

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
Minutes (approved March 29, 2018))**

Columbus State Conference Center, Room 407

Columbus, Ohio

Thursday, September 28, 2017

1. **Call to Order** – President Jason Hendrickson called the meeting to order at 1:13 p.m.
2. **Welcome and Introductions** – President Jason Hendrickson welcomed the Board members. Minnesota has appointed Robert Murray to complete the current term of their State Membership Director.
3. **Appointment of Parliamentarian/Determination of Voting Privileges** – Jason Hendrickson appointed himself to serve as Parliamentarian for this meeting.
4. **Roll Call** - Secretary Cathy Carruthers - With 13 voting members, 1 vacant positions, and 8 required for a quorum, a quorum was established.

X	Jason Hendrickson	President
X	Tina Trumbower	President-Elect, Wisconsin Membership Director
X	Matt White	Past President, Interim Ohio Membership Director
X	Colleen Webb	NCBEA Director on the NBEA Board
X	Stella Hull	Treasurer
X	Cathy Carruthers	Secretary
X	Sue Elwood	Regional Membership Director, Newsletter Editor, Webmaster
Absent	Kathy Mountjoy	Illinois Membership Director
X	Brian Wolfe	Indiana Membership Director
X	Rhonda Schmaltz	Iowa Membership Director
X	Patricia Pearson	Michigan Membership Director
X	Robert Murray	Minnesota Membership Director
X	Theresa Bynum	Missouri Membership Director
	Vacant	Wisconsin Membership Director
X	David Gilbertstadt	ISBE Representative (Ex-Officio)
X	Dr. Jan Treichel	NBEA Executive Director (Ex-Officio)
X	Dr. Diane Fisher	NBEA President (Ex-Officio)

5. **Approval of April 13, 2017, Administrative Board Minutes**

Robert Murray moved to accept the minutes as presented. Colleen Webb seconded. Motion carried. (Appendix A and A2)

Approval of the September 3, 2017, Electronic Board meeting minutes

Pat Pearson moved to accept the minutes as presented. Colleen Webb seconded. Motion carried. (Appendix A3)

6. Treasurer's Report

Treasurer Stella Hull presented the Treasurer's Report. There is a checkbook balance of \$2,503.63, savings balance of \$8,015.06, and CD balance of \$5,004.24. Total funds are \$15,522.93, which includes past presidents' monies of \$1,425.00. The treasurer's report will be filed for audit. (Appendix B)

7. Executive Officer Reports

a. President – Jason Hendrickson

Jason Hendrickson asked that the Board members review his report in Dropbox and look at recommendations made. Difficult decisions need to be made today. Going in the direction we have been going in cannot continue – cannot put off until tomorrow. (Appendix C)

b. President-elect – Tina Trumbower – no written report submitted

Tina is looking forward to diving in, using veterans in the room, and working as a team. She hopes for better communication of what is going on in our various states – what we have in common and what could we learn from other states.

c. Past President – Matt White (Appendix D)

d. Secretary's Report – Cathy Carruthers (Appendix E)

8. Other Officer Reports

a. NCBEA Director to the NBEA Board Colleen Webb (Appendix F)

b. Regional Membership Director - Sue Elwood (Appendix G)

c. Newsletter Editor – Sue Elwood (Appendix H)

Sue announced the deadline for newsletter article submission is October 20 for a November 1 publication date. She asked for articles about conference information, awards, and from the president and state membership directors.

- d. Webmaster - Sue Elwood (Appendix H)

Sue reminded Board members to send her any updates to post to the NCBEA website. The domain will need to be renewed in April 2018 (Appendix H)

- e. ISBE Representative - David Gilberstadt – no written report submitted

David reported on Puerto Rico. He discussed the updated mailing list, lack of budgets, and that he had no invitations to bring greetings. He is working to get members to join both NBEA and ISBE. There is a \$300 budget from ISBE for marketing, etc.

9. State Membership Director Reports

- a. Illinois - Kathy Mountjoy - no written report submitted

- b. Indiana – Brian Wolfe – no written report submitted

- c. Iowa - Rhonda Schmaltz (Appendix I)

- d. Michigan - Patricia Pearson (Appendix J)

- e. Minnesota – Robert Murray (Appendix K)

- f. Missouri - Theresa Bynum – no written report submitted

Theresa announced that the Missouri Summer conference in July will be July 23-25 at the University Plaza Hotel in Springfield, Missouri. The Missouri conference is in conjunction with MOACTE and includes all CTE divisions. Theresa ordered imprinted mugs and filled with candy and highlighters for their conference. She gave \$25 gift cards to new members and \$25 gift cards for renewing members.

- g. Ohio - Matt White (Interim) – (Appendix L)

- h. Wisconsin – Open – no written report submitted

Tina Trumbower announced that Michelle Gibson Herman will be the new Wisconsin membership director on a trial basis. Michelle is the Wisconsin state conference coordinator.

10. Standing Committee Reports

- a. Awards Chair – Matt White – (Appendix M)
- b. Budget – Treasurer Stella Hull (Appendix N)
- c. Bylaws and Standing Rules – Matt White (Appendix O)
- d. Legislative - Colleen Webb announced the publication of the fall legislative newsletter (Appendix P)
- e. Marketing/Membership/Linkages - Sue Elwood (Appendix Q)

It was discussed that NCBEA prepare a welcome packet to be sent to new members. The goal will be to have access to this by November 1.

- f. Nominating Chair – Matt White (Appendix R)
- g. Program of Work – Jason Hendrickson and Tina Trumbower – no written report submitted
- h. Publications - Sue Elwood (Appendix S)
- i. Strategic Plan - Jason Hendrickson and Tina Trumbower – no written report submitted
- j. Technology - Sue Elwood (Appendix T)

11. Unfinished Business

Audit Adhoc Committee Report – Matt White

Jason Hendrickson, Matt White, and Cathy Carruthers completed an internal audit for July 1 to June 30, 2017. General recommendations resulting from the audit were discussed. (Appendix U)

12. New Business

- a. NCBEA Joint Conference Rotation - Jason Hendrickson

Jason asked the Board, “What is benefit of NCBEA going to each state?” Discussion followed and included the following: face-to-face opportunities, exposure to membership, less burden of planning conference, fresh professional development,

networking opportunities. Some disadvantages include the cost to individual members and time out of classroom for secondary teachers

Jason asked, "What is the benefit to the state? Speakers provided from NCBEA and income from registrations.

Jason asked, "How would this look to have one board meeting face-to-face per year? To present NCBEA Awards at NBEA.

Cathy Carruthers made the motion, "I move that the NCBEA board have one face-to-face meeting each year to be held in conjunction with the NBEA Annual Convention and a minimum of two additional electronic Board meetings to conduct the business of NCBEA. The Board members would be reimbursed \$200 per member for the one face-to-face meeting per year." Brian Wolfe seconded. Motion carried.

Colleen Webb made the motion, "I move that the motion be effective July 1, 2018." Brian Wolfe seconded. Motion carried.

It was suggested that President Jason Hendrickson construct an email to send to the NCBEA State Boards that NCBEA would no longer be following the conference rotation schedule. Proposed changes to the bylaws will be voted on at the NCBEA business meeting to be held during NBEA in Baltimore.

b. NCBEA Summer Fundraiser - Jason Hendrickson

Jason discussed the possibility of Disney leadership workshops as a fundraiser for NCBEA. He explained that Disney offers teacher/members at no cost for 2-day workshop. We could charge small registration fee to generate income. Participants would receive discounted tickets. Disney would take care of planning housing. Disney takes care of everything and we pay - typically value properties – \$125-175/night could get down to \$75 range. Possible dates were discussed. A higher rate charge for nonmembers was discussed. The possibility of a dessert reception was discussed. The Board asked Jason to proceed with getting details for summer 2018 professional development/fundraiser.

c. Proposed Changes to NCBEA Policies & Procedures - Cathy Carruthers

Approved changes have been posted on NCBEA website. If the proposed bylaws change is approved at the business meeting in March, policies and procedures would need to be updated to reflect the bylaws change.

d. NCBEA Board Meeting at NBEA (to be determined) - Jason Hendrickson

- e. 2017-2018 Annual Business Meeting-Baltimore (to be determined) - Jason Hendrickson

13. Announcements

a. 2017 Upcoming State Conferences

- 1) Illinois—November 8-10, 2017, Wyndham, Springfield (www.ibea.org)
- 2) Indiana— November 17-18, 2017, Wyndham, Indianapolis (<http://ind-ibea.org>)
- 3) Iowa – October 22-23, 2017, Holiday Inn & Suites West, Urbandale (www.ibeaonline.org)
- 4) Michigan – November 8-10, 2017, Bavarian Inn and Conference Center, Frankenmuth (www.mbea-online.org)
- 6) Wisconsin—October 5-6, 2017, Holiday Inn Convention Center, Stevens Point (<http://www.webitonline.org/>)

b. Board Rotation

- 1) July 1, 2018 – President Elect, Regional Membership Director, Treasurer, Minnesota, Ohio, & Michigan
- 2) July 1, 2019 – President Elect, Secretary, NCBEA Director on the NBEA Executive Board*, Webmaster, Illinois, Indiana, & Iowa

c. NBEA – March 27-31, 2018 – Baltimore Marriott Waterfront (nbea.org)

14. **Adjournment** - President Jason Hendrickson adjourned the meeting at 5:12 p.m.

Respectfully submitted,

Cathy Carruthers

Cathy Carruthers, Secretary