Policies and Procedures Handbook.
- SECTION 7. The administrative board shall implement the policies of the association.
- SECTION 8. The administrative board shall establish and implement the goals in accordance with the objectives of the association.
- SECTION 9. **Upon a vacancy of a state or affiliate representative on the NCBEA Administrative Board, the administrative board shall request that the state or affiliate organization replace its representative on the NCBEA Administrative Board within 30 days. A vacancy in any other board position may be filled by majority vote of the administrative board appointment for the unexpired term of the office, except that a vacancy in the office of president shall be filled by the president-elect.**

Article VI

Executive Committee and Administrative Board

- SECTION 1. The executive committee shall consist of:
 - a. president
 - b. president-elect
 - c. secretary
 - d. treasurer
 - e. immediate past president
 - f. ~~NBEA representative~~ **NCBEA Director to the NBEA Executive Board**
 - g. regional membership director
- SECTION 2. The administrative board shall consist of:
 - a. The executive committee
 - b. ~~The student representative~~
 - b. c.** The state membership directors
 - c. d.** The NCBEA Newsletter Editor
 - d. e.** The NCBEA Webmaster
 - e. f.** The president and executive director of the NBEA and the representative of ISBE from the North Central Region shall serve as ex-officio, non-voting members.
- ~~SECTION 3. The student representative shall be the recipient of the NCBEA student representative recognition award and shall serve for a one year term.~~
- SECTION **3. 4.** The state membership directors, selected by each state association, and regional membership director shall serve a three-year term.
- SECTION **4. 5.** The administrative board year is from July 1 to June 30.

Article VII
Removal of Board Members

An elected member or a member appointed by a state or an affiliate to the NCBEA Administrative Board may be removed from that position by a two-thirds vote of those administrative board members eligible to vote for any of the following reasons:

- a. current membership in NBEA not maintained
- b. consistent absence from regularly scheduled NCBEA Administrative Board meetings
- c. failure to fulfill board responsibilities and assigned tasks
- d. failure to maintain regular communication with the NCBEA Administrative Board
- e. other reasons deemed appropriate by the NCBEA Administrative Board

Article VII-VIII
Committees

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

- a. Awards Committee. The awards committee shall select the recipients of the annual NCBEA Distinguished Service Awards ~~and the Student Recognition Award~~. The committee shall consist of one administrative board member and one person from each member state, not necessarily a member of the administrative board. The administrative board member shall serve as the chair and shall appoint the other members, with the approval of the president.
- b. Budget Committee. The budget committee shall prepare the budget for the fiscal year, July 1 to June 30. The committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the chair.
- c. Bylaws and Standing Rules Committee. The bylaws and standing rules committee shall be composed of at least three (3) members, including the immediate past president who will serve as chair and the ~~NBEA Representative~~ **NCBEA Director to the NBEA Executive Board**. The bylaws and standing rules committee shall:
 - 1) consider, edit, and/or correlate such bylaw amendments and standing rules as it may originate and as are referred to it by the administrative board, officers, or individual member;
 - 2) verify that bylaw amendments and standing rules are not in conflict with any higher governing authority;
 - 3) present to NCBEA members changes to the bylaws or standing rules necessitated by amendments made in NBEA policies;
 - 4) send proposed bylaw amendments with recommendations to the NCBEA newsletter editor for inclusion with the call to the NCBEA convention;
 - 5) review past minutes to determine if changes are needed to the bylaws or standing rules;

- 6) review and update the NCBEA Policies & Procedures Handbook as needed; and,
- 7) send a copy of the current bylaws to the NBEA headquarters.
- d. Legislative Committee. The legislative committee shall work to encourage teachers to be involved in legislative issues regarding business education at the local, state, regional, and national levels. The committee shall consist of the president, immediate past president, and three members of the administrative board or past board members. The president shall appoint the chair.
- e. Marketing/~~Membership~~/Linkages Committee. The marketing/~~membership~~/linkages committee shall engage in activities to enhance the image and identity of NCBEA **and to promote membership development in the region**. The committee shall consist of the state membership director from each member state, **the NCBEA Director to the NBEA Executive Board**, and the regional membership director. **The regional membership director shall serve as the chair.** ~~The president shall appoint one of the committee members to serve as chair.~~
- ~~f. Membership Committee. The membership committee shall promote membership development in the region. The committee shall consist of at least all eight state membership directors, the student representative, and the regional membership director. The regional membership director shall serve as the chair.~~
- ~~f. g.~~ Nominating Committee. The nominating committee shall select nominees for officers ~~and representatives to the NBEA Executive Board~~. The committee shall consist of five persons as follows: (1) the immediate past president, and (2) four other current or former board members. The immediate past president shall serve as chair.
- ~~g. h.~~ Program of Work Committee. The program of work committee shall develop and monitor a program of work to promote business education in the region. The plan will be reviewed and updated on an annual basis. The committee shall consist of the president, president-elect, treasurer, and at least three other members of the administrative board. The president shall serve as chair and the president-elect shall serve as vice-chair.
- ~~h. i.~~ Publications Committee. The publications committee shall monitor the publication of the NCBEA newsletter and the special publication. Members of this committee will include the ~~NBEA Representative~~ **NCBEA Director to the NBEA Executive Board**, the newsletter editor, the webmaster, and the immediate past president. The president shall appoint one of the committee members to serve as chair. ~~The marketing/linkages committee will be charged with the distribution and sales of the publication.~~
- ~~i. j.~~ Strategic Planning Committee. The strategic planning committee shall develop a strategic plan for NCBEA. Through an effective long-range planning program, the plan will project goals and actions for a minimum of two years. The committee shall consist of the president, president-elect, immediate past

president, treasurer, and at least three other members of the administrative board. The president shall serve as chair and the president-elect shall serve as vice-chair.

- j. ~~k.~~ Technology Committee. The technology committee shall explore avenues to disseminate NCBEA news and business to the membership in an efficient and cost-effective manner. The technology committee will be in charge of developing and implementing a social media strategy to promote NCBEA. The committee shall be composed of the president, president-elect, webmaster, and newsletter editor. The webmaster will serve as chair.

- SECTION 2. The NCBEA president shall appoint committee members and chairs except as otherwise provided in these bylaws.
- SECTION 3. The chair of each standing committee shall be a member of the administrative board.
- SECTION 4. Each committee shall be governed by the policies established for that committee by the administrative board.
- SECTION 5. Special committees may be established by the president of the administrative board.

Article VIII IX

Nominations and Elections

- SECTION 1. The nominating committee may conduct elections by mail or by an electronically secure method in the annual NCBEA election. The candidate receiving the greatest number of votes shall be elected to the office as provided in the NCBEA Policies and Procedures Handbook.
- SECTION 2. The following officers, ~~NCBEA Representative to the NBEA Executive Board~~, and Regional Membership Director shall be elected by ballot for their respective terms:
- a. The president-elect shall be elected to serve consecutive one-year terms as president-elect, president, and immediate past president. The nominee must have previously served on the NCBEA Administrative Board.
 - b. The secretary and treasurer shall each be elected for three-year terms. The nominees need not have previously served on the NCBEA Administrative Board.
 - c. ~~The NCBEA Representative to the NBEA Executive Board shall be elected for a three-year term. The nominees must have previously served on the NCBEA administrative board.~~
 - c. ~~d.~~ The Regional Membership Director shall be elected for a three-year term. The nominees must have served as a state membership director on the NCBEA Administrative Board.
- SECTION 3. The President, President-elect, and Immediate past president shall not be elected to the same administrative board office for two consecutive terms.
- SECTION 4. Each nominee for and each member of the administrative board must be a member of NBEA at the time of nomination and during the term of office.
- SECTION 5. **The NCBEA Director to the NBEA Executive Board will be selected by the NBEA Board following the NBEA Policies and Procedures.**

Article ~~IX~~ X
Meetings

- SECTION 1. The association shall hold a general membership business meeting at each NCBEA convention, which shall be known as the annual meeting.
- SECTION 2. The administrative board shall meet at least once a year.
- SECTION 3. The NCBEA is encouraged to meet in conjunction with and at the invitation of a state organization.
- SECTION 4. An NCBEA convention will be held in conjunction with and according to the rotation plan adopted by the NCBEA.
- SECTION 5. The Administrative Board, Executive Committee, Standing Committees, and Special Committees are authorized to meet by telephone conference or through other electronic communications media so long as all members may simultaneously hear each other and participate during the meeting. Electronic voting may be used for NCBEA business as needed.
- SECTION 6. A quorum shall be a majority of members for any NCBEA Administrative Board meeting.
- SECTION 7. A quorum at an NCBEA business meeting shall be the number of members present at the time of the NCBEA business meeting. The date, time, and location of the business meeting must be published at least 30 days prior to the business meeting.

Article ~~XI~~ XI
Financial Reserve

The association shall maintain a financial reserve of \$5,000. These funds shall be placed in a low-risk investment instrument with a high degree of liquidity (i.e. fixed rate, long-term bonds should be avoided), when possible. Withdrawals from the reserve may be made only when the following conditions prevail:

- a. Accounts payable exceed the non-reserve assets of the organization and/or short-term cash flow problems prevent accomplishment of the association's programmed activities and/or threaten the solvency of the organization and when advances cannot otherwise be obtained (e.g. from NBEA), and/or
- b. Higher returns from alternative investments can be obtained without significantly increasing the risk to the organization or decreasing the liquidity of the investment, and
- c. A majority of the administrative board agrees to the withdrawal of funds or when time and/or money constraints prohibit action by the full board, a majority of the executive committee may authorize a withdrawal from reserves.

ARTICLE XII
Dissolution

SECTION 1. A two-thirds vote from the Board of Directors shall be required to dissolve the North Central Business Education Association.

SECTION 2. All bills of the Association will be paid upon presentation of proper documentation. Once all bills are paid, there will be a waiting period of 30 days.

SECTION 3. The NCBEA Executive Committee shall recommend to the NCBEA Administrative Board a proposal for the distribution of any remaining assets after outstanding bills have been paid according to Section 2 of this Article. A two-thirds vote shall be required to distribute assets as determined by the Administrative Board. No member of the Board will personally benefit from the distribution.

Article ~~X~~ XIII

Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern in all deliberations of the ~~association in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the NBEA Bylaws, or any special rules of order the association may adopt.~~

Article ~~XI~~ XIV

Amendment of Bylaws

- SECTION 1. Amendments to the bylaws require approval of the Administrative Board, notification of NCBEA members 30 days in advance of the business meeting, and a majority vote of members present at the business meeting.
- SECTION 2. The bylaws shall be reviewed every year by the immediate past president.

~~Last amended April 4, 2012~~

Appendix V

As the NCBEA Legislative Chair, I attended all legislative sessions and meetings at the NBEA Convention in Las Vegas.

The NCBEA Legislative Committee decided to publish two Legislative Updates per year. One to be published in September, the other in March/April.

Cathy Carruthers (IL) and Colleen Webb (MI) took the lead on the first newsletter. Two volunteers will be recruited at the November, 2016 NCBEA Board Meeting in Michigan to put together the next edition.

During the NBEA Convention in Las Vegas, Cathy Carruthers and Colleen Webb developed a newsletter time line. Contacts in each state were secured and given a due date to have an update for their state submitted. The first Legislative Update had 100% participation from our member states. The contacts are listed below:

NCBEA Legislative State Contacts

Illinois	Current IBEA President
Indiana	Jason Hendrickson
Iowa	Barb Bielenberg
Minnesota	Kevin Nolt
Michigan	Colleen Webb
Missouri	Theresa Bynum
Ohio	Stephen Lewis, Jr.
Wisconsin	Tina Trumbower

The articles were dumped into the newsletter template created by Cathy Carruthers and Colleen Webb. Items of general interest to all CTE Instructors were also included. Dr. Treichel was contacted and granted permission to use information from the NBEA Website.

The Legislative update was sent it to NCBEA members through Constant Contact the first week in September. The newsletter was also emailed to DeLayne Havlovic, NBEA Legislative Chair, Dr. Priscilla Romkema, NBEA President, and Dr. Jan Treichel, NBEA Executive Director.

Kelli Deimer, ACTE Business Education Divisional Representative, will be delivering the Legislative Update to the MBEA/NCBEA Conference attendees on Thursday, November 17 in Grand Rapids, MI.

Colleen Webb will be serving on the NBEA Legislative Advocacy Committee for the next 3 years.

Respectfully submitted,

Colleen L. B. Webb, Chairperson
NCBEA Legislative Committee

NCBEA FALL NOMINATIONS COMMITTEE BOARD REPORT

Robert Murray

November 16, 2016

Nomination Committee: Bob Murray, Cathy Carruthers, Stella Hull, Colleen Webb, and Matt White

Nomination Duties

- Began nomination process for 2017-18 – only position this year is for President Elect
- Will submit nomination information to Sue Elwood for inclusion in next newsletter and on the Web site.
- Will update the nomination form posted on website to reflect my contact information
- If you have a suggestion for a nominee, please let one of the committee members know

NCBEA
Program of Work
2016-2017

North Central Business Education Association

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

APPROVED: March 24, 2016

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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 2016-2017 Program of Work (POW) to the Administrative Board	President-Elect POW Committee	April 2017	
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 2016 Spring 2017 Online as needed	
	Acquaint members of the Administrative Board with their duties/responsibilities	President Administrative Board	Summer/Fall 2016 Spring 2017	
E	Acquaint committee chairpersons with their duties/responsibilities	President Committee Chairs	Summer/Fall 2016 Spring 2017	
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 2016 Spring 2017	
G	Require all committees to submit written and oral reports to the Administrative Board regarding the status of their work.	President Committee Chairs	Summer/Fall 2016 Spring 2017	
H	Monitor committee progress and recommend revision of committee membership when appropriate	President	Summer/Fall 2016 Spring 2017	
I	Plan agenda for Administrative Board meetings to include committee meetings	President Committee Chairs	Summer/Fall 2016 Spring 2017	
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	

Appendix X

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 2016 Spring 2017	
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 Newsletter Editor State Membership Directors	Ongoing	
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 2016	

**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 2016-2017 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	Membership Committee State Membership Directors	Ongoing; included in newsletter; summer/fall NCBEA conference & NBEA conference	

	meetings and at least two additional conferences. Provide a camera-ready form to include in all mailings. Promote membership at state convention NBEA booth			
H	Encourage appropriate recognition of state membership chairs who have achieved their goal	President Regional Membership Director	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 Director 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 2016	
B	Plan marketing activities based on approved marketing plan and develop and distribute resources that promote business education and business careers	Marketing/Linkages Committee	Ongoing	

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 2016	
B	Encourage participation in the “Academy for Leadership Excellence” in business education via publications and NBEA web site	Program of Work Committee	Summer/Fall 2016	

C	Conduct appropriate Administrative Board training for new board members	President Past President	Summer/Fall 2016	
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 2016	
F	Conduct state presidents' meeting at NCBEA/state convention	President Elect	Summer/Fall 2016	
G	Recognize NCBEA Past Presidents at the NCBEA/state convention	President Past President	Summer/Fall 2016	
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 2016	

B	Present proposed Strategic Plan to the Administrative Board at the NCBEA Summer/Fall meeting	President-Elect Strategic Planning Committee	Summer/Fall 2016	
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 2016-June 2017	
C	Invite and encourage ISBE President or an ISBE representative to publicize ISBE events at the annual NCBEA/state convention	President ISBE Representative	Summer 2016	
D	Encourage Administrative Board members to join ISBE & DPE	President	Fall 2016	
E	Invite Business Division of ACTE to publicize its activities at the state conventions	President State Membership Directors	Summer/Fall 2016	
F	Encourage business teachers to partner with businesses and develop internships	Marketing/Linkages Committee	Ongoing	
G	Review results of NCBEA membership services and make	Membership Directors and State Presidents	Ongoing	

	appropriate recommendations for improvement of services			
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 2017	
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 2016 April 2017	
C	Present proposed budget for adoption for 2016-2017	Treasurer	Spring 2017	
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 2016	

G	Prepare and submit financial reports as stated in the NCBEA Policies and Procedures	Treasurer	Ongoing	
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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

Goal 1: Support business education curricula through the work of communities and task forces to promote business education through an effective program of publications

Goal 2: Promote a greater academic presence for business education

Goal 3: Incorporate relevant and emerging curriculum in business				
Goal 4: Identify and disseminate creative instructional strategies that include diverse populations, alternative scheduling, alternative delivery, and the use of technology				
Goal 5: Acquire funding to support programs that further the purposes of business education				
Action		Person(s) Responsible	Completion Date	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 Newsletter Editor	Ongoing	
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	
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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 separate NCBEA-sponsored event at each regional conference/convention	Strategic Planning Committee	Ongoing; NCBEA co-hosts an annual conference	
B	Write thank you notes to all participants who have served on a committee during the past year	Committee Chair	Spring 2017	
C	Recognize award winners	President Award Committee Chair	Summer/Fall 2016	
D	Recognize the Executive Board members	President	Summer/Fall 2016	

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 2016	
B	Plan for joint NCBEA convention with next state in rotation	NCBEA host state convention liaison, state convention chair, Administrative Board	Spring/Summer/Fall 2016	
C	Modify rotation plan of the NCBEA Convention at the host state association's invitation: Fall 2016 – Michigan Fall 2017 – Ohio Fall 2018– Missouri Fall 2019 – Minnesota Fall 2020 – Wisconsin Fall 2021 – Iowa Fall 2022 – Illinois Fall 2023 – Indiana	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 units	State Conference Chair	Summer 2016	
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	November 9-11, 2016	Hilton Springfield, Springfield, IL
Indiana	November 18-19, 2016	Wyndham Indianapolis West Hotel, Indianapolis, IN
Iowa	October 23-24, 2016	Holiday Inn Hotel & Suite Des Moines-Northwest, Des Moines, IA
Michigan	November 16-18, 2016	Amway Grand Plaza Hotel, Grand Rapids, MI
Minnesota	TBD	TBD
Missouri	July 25-28, 2016	University Plaza Hotel, Springfield, MO
Ohio	September 30, 2016	Columbus State Community College, Columbus, OH
Wisconsin	October 6-7, 2016	Chula Vista Resort, The Wisconsin Dells, WI
Goal 3: To represent NCBEA at each regional convention		
Action Strategies		Responsibility of
Determine appropriate Administrative Board members to represent NCBEA at regional conventions		Ongoing
Region	Date	City & Hotel
SBEA	October 19-22, 2016	Hilton Resort, Myrtle Beach, SC
WBEA	February 16-20, 2017	Bozeman, MT
MPBEA	TBA	TBA
Goal 4: To encourage as much representation from NCBEA as possible at the NBEA Convention and the ISBE Conference		
Organization	Date	City & Hotel
NBEA	April 11-15, 2017	Chicago Marriott Downtown Magnificent Mile, Chicago, IL

ISBE	July 31 – August 5, 2016	University of Graz and FH JOANNEUM University of Applied Sciences, Graz, Austria & Maribor, Slovenia
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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 2016	
F	Attend the ACTE National Policy Seminar	President Legislative Committee Chair	Spring 2016	

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	

NCBEA

Program of Work

2017-2018

North Central Business Education Association

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

DRAFT: November 16, 2016

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Category 14: Teacher Recruitment and Preparation

Category 1: Administration				
Goal: Manage NCBEA organization operations effectively and efficiently				
Action		Person(s) Responsible	Completion Date and Completed Y/N	
A	Prepare & present electronically the preliminary 2017-2018 Program of Work (POW) to the Administrative Board	President-Elect POW Committee	April 2018	
B	Once adopted, post the Program of Work on the NCBEA website.	President Webmaster	Pending Approval	
C	Schedule appropriate NCBEA Administrative Board meetings to carry out the business of NCBEA	President	Summer/Fall 2017 Spring 2018 Online as needed	
	Acquaint members of the Administrative Board with their duties/responsibilities	President Administrative Board	Summer/Fall 2017 Spring 2018	
E	Acquaint committee chairpersons with their duties/responsibilities	President Committee Chairs	Summer/Fall 2017 Spring 2018	
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 2017 Spring 2018	
G	Require all committees to submit written and oral reports to the Administrative Board regarding the status of their work.	President Committee Chairs	Summer/Fall 2017 Spring 2018	
H	Monitor committee progress and recommend revision of committee membership when appropriate	President	Summer/Fall 2017 Spring 2018	
I	Plan agenda for Administrative Board meetings to include committee meetings	President Committee Chairs	Summer/Fall 2017 Spring 2018	
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	

Appendix Y

L	Provide periodic reports to members through newsletter and special publications	Newsletter editor	Ongoing; newsletter is published 3 times per calendar 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 2017 Spring 2018	
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 Newsletter Editor State Membership Directors	Ongoing	
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 2017	

**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 2017-2018 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; completed by 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 Director	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 Director 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 2017	

B	Plan marketing activities based on approved marketing plan and develop and distribute resources that promote business education and business careers	Marketing/Linkages Committee	Ongoing	
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 2017	

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B	Encourage participation in the “Academy for Leadership Excellence” in business education via publications and NBEA web site	Program of Work Committee	Summer/Fall 2017	
C	Conduct appropriate Administrative Board training for new board members	President Past President	Summer/Fall 2017	
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 2017	
F	Conduct state presidents’ meeting at NCBEA/state convention	President Elect	Summer/Fall 2017	
G	Recognize NCBEA Past Presidents at the NCBEA/state convention	President Past President	Summer/Fall 2017	
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 2017	
B	Present proposed Strategic Plan to the Administrative Board at the NCBEA Summer/Fall meeting	President-Elect Strategic Planning Committee	Summer/Fall 2017	
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 2017-June 2018	
C	Invite and encourage ISBE President or an ISBE representative to publicize ISBE events at the annual NCBEA/state convention	President ISBE Representative	Summer 2017	

D	Encourage Administrative Board members to join ISBE & DPE	President	Fall 2017	
E	Invite Business Division of ACTE to publicize its activities at the state conventions	President State Membership Directors	Summer/Fall 2017	
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 2018	
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 2017 April 2018	
C	Present proposed budget for adoption for 2017-2018	Treasurer	Spring 2017	

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 2017	
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				
Goal 1: Support business education curricula through the work of communities and task forces to promote business education through an effective program of publications				
Goal 2: Promote a greater academic presence for business education				
Goal 3: Incorporate relevant and emerging curriculum in business				
Goal 4: Identify and disseminate creative instructional strategies that include diverse populations, alternative scheduling, alternative delivery, and the use of technology				
Goal 5: Acquire funding to support programs that further the purposes of business education				
Action		Person(s) Responsible	Completion Date	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 Newsletter Editor	Ongoing	

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 to be 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 separate NCBEA-sponsored event at each regional conference/convention	Strategic Planning Committee	Ongoing; NCBEA co-hosts an annual conference	
B	Write thank you notes to all participants who have served on a committee during the past year	Committee Chair	Spring 2018	
C	Recognize award winners	President Award Committee Chair	Summer/Fall 2017	
D	Recognize the Executive Board members	President	Summer/Fall 2017	

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 2017	
B	Plan for joint NCBEA convention with next state in rotation	NCBEA host state convention liaison, state convention chair, Administrative Board	Spring/Summer/Fall 2017	
C	Modify rotation plan of the NCBEA Convention at the host state association's invitation: Fall 2016 – Michigan Fall 2017 – Ohio Fall 2018– Missouri Fall 2019 – Minnesota Fall 2020 – Wisconsin Fall 2021 – Iowa Fall 2022 – Illinois Fall 2023 – Indiana	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 units	State Conference Chair	Summer 2017	
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

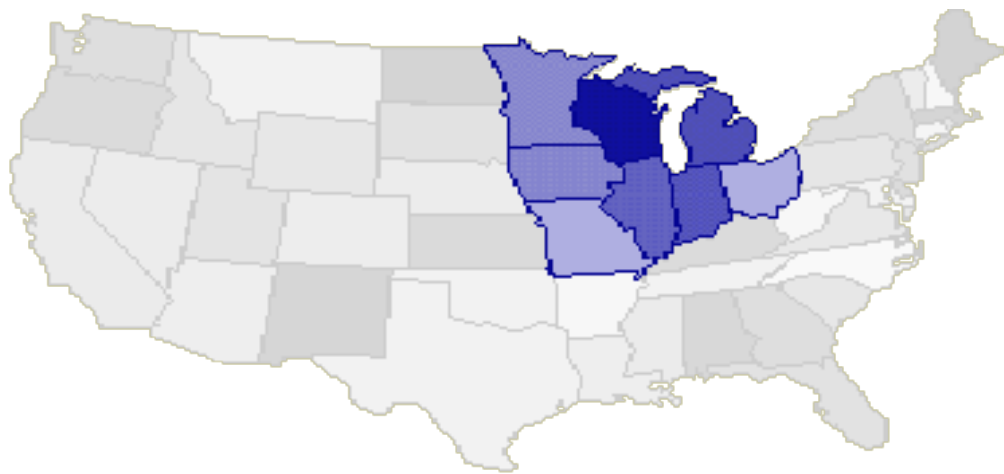
State	Date	City & Hotel	
Illinois	November 9-11, 2016	Hilton Springfield, Springfield, IL	
Indiana	November 17-18, 2017	Wyndham Indianapolis West Hotel, Indianapolis, IN	
Iowa	October 23-24, 2016	Holiday Inn Hotel & Suite Des Moines-Northwest, Des Moines, IA	
Michigan	November 16-18, 2016	Amway Grand Plaza Hotel, Grand Rapids, MI	
Minnesota	October 13-14, 2016	Normaldale Community College	
Missouri	July 25-28, 2016	University Plaza Hotel, Springfield, MO	
Ohio	September 2017	Columbus, OH	
Wisconsin	October 6-7, 2016	Chula Vista Resort, The Wisconsin Dells, WI	
Goal 3: To represent NCBEA at each regional convention			
Action Strategies		Responsibility of	Time Line
Determine appropriate Administrative Board members to represent NCBEA at regional conventions		President	Ongoing
Region	Date	City & Hotel	
SBEA	October 19-22, 2016	Hilton Resort, Myrtle Beach, SC	
WBEA	February 16-20, 2017	Best Western GranTree Inn, Bozeman, MT	
MPBEA	June 12-14, 2017	Radisson Hotel Bismarck, Bismarck, ND	
Goal 4: To encourage as much representation from NCBEA as possible at the NBEA Convention and the ISBE Conference			
Organization	Date	City & Hotel	
NBEA	March 27-31, 2018	Baltimore Marriott Waterfront, Baltimore, Maryland	
ISBE	July 23-29, 2017	San Juan, Puerto Rico (3 Hotel Properties)	

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 2017	
F	Attend the ACTE National Policy Seminar	President Legislative Committee Chair	Spring 2017	

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	

North Central Business Education Association

Strategic Plan 2016-2017



Submitted by

**Matthew White, President
2016-2017**

NCBEA STRATEGIC PLAN FOR 2016-2017

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
2. Disseminate quarterly updates to each state president regarding what is happening in NCBEA and NCBEA events, programs, and services	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)	Quarterly basis

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

**NCBEA Administrative Board Meeting
November 16, 2016**

Unfinished Business item: *NCBEA Professional Development Partnership Stipend Program*

Committee Members: Debbie Stanislawski, Stella Hull, Matt White, Jason Hendrickson, & Cathy Curruthers

The Committee has proposed the following guidelines for distributing the funds from NBEA's First-time Attendees Stipend Fund. Page 2 is a draft of the form a First-time attendee would complete to apply for the stipend.

NCBEA Professional Development Partnership Stipend Program

1. President will contact states to share that the Professional Development Program through NBEA has been discontinued. In that letter, include the process for distributing any funds.
2. Remaining Funds to be distributed for NBEA Conferences.
3. We will replicate the process used for the NCBEA Past President Stipend.
4. It is the discretion of the Past President if they want to form a committee to review applications.
5. The 'spirit' will be to award the remaining funds across the states liberally to first time attendees. There is no limitation on number of grantees per state per year.
6. Use same timeline as NCBEA Past Presidents.
7. Start Spring 2017 in Chicago
8. Given out at NCBEA Board Meeting if held during the duration of the conference. If not, find alternative time.
9. \$400 Stipend
10. Title: NCBEA Professional Development Stipend
11. First-Time attendees may apply for both Past President and the NCBEA Professional Development Stipend.
12. The form will need to be revised: Appoint Past President
13. Check NCBEA Professional Development Stipend form to make sure requirement of NBEA/NCBEA Membership is met.

NCBEA PROFESSIONAL DEVELOPMENT STIPEND
NBEA 2017 Annual Convention
APRIL 11 – 15, 2017 – CHICAGO, ILLINOIS

If you are a business education student or a professional member of the National Business Education Association/North Central Business Education Association and have never attended the NBEA's annual convention, you are eligible to receive a professional development stipends.

The \$400 stipends will be presented at the NCBEA Board meeting during the NBEA Convention in Chicago, IL, April 11 – 15, 2017. The recipients **must** attend the convention and this function where they will receive the stipend. Awardees will be notified by **March 15, 2017**.

If you would like to apply for the **NCBEA Professional Development Stipend**, please complete this form and return it to: Robert Murray, 5017 Haenke Road, Mountain Iron, MN 55768 or email to rmurraymbei@gmail.com.

To be considered, applications must be received by **March 1, 2017**.

Full Name: _____
Home Address: _____
School Address: _____
Telephone: _____
E-mail Address: _____
NBEA Member Number: _____

Attending the NBEA convention will benefit me in the following way(s): _____

State Affiliation (select one)

☐ Illinois ☐ Indiana ☐ Iowa ☐ Michigan ☐ Minnesota ☐ Missouri ☐ Ohio ☐ Wisconsin

Position (select one)

☐ Student ☐ Classroom Teacher ☐ Other _____

Statement of Understanding

I understand that I am eligible to receive a \$400 stipend only if I am registered for the 2017 NBEA Convention being held in Chicago, Illinois, April 11 – 15, 2017, and attend the NCBEA Board meeting. I further understand that to be eligible, I must be a student or professional member of NBEA/NCBEA and have **never attended** an NBEA convention. I also understand that making this application does not guarantee that a stipend will be awarded to me.

Signature: _____

Date: _____