

**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 Stanislowski

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

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 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:

- Colleen Webb has submitted candidate forms to run for and serve a second term as secretary.
- 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.
- To date, we have not received a nomination for student representative. Will send second request to NABTE schools
- 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 Stanislowski

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 Out
- 9) 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@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.
 - President's Message
 - Upcoming Convention Information NBEA
 - 2015 NCBEA Awards
 - Reports from Executive Board and State Membership Directors

- Updated board list, convention rotation, and nomination information
- ❖ Spring Newsletter was published in March
 - President's Message
 - Upcoming Conventions Information for Michigan/NCBEA Conference
 - Links to Awards Form, First-time Attendees Stipend, Non-NABTE institution student membership in NBEA, Electronic Toolbox
 - State presidents reports
 - 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.
 - Upcoming Convention Information (NCBEA and NBEA)
 - 2015 NCBEA Awards
 - NCBEA Electronic Toolbox Information
 - NCBEA Newsletters (Fall and Spring)
 - Current Awards, Board, and other Forms
 - Nomination information
- ❖ The website host is Domains Priced Right the URL is <http://www.ncbea.com/>
 - The host and domain name were renews March 13, 2016
 - 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
 - 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-ibeas.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:
 - Legislative issues in our NCBEA area
 - National Business Honor Society
 - Upcoming conferences
 - Soft skills topics
 - Success stories
 - 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.

- 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.
- To date, we have not received a nomination for student representative. Will send second request to NABTE schools
- 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				
<p>Goal 1: To be recognized as the foremost organization that represents and supports education for</p> <p>and about business</p>				
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

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 I: 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
<p>Goal 3: To represent NCBEA at each regional convention</p>		
<p>Action Strategies</p>		<p>Responsibility of</p>
		<p>Time Line</p>
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
<p>Goal 4: To encourage as much representation from NCBEA as possible at the NBEA Convention and</p>		

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

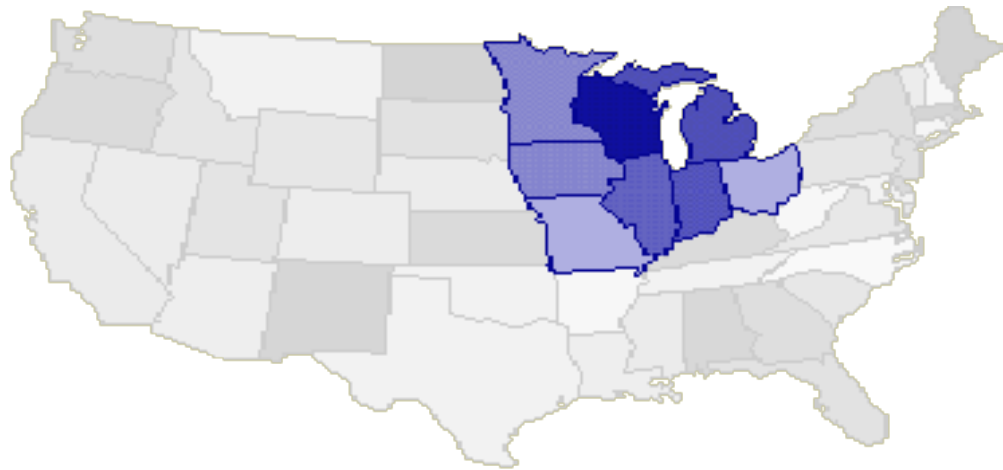
- ❖ Fall Newsletter was published in November.
 - President’s Message
 - Upcoming Convention Information NBEA
 - 2015 NCBEA Awards
 - Reports from Executive Board and State Membership Directors

- Updated board list, convention rotation, and nomination information
- ❖ Spring Newsletter was published in March
 - President's Message
 - Upcoming Conventions Information for Michigan/NCBEA Conference
 - Links to Awards Form, First-time Attendees Stipend, Non-NABTE institution student membership in NBEA, Electronic Toolbox
 - State presidents reports
 - 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.
 - Upcoming Convention Information (NCBEA and NBEA)
 - 2015 NCBEA Awards
 - NCBEA Electronic Toolbox Information
 - NCBEA Newsletters (Fall and Spring)
 - Current Awards, Board, and other Forms
 - Nomination information
- ❖ The website host is Domains Priced Right the URL is <http://www.ncbea.com/>
 - The host and domain name were renews March 13, 2016

- 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
- 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).