

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
Minutes (approved April 18, 2019)
Wyndham Indianapolis West Hotel
Indianapolis, Indiana
Thursday, November 15, 2018
International Board Room**

1. **Call to Order** – President Tina Trumbower called the meeting to order at 7:10 p.m.
2. **Welcome and Introductions** – President Tina Trumbower welcomed the Board members and asked everyone to introduce themselves. NBEA President Elect Colleen Webb was a guest.
3. **Appointment of Parliamentarian/Determination of Voting Privileges** - President Tina Trumbower appointed Cathy Carruthers to serve as Parliamentarian for this meeting.
4. **Roll Call** - With 12 voting members present, 1 vacant position, and 8 required for a quorum, a quorum was established.

X	Tina Trumbower	President
X	Rhonda Schmaltz	President-Elect
X	Jason Hendrickson	Past President
X	Dena Irwin	NCBEA Director on the NBEA Board
X	Brian Wolfe	Treasurer
X	Cathy Carruthers	Secretary
X	Sue Elwood	Regional Membership Director; Webmaster
X	Heidi Eaton	Illinois Membership Director
X	Jason Hendrickson	Indiana Membership Director
	Andrew Thonstad	Iowa Membership Director
	Patricia Pearson	Michigan Membership Director
	Vacant	Minnesota Membership Director
	Theresa Bynum	Missouri Membership Director
X	Matt White	Ohio Membership Director
X	Michelle Gibson Herman	Wisconsin Membership Director; ISBE Representative (Ex-Officio)
X	Stella Hull	Newsletter Editor
X	Dr. Jan Treichel	NBEA Executive Director (Ex-Officio)
X	Margaret Blue	NBEA President (Ex-Officio)

5. Approval of March Administrative Board Minutes (from Baltimore, March 29, 2018)

Matt White moved to accept the minutes as presented. Rhonda Schmaltz seconded. Motion carried. (Appendix A-1 and A-2)

6. Treasurer Brian Wolfe presented the Treasurer's Report. The bank account was established on October 9 at Region's Bank. Brian will work with President-Elect Rhonda Schmaltz to add her to the accounts following approved policies. Former Treasurer Stella Hull will be transferring the remaining money from the Ohio account. Preparing this report using the information he had, Brian announced that the checking account balance as of October 22, 2018, was \$6,955.47. The CD balance as of October 22, 2018 was \$5,046.10. The total overall funds in Regions Bank was \$12,001.57. Sue Elwood moved to accept the Treasurer's report as presented. Michelle Gibson Herman seconded. Motion carried. (Appendix B)

7. Executive Officer Reports

- a. President Trumbower shared the NCBEA report she submitted to the NBEA Board (Appendix C2). The President's report is also submitted in Dropbox (Appendix C1)
- b. President-Elect Rhonda Schmaltz (Appendix D)
- c. Past President Jason Hendrickson noted that the individual reports for his responsibilities were submitted (Awards, Nominations, Bylaws & Standing Rules). Jason was thanked for his work on including NCBEA in the Indiana Conference. (Appendix E)
- d. Secretary's Report (Appendix F) - Cathy Carruthers

8. Other Officer Reports

- a. NCBEA Director to the NBEA Board Dena Irwin reported that she had contacted state membership directors asking that they submit any memberships in a timely manner to ensure no lapse of insurance coverage. She also reported that NCBEA ranks last among the regions in membership numbers. (Appendix G)
- b. Regional Membership Director Sue Elwood reported her continuing efforts to distribute information to and gather reports from NCBEA State Membership Directors. (Appendix H)
- c. Newsletter Editor Stella Hull said she would soon be announcing the deadline for newsletter article submission. (Appendix I)

- d. Webmaster Sue Elwood announced the complete redesign of the NCBEA website using WordPress. The Board thanked Sue for her hard work on the updated website. Sue reminded Board members to send her any updates to post to the NCBEA website. (Appendix J)
- e. ISBE Representative Michelle Gibson Herman presented the ISBE report. (Appendix K)

9. State Membership Director Reports

- a. Illinois – Heidi Eaton announced there were 9 renewals during the IBEA conference and the 50/50 raised \$79 for NCBEA. (Appendix L)
- b. Indiana - Jason Hendrickson announced that there would be a 50/50 drawing as well as the silent auction to benefit NCBEA. (Appendix M)
- c. Iowa – Andrew Thonstad – Iowa’s report was prepared by Rhonda Schmaltz since Andrew just took the position in October. Rhonda will be working with Andrew to get him started in the position. (Appendix N)
- d. Michigan – Colleen Webb talked about Michigan’s conference in Patricia Pearson’s absence. (Appendix O)
- e. Minnesota – Open position; no report submitted
- f. Missouri - Theresa Bynum (Appendix P)
- g. Ohio - Matt White announced that a 50/50 drawing was held during the Ohio luncheon, generating approximately \$49 in fundraising income for NCBEA. Three (3) NBEA memberships renewals were received through conference registrations. Matt also announced that OBTA approved constitution and bylaws changes to 1) eliminate the position of Executive Secretary to allow for future development of an Executive Director role, and 2) officially changed the name of the organization from OBTA—An Association for Business Technology Educators to Ohio Business Educators Association. (Appendix Q)
- h. Wisconsin – Michele Gibson Herman announced that one new and one renewal membership were received at the Wisconsin Conference. She said their conference was held in conjunction with the Wisconsin Marketing Education Association with attendance the largest it has been since 2009 with 145 attendees. (Appendix R)

10. Standing Committee Reports

- a. Awards Chair Jason Hendrickson said there were no nominations for awards this time. (Appendix S)

- b. Budget Committee Chair Brian Wolfe discussed the need to closely review the budget and consider where cuts can be made. (Appendix T)
- c. Bylaws and Standing Rules – Jason Hendrickson reminded the Board that the proposed bylaws change would be voted on at Friday’s NCBEA Business Meeting. (Appendix U)
- d. Legislative Chair Dena Irwin announced that Illinois, Indiana, and Wisconsin had submitted legislative updates and pending legislation for this report. (Appendix V)
- e. Marketing/Membership/Linkages Chair Sue Elwood discussed the New Membership Kit: Developed an NBEA membership flyer to be distributed at conferences along with an NCBEA pen and a magnet with Website. (Appendix W)
- f. Nominating Chair and Past President Jason Hendrickson announced Board vacancies as of June 30, 2019. The open positions will be President-elect, Secretary, Illinois State Membership Director, Iowa State Membership Director, Indiana State Membership Director, and Webmaster. (Appendix X)
- g. Program of Work Co-Chairs Tina Trumbower and Rhonda Schmaltz explained that the 2018-2019 Program of Work will be updated to include the approved policy and procedure changes plus incorporating the items in the NBEA Program of Work that impact NCBEA (Appendix Y)
- h. Publications - Dena Irwin (Appendix Z)
- i. Strategic Plan - Strategic Plan co-chairs Tina Trumbower and Rhonda Schmaltz (Appendix AA)
- j. Technology - Sue Elwood discussed some technology tools she researched for possible use by NCBEA. (Appendix AB)

11. Unfinished Business

- a. The possible Disney NCBEA Summer Fundraiser was explained by Past President Jason Hendrickson and discussion followed. Cathy Carruthers moved NCBEA not move forward with this possible fundraiser. Matt White seconded. Motion carried.
- b. Changes that will be needed to NCBEA Policies & Procedures were discussed by Jason Hendrickson and Cathy Carruthers. Once the proposed bylaw changes are approved at the business meeting, these changes will impact many of the policies and procedures regarding a fall meeting/joint conference.

12. New Business

- a. NCBEA Board meeting will be held during the NBEA Convention in 2019 as in the past. The next NCBEA Business meeting (following 2018) will be held in Boston in 2020 during the NBEA Convention. Jan Treichel suggested that NCBEA might host a reception for NCBEA members since we will not be having annual regional/joint conference.

13. Announcements

The NBEA Convention will be held in Chicago, Illinois, April 16-20, 2019.

14. **Adjournment** - President Tina Trumbower adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Cathy Carruthers, Secretary

Appendix A2

Appendices of Submitted Reports
to support the
NCBEA Administrative Board Minutes
Thursday, November 15, 2018,
Indianapolis, Indiana

Appendix A1

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION

ADMINISTRATIVE BOARD MEETING MINUTES (unapproved)

Thursday, March 29, 2018 7:00-9:30 p.m.

Marriott Baltimore Waterfront Hotel Galena Room (4th Floor) Baltimore, MD

President Jason Hendrickson called the meeting to order at 7:02 p.m. Jason welcomed all members and asked everyone to introduce themselves. There were no guests.

President Hendrickson appointed Matt White to serve as parliamentarian

Roll Call

X	Jason P. Hendrickson, President
X	Tina Trumbrower, President-Elect
X	Matt White, Immediate Past President
	Cathy Carruthers, Secretary
X	Stella Hull, Treasurer
X	Colleen L. B. Webb, NCBEA Director to the NBEA Executive Board
X	Sue Elwood, NCBEA Regional Membership Director
X	Kathy Mountjoy, Illinois Membership Director
X	Brian Wolfe, Indiana Membership Director
	Rhonda Schmaltz, Iowa Membership Director
	Patricia Pearson, Michigan Membership Director
X	Robert Murray, Minnesota Membership Director
X	Theresa Bynum, Missouri Membership Director
X	Matt White, Ohio Membership Director
X	Michelle Gibson Herman, Wisconsin Membership Director
X	Sue Elwood, Newsletter Editor
X	Sue Elwood, Web Master
X	David Gilberstadt, ISBE Representative (ex-officio)
	Janet M. Treichel, NBEA Executive Director (ex-officio)
	Diane J Fisher, NBEA President (ex-officio)

Approval of Minutes: Colleen Webb made a motion to approve the Fall Administrative Board Minutes for September 28, 2017—Ohio Convention (Appendix A); Tina Trumbrower seconded the motion. Motion carried.

Treasurer's Report (Appendix B – Parts 1 and 2)

Stella Hull submitted her report and financial statement to the Dropbox.

President's Report (Appendix C)

Jason Hendrickson submitted in Dropbox. Jason announced that since the proposed bylaw change was not published for the membership 30 days in advance, it will have to be voted on at next year's business meeting.

President-Elect's Report (Appendix D)

Tina Trumbrower submitted in Dropbox. Tina said her POW (Appendix E) draft is in the drop box and asked board members to look it over and contact her with any question or comments. She will add dates of the state conferences.

Past President's Report (Appendix E)

Matt White submitted in Dropbox. Matt reported that he would like to move forward with the proposed change to the bylaws.

Secretary's Report (Appendix F)

Cathy Carruthers submitted in Dropbox.

NCBEA Director to the NBEA Board (Appendix G)

Colleen Webb submitted in Dropbox. Colleen said that NBEA membership is down by 360 members. NBEA is looking at membership.

Regional Membership Director (Appendix H)

Sue Elwood submitted in Dropbox. Sue asked state membership directors to review Colleen's report because there is a tally of directors who submitted their reports during the past year.

Newsletter Editor/Webmaster (Appendix I)

Sue Elwood submitted in Dropbox. The next newsletter deadline is July 15.

ISBE Representative

David Gilberstadt reported that he attended every conference except Minnesota and Missouri. ISBE is also experiencing declining membership. David announced the international conference will be held July 29 – August 3 in Reykjavick, Iceland. It was mentioned that some high schools in the US start the end of July, which conflicts with the international conference.

Illinois Membership Director (Appendix J)

Kathy Mountjoy submitted in Dropbox. Illinois Business Education Association Convention – November 7-9, 2018 in Springfield, Illinois

Indiana Membership Director

Brian Wolfe reported that Indiana currently has 54 members. The Indiana Conference will be held November 16-17 at the Wyndham Indianapolis West Hotel in Indianapolis, Indiana.

Iowa Membership Director

No report.

Michigan Membership Director (Appendix K)

Pat Pearson submitted in Dropbox. Colleen reported that Pat picked up 11 new members at their fall Michigan conference.

Minnesota Membership Director (Appendix L)

Bob Murray submitted in Dropbox. Bob asked everyone to read his report. Minnesota membership is down. There are currently 96 members; 75 are NBEA members. The Minnesota Membership Director's position may be vacant next year.

Missouri Membership Director (Appendix M)

Theresa Bynum submitted in Dropbox. Theresa said there are currently 133 members. The summer conference will be held July 23-26 at the University Plaza Hotel in Springfield, Missouri.

Ohio Membership Director (Appendix N)

Matt White submitted in Dropbox. Ohio currently has 64 members.

Wisconsin Membership Director (Appendix O)

Michelle Gibson Herman submitted in Dropbox. Michelle set up a booth and had a 50/50 raffle at the fall Wisconsin conference. There were 135 members at the conference.

Awards Committee (Appendix P)

Matt White submitted in Dropbox. Matt reminded everyone to pass along members who are award recipients at the state level. The forms will be updated on the Website. It was suggested that perhaps the awards process needs to be revisited.

Budget Committee (Appendix Q)

Stella Hull presented the proposed budget found in Dropbox. There were no questions. Colleen made a motion to approve the budget as presented. Matt White seconded. Motion carried.

Bylaws & Standing Rules Committee (Appendix R – Parts 1 and 2)

The committee made a motion to accept the changed wording of the proposed bylaws regarding discontinuing the fall NCBEA conference rotation. Matt explained that he shared the proposed change with the past presidents and it was recommended that a final item be added to reflect that this change will be revisited in the future to determine if it is working. Motion carried.

Legislative Committee (Appendix S)

Colleen Webb submitted the committee report in the Dropbox. Colleen reported that Dr. Wooten, NBEA Standards, will be reviewing the bylaws.

Marketing/Membership/Linkages Committee (Appendix T)

Sue Elwood shared items that will be included in the New Member Welcome Packet. It was decided that the welcome letter should be generic instead of updating it every year to come from the current president.

Nominating Committee (Appendix U)

Matt White said he had received two nominations so far. The open positions include President-elect, Treasurer, and Regional Membership Director. State directors for Michigan, Minnesota, and Ohio will be appointed by the state association. Two nominations have been submitted so far; one for Treasurer and one for Regional Membership Director. Nominations will be extended to April 15.

Program of Work Committee (Appendix V)

Jason Hendrickson and Tina Trumbower (co-chairs) announced that the Program of Work for 2018-19 is in Dropbox and must be approved by the Board. Bob Murray made a motion to approve the POW; Brian Wolfe seconded the motion. Motion carried.

Publications Committee (Appendix W)

Sue Elwood reminded all members that the next newsletter deadline is July 15.

Strategic Planning Committee (Appendix X)

Jason Hendrickson and Tina Trumbower (co-chairs) reported that the committee had not met since the fall conference. The strategic plan will be revisited in the fall and presented at the next board meeting.

Technology Committee (Appendix Y)

Sue Elwood is updating the Website and it will be ready in June.

Unfinished Business

NCBEA Joint Conference Rotation

Jason Hendrickson lead a discussion regarding the rotation of NCBEA conferences held in conjunction with state conferences. With Tina Trumbower's input, it was decided that Indianapolis will be the site of the 2018 fall NCBEA conference. The Board will meet on November 15.

NCBEA Summer Fundraiser

Jason Hendrickson announced that the 2018 Disney professionals development fundraiser (Disney Youth Education Series) will be considered a soft launch to test out the event. There must be at least 10 participants to make it go. NCBEA will move to full launch in 2019 for the professional development event. The dates for 2018 are June 20-21; travel day is June 19. NCBEA will not lose money no matter how it turns out.

New Business

Approval of Proposed Budget 2018-19

Approval of the budget took place during the Budget Committee report.

2018 NCBEA Board Meeting/Training/Orientation

November 15, 2018 in Indianapolis, Indiana

Other

Jason Hendrickson led a discussion on how NCBEA can add value to the membership. Ideas included creating an email each month and share links to teaching ideas, tips, and other items of interest to business teachers. This could be set up in advance through Constant Contact. The 2018-2019 Marketing/Linkages/Membership Committee would be the group to work on it and present to the Board at the fall meeting.

Announcements, Jason Hendrickson (Appendix Z)

2018 State Conference Schedule – November 16-17, 2018

Board Rotation

2018-2019 Regional & International Conferences

NCBEA 2018: TBA/TBD

NBEA 2019: Chicago, Illinois-April 16-20, 2019

Adjournment

President Jason Hendrickson adjourned the meeting at 9:46 p.m.

Jason awarded certificates to the following members in recognition of their service to NCBEA

Brian Wolfe, Indiana Membership Director

Pat Pearson, Michigan Membership Director

Bob Murray, Minnesota Membership Director

Tina Trumbower, Wisconsin Membership Director

Matt White, Ohio Membership Director

Stella Hull, Treasurer

Sue Elwood, Regional Membership Director, Newsletter Editor, and Webmaster

Respectively submitted,

Sue Elwood, Secretary Pro-tem

Administrative Board Meeting Minutes:

3/29/2018

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
Minutes (unapproved)**

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

North Central Business Education Association

Treasurer's Report

March 18, 2018

The Income and Expense report for 2017-2018 to date is shown below. All checks and deposits have cleared. The net amount received for Membership from NBEA was \$75.36 for 152 members. Expenses for the year have outweighed income by \$1,798.68. An amount of \$1,525.00 is earmarked for the NCBEA New Professional Development fund. As you know this account is funded by Past Presidents. The \$5,000 CD at U.S. Bank is doing okay, it matures in June.

Respectfully submitted,

Stella Hull

Stella Hull
NCBEA Treasurer

NCBEA

July 1, 2017 to March 18, 2018

Income and Expense Report

Beginning savings account balance, July 1, 2017	\$13,014.72
Beginning checkbook balance, July 1, 2017	<u>2,553.59</u>
Total checkbook and savings account balance, July 1, 2017	\$15,568.31
Income to March 18, 2018	1,931.26
Expenses to March 18, 2018	-3,729.94
Withdrawal to purchase CD, July 25, 2017	<u>- 5,000.00</u>
Checkbook and Savings balance, March 18, 2018	<u>\$ 8,769.63</u>

0

Account Balances to Date

Savings account balance as of March 18, 2018	\$ 8,015.86
Checkbook balance as of March 18, 2018	<u>753.77</u>
Total Funds Available as of March 18, 2018	<u>\$ 8,769.63</u>
CD balance as of March 17, 2018	<u>5,029.26</u>
Total Overall Funds as of March 18, 2018	<u>\$13,798.89</u>

Appendix B - Part 2

NCBEA FINANCIAL STATEMENT							
July 1, 2017 to March 18, 2018							
INCOME				EXPENSE			
Account	Account Title		Amount	Account	Account Title		Amount
410	Membership (152 Prof. @ 5.00)		\$ 760.00	610	Administrative Board		\$ 1,774.07
415	NCBEA Convention Rebate		235.00	615	Share of NBEA Board Expenses		684.64
418	NCBEA Past President's Stipend		100.00	630	Membership Committee		758.05
420	Fundraisers		835.00	633	Awards - Recognition Committee		184.58
422	Interest Income		1.26	643	Treasurer's Expense		200.00
	CD Interest		29.26	644	Treasurer's Audit Expense		28.60
				661	Memorials/Gift Expense		100.00
	TOTAL INCOME		\$ 1,960.52		TOTAL EXPENSES		\$ 3,729.94
					NET Loss March 18, 2018		\$ (1,769.42)

Appendix C

NCBEA Spring Administrative Board Meeting
Thursday, March 29, 2018

NCBEA President Report
Submitted By: Jason Hendrickson

Since our last meeting in Fall of 2017 (September 29, 2018), several things have happened over the past months. Below is a list of action items that have taken place and I would like to report.

The following is not a comprehensive list of duties that I have completed thus far for the organization/division:

- Communicate email, phone conversations, and texts
- Held a conference call with board mentors regarding a fundraising opportunity for the upcoming Summer 2018
- Assisted with questions and concerns regarding NCBEA, membership, and daily operations
- Reached out to invite all State affiliate presidents to the NCBEA conference
- Made travel arrangements to attend meetings
- Held executive committee virtual meetings
- Provided recommendations to the board through electronic communication while upholding parliament procedure
- Worked with NCBEA Ohio conference planning staff on upcoming events
- Checked in with board members and their assignments
- Assisted with discussion on committees
- Assisted with Audit Committee on audit of the books for the 2016-2017 fiscal year
- Completed Audit Committee service under Chair, Matt White
- Continued service on Budget Committee to try to balance budget or find financial freedoms for our ongoing stressed budget
- Attended the Indiana Business Education Association Conference
- Review email communication from Sue Elwood to the State Membership Directors
- Created Agendas for Spring Board and Business Meeting
- Discussed with Matt White why our By-Laws committee missed communicating our board recommendation to amend current By-Law language regarding the NCBEA joint state convention
- Submitted Spring Board Report from NCBEA to NBEA for their Spring meeting
- Assisted with incoming membership director Michelle Gibson Harmon with examples reports for her to use as template for the upcoming Spring meeting
- Registered for NBEA and made travel arrangements
- Worked with Laura Sutherland to secure location and times for our Administrative, Business, and Past-President's meeting
- Registered for the Region President and State Membership Director Breakfast at NBEA
- Worked on-going with Ryan Workman at Disney to try to put something in place for 2018, with direction now focused on 2019 for a full scale PD opportunity
- Discussed with Tina Trumbower regarding her Program of Work
- Communicated with the board at upcoming meetings at NBEA

I recommended the following discussion to take place at the NCBEA Fall meeting:

- Brainstorm NCBEA traveling conference
- Fundraising Ideas for generation of income
- Reminder of board responsibilities
- Other action items as needed

Action items:

- Board still needs to focus on responsibilities, that even includes myself
- Continue efforts on Fundraising
- Continue following of recommendation of NCBEA traveling conference

I appreciate the hard work and dedication of the board and wish NCBEA the best this upcoming year as we journey together making hard decisions for the right reasons.

Jason P. Hendrickson
2017-2018 NCBEA President

President Elect Report For March 29, 2018 By Tina Trumbower

Program of Work

- Previous format was used and the Program of Work is uploaded to the Dropbox for business meeting/board meeting using the NBEA template.

Focus March-July

- Create a monthly outline of tasks by cross referencing the bylaws, program of work, and other documents.
- Explore revenue options besides Disney for 2019 and work with committee to have promotional materials ready for summer/fall conferences.
- Connect with other regions on what is working for them and if there is anything that can be accomplished collaboratively.
- Communicate with board members regarding other topics, such as vacant positions.
- Set up a list and letter to let board member schools (administrators/deans) and newspapers to acknowledge participation of board members on the NCBEA board.
- Ask questions of previous presidents who are on the board—some of this communication is started.

Question/Topic List To Date

- Is there a list of timelines and reports that need to be submitted to NBEA?
- Deadlines moving forward to make changes to bylaws.
- What is the expectation of attending state conferences (possibly in the summer)?
- Are there other meetings with NBEA personnel throughout the year (besides Friday at NBEA)?
- Central location of bylaws and other documents—is it the NCBEA website?
- Putting together a binder of relevant documents—any suggestions.
- Committees—we restructured committees officially, right? Example:
Marketing/Linkages/Membership
- Newsletter schedule and deadlines.
- Program of work vs. strategic plan?

**PAST PRESIDENT REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
MARCH 29, 2018**

Since September 28, 2017, the following items have been completed:

- ❖ Attended the 2017 OBTA/NCBEA Professional Development Conference in Columbus, OH
- ❖ Submitted 2017 NCBEA awards program info and 2018 nominations info to Sue Elwood, NCBEA Newsletter Editor, for inclusion in the Winter 2018 NCBEA Newsletter
- ❖ Various communications with Jason Hendrickson and NCBEA Executive Committee regarding 2018 Disney Summer Professional Development opportunity
- ❖ Various communications with Jason Hendrickson and NCBEA Executive Committee regarding NCBEA conference rotation with member states decision and steps needed to update association bylaws
- ❖ Prepared various messages to NCBEA membership regarding various membership updates via Constant Contact on behalf of NCBEA
- ❖ Communicated with NCBEA President Jason Hendrickson, and NCBEA Secretary Cathy Carruthers (ongoing)

Respectfully submitted,

Matt White
2017-2018 NCBEA Immediate Past President

NCBEA SPRING BOARD REPORT
Secretary Cathy Carruthers
Baltimore, Maryland - March 29, 2018

Since the September 28, 2017, Board meeting, I have:

- Been in contact with President Jason Hendrickson and NCBEA Director to the NBEA Board Colleen Webb
- Registered for and will be attending the NBEA Convention in Baltimore, Maryland
- Participated in phone calls and e-mail exchanges regarding NCBEA business
- Uploaded President files to Dropbox; created folders in Dropbox for Baltimore meetings
- Sent past approved minutes to Sue Elwood for posting on the NCBEA website
- Participated in the Disney summer professional development/fundraiser discussions and vote
- Suggested to the NCBEA Executive Committee that it was too late to vote on proposed bylaws change regarding no longer having joint conferences and only having business meetings to be held during NBEA. Because this was not published at least 30 days prior to March 29, NCBEA will need to have a fall joint conference in 2018 with a business meeting.



Colleen Webb
webb6164@gmail.com
6164 Urban Drive
East China, MI 48054
810 247 0133

NCBEA Director to the NBEA Board Report

March 10, 2018

Since September 28, 2017 I have:

- Attended the Webinar hosted by Maurice Henderson held on January 29, 2018
- Continued to read all correspondence on Membership coming in from Maurice Henderson and Sue Elwood
- Summarized all Regional Director reports that I had copies of and created the spreadsheet found on the next page from March of 2017 to March 2018. I sent the spreadsheet to Regional Membership Director Sue Elwood for verification and Sue responded and updated some missing reports
 - It is interesting to note that the number of reports turned into NBEA Membership Chairperson Maurice Henderson during this 12-month period ranges from 0%-75%
 - NOTE: Sue Elwood cannot turn in her Regional Director report if she does not have State Membership Directors sending her their reports to summarize
- Continue to recruit NBEA members as an NBEA Board member through the charge given to all Board members...50 new members (11/50 to date) over a two-year period
- Continue to work to get lapsed members back through the NBEA Board Renewal program

Respectfully submitted,

Colleen L. B. Webb

Colleen L B. Webb
NCBEA Director to the NBEA Board



Colleen Webb
webb6164@gmail.com
 6164 Urban Drive
 East China, MI 48054
 810 247 0133

NCBEA State Membership Director Participation

March 2017 - February 2018

Based on State Membership Directors Turned In

	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	Percentage of Months Reported
Illinois, Mountjoy													0%
Indiana, Hendrickson/Wolfe (7/1/2017)													17%
Iowa, Schmaltz													8%
Michigan, Pearson													75%
Minnesota, Murray													50%
Missouri, Bynum													33%
Ohio, White													8%
Wisconsin, Trumbower/Gibson													17%

No Reports
Submitted to
Sue Elwood

No Reports
Submitted to
Sue Elwood

No Reports
Submitted to
Sue Elwood

Regional Membership Director Report

Sue Elwood

Baltimore, MD April 29, 2018

One-year Membership Comparison		
Membership	Feb 2017	Feb 2018
Current NCBEA Membership Goal	1660	1660
Current NCBEA Membership	803	715
Percent Reached	48.37%	43.07%

Iowa is up by 1 member. Michigan is up by 8 members.

Membership Report:

Worked closely with the NCBEA Director to the NBEA Executive Board, Colleen Webb and the NBEA Membership Committee Chair, Maurice Henderson regarding membership recruitment and retention activities.

Send recruitment communication, lapsed member list, and NBEA membership report to state membership directors.

Prepare monthly regional membership reports and sent to Maurice Henderson, NBEA Membership Committee Chair.

Attended the NBEA Membership Directors Web Meetings.

Will attend the annual Breakfast and Membership Directors Meeting at NBEA.

NCBEA February 2018

NBEA MEMBERSHIP REPORT NORTH-CENTRAL REGION

President: Jason Hendrickson

Membership Director: Sue Elwood

STATE, TERRITORY, or PROVINCE	MEMBERSHIP DIRECTOR	PROFESSIONAL				STUDENT	RETIRED
		2017-2018 GOAL	CURRENT	PERCENT REACHED	UNDER/ (OVER)		
Illinois	Kathy Mountjoy	345	135	39.13%	210	1	14
Indiana	Brian Wolfe	177	54	30.51%	123	0	6
Iowa	Rhonda Schmaltz	122	93	76.23%	29	1	4
Michigan	Patricia Pearson	207	94	45.41%	113	0	4
Minnesota	Robert Murray	144	70	48.61%	74	2	5
Missouri	Theresa Bynum	301	133	44.19%	168	5	6
Ohio	Matt White	170	64	37.65%	106	0	8
Wisconsin	Michelle Gibson Hermar	194	72	37.11%	122	1	5
TOTALS		1660	715	43.07%	945	10	52

Appendix I

Newsletter Editor and Webmaster Reports

Sue Elwood

Baltimore, MD – March 29, 2018

Newsletter Editor:

- Collected articles and published the newsletter in February.
- Worked closely with the president to determine publication dates and request articles from board members.
- Serving as chair of the Publications Committee. Discussion was held at our Ohio board meeting addressing timely publication of newsletters, social media, and other types of publications.
- Sent the newsletter to Matt for distribution through Constant Contact. Published the newsletter on the NCBEA Website.
- The next issue should go out in August (July 15 deadline) and will include upcoming state conventions, regional convention, a letter from the president, news from membership directors, membership information, and anything else of interest to NCBEA members.
- Target publishing months are August, November/December, and February/March.
- There are no direct costs involved in publishing the newsletter.

Webmaster:

- Kept the Website current by updating:
 - Board members names/email addresses current.
 - Adding the monthly membership recruitment infographic.
 - Keeping the Policies and Procedures section up to date.
 - Updating forms.
 - Maintaining an NCBEA award winner's page.
 - Advertising conferences and other activities of interest to NCBEA members.
- Serving as chair of the Technology Committee. Discussion was held at the Ohio board meeting on how we can update and expand NCBEA's online presence.
- The newsletter domain name and hosting are renewed very two years and will come due again in June 2019. There are no other direct costs for maintaining the website.

Appendix J

NCBEA Administrative Board Meeting
Thursday, March 29, 2018
Chicago, Illinois

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

- Promoted NCBEA/NBEA at the annual Illinois Business Education Conference
- Provided a raffle prize at IBEA as an incentive for a new or renewal membership into NCBEA/NBEA (thanks to Cathy Carruthers).
- Held a 50/50 raffle at IBEA. Half of the 50% that went to IBEA was forwarded to NCBEA.

Future Convention Dates

Illinois Business Education Association – November 7-9, 2018 in Springfield, Illinois. For more information, visit www.ibea.org

Respectfully submitted,

Kathy Mountjoy
Illinois Membership Director to NCBEA

NBEA/NCBEA Board Report

March 20, 2018

- Attended the Fall NCBEA Board Meeting in Ohio
- Worked at the registration desk and the NCBEA Membership table at the MBEA Conference in November 2017
- Initiated a Membership Blast contacting all schools in the state who were not members of MBEA or NBEA
- Contacted and sent NBEA flyers every month
- Participated in one NBEA Membership Webinars
- Communicated with the other NCBEA Membership Directors
- Sent a marketing flyer to all MBEA members who are not presently members of NCBEA/NBEA and all lapsed members with a personal note
- Tracked all members on lapsed membership list from month to month
- Increased NCBEA/NBEA membership in the state of Michigan -94 members
- Michigan is now ranked 2nd in percentage of membership

Respectfully submitted,

Patricia Pearson-Michigan NCBEA/NBEA Membership Director

Ppearson66@comcast.net 810-987-5917 Home 810-357-8252 cell

Appendix L

Minnesota State Membership Director Report Submitted by Robert Murray

On February 21, 2018 Minnesota had 75 NBEA members and as of March 26, 2018 there were 96 MN MBITE members. My report to the September 2017 Board meeting showed that Minnesota had 64 NBEA members, which is an increase of 11 members.

After the Membership Director's meeting in Ohio, I decided to check out high-school.com. All I found was a list of cities that had schools. The site listed 543 cities for Minnesota. To date I have attempted to find schools in 241 of the cities. The schools have closed in some of the cities listed, some only have elementary (some private), many that have middle/high schools do not have business education teachers, some school Websites do not have staff directories, to find the correct email address is a challenge for some. Many of the schools that list business education teachers only have one teacher. So, I think you can see to find 50 new names each month is a very big challenge involving a lot of time.

Since September, 2017 I have sent 500 plus emails to lapsed and non-members of NBEA encouraging them to renew or join (I hope to send 26 more before our meeting on March 29.). January, 2018, I emailed the current members from Minnesota thanking them for being members, reminding them of the upcoming convention in Baltimore, and providing a link to the Council for Econ Education Website. February, 2018, I emailed the current members from Minnesota with information about the Professional Development Opportunity Survey.

Minnesota is struggling to get members to serve on the MN MBITE Board. Currently we do not have a President-elect, which means July 1, we will not have a President. We are looking for persons to fill the President-Elect, Treasurer, Legislative, NCBEA Representative positions, as well as filling the two positions to represent each of the four regions of the state.

I have enjoyed being part of the NCBEA Board and I cherish the friends I have made through the 14 years of serving. Thank you.

Bob

Appendix M

Missouri Membership Director Report NBEA Conference-(Baltimore) March 26, 2018

Missouri has 133 national members as of February 2018.

As membership director, I have continued to contact members on the renewal list to remind them to send in their renewal fee to continue as an active member of their professional organization and to assure no lapse in their professional liability insurance. I have also contacted members from the lapsed list that is provided each month and encouraged those members to renew.

I have continued the offer in Missouri of members renewing will receive a \$5 rebate. This has helped encourage some to renew or become a new member of NBEA. Members also are receiving the NBEA mug that we all ordered (filled with candy!).

The MoACTE summer conference, which includes the Missouri Business Education Association conference, will be **July 23rd-26th** in Springfield, Missouri.

**OHIO STATE MEMBERSHIP DIRECTOR REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
MARCH 29, 2018**

- ❖ Ohio currently has 64 professional members, 0 student members, and 8 retired members in NBEA
- ❖ I have been actively reaching out to lapsed members on a consistent monthly basis since our last meeting at the 2017 OBTA/NCBEA Professional Development Conference on September 28, 2017 in Columbus, OH
- ❖ Unfortunately, due to professional obligations at a new school this school year, I have not been as active in reaching out to potential new members or in submitting monthly membership update reports to the NCBEA Regional Membership Director. I have made the NCBEA Regional Membership Director aware of this as of January 2018
- ❖ I am planning on stepping up the membership efforts in Ohio following the 2018 NBEA Annual Convention and Trade Show in Baltimore, MD and have ordered some materials from NBEA Headquarters to assist in this process
- ❖ I also plan to submit accordingly a membership update report for March 2018 to the NCBEA Regional Membership Director by the deadline in early April 2018 and continue these efforts through the end of this membership year in June 2018

Respectfully submitted,

Matt White
2017-2018 NCBEA Ohio Membership Director (Interim)

Appendix O

NCBEA-NBEA Membership Director Report

Wisconsin Membership Director Michelle Gibson Herman

Submitted: March 28, 2018

Membership Activities: Email communication has been sent out via our Google+ community on a monthly timeline. Individual emails have been sent to individuals with lapsed memberships from the years 2016 and 2017. Emails will be sent to current members of our state organization in the upcoming months.

Wisconsin Educators of Business and Information Technology (WEBIT) held its annual convention at the Holiday Inn Convention Center in Stevens Point, WI. This was the first time the convention was jointly held with the Wisconsin Marketing Education Association. The following activities were held as part of the conference:

1. Tina Trumbower, President-Elect of NCBEA, brought greetings to our attendees.
2. NCBEA-NBEA Membership table was in the exhibit hall space for this year.
3. Tina Trumbower assisted with the NCBEA/NBEA table during the convention
4. Requested membership materials were sent from NBEA for booth space and for our current members. These items were on display throughout the conference.
5. Included NBEA Membership as part of the registration process for the conference if attendees were not already a part of WEBIT.

Other activities:

Promote NBEA and NCBEA membership on a monthly basis.

Promotion of NBEA is promoted on our Facebook page, WEBIT webpage, and Google+ Community.

Planning for upcoming October Convention in LaCrosse, WI: October 3-5, 2018

**NCBEA AWARDS COMMITTEE REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
MARCH 29, 2018**

- ❖ 2017-2018 NCBEA Awards Committee Members:
 - Matt White, Chair
 - Kathy Mountjoy
 - Brian Wolfe
 - Rhonda Schmaltz
 - Patricia Pearson
 - Bob Murray
 - Theresa Bynum
 - Tina Trumbower
- ❖ NCBEA presented two awards at the 2017 OBTA/NCBEA Professional Development Conference in Columbus, OH on September 29, 2017 as follows:
 - Dr. Debbie Stanislawski – Outstanding Contributions to Business Education By a Senior College or University Business Teacher
 - Dr. Patrice Boyles – Outstanding Contributions to Business Education By an Administrator or Supervisor of Business Education
- ❖ Recognition for these two outstanding award winners was published in the Winter 2018 NCBEA Newsletter
- ❖ The next awards program will be presented at the Fall 2018 NCBEA Convention (Location TBD)
- ❖ Updates to the awards forms for inclusion on the NCBEA website will be made ASAP and submitted to Sue Elwood, NCBEA Webmaster once the committee has met to determine submission deadline and other administrative details
- ❖ A planned meeting of this committee will be scheduled following this 2018 NBEA Annual Convention and Trade Show in Baltimore, MD (tentative plan: conference call in April 2018)

Respectfully submitted,

Matt White
2017-2018 NCBEA Awards Committee Chair

Appendix Q

NCBEA Budget Preparation							
Prepared 3/18/18					2017-18	2017-18	2017-18
Accepted					Budget	Actual	Difference
						7/1/17-3/18/18	7/1/17-3/18/18
INCOME:							7/1/18-6/30/19
410	Membership				\$ 3,000.00	\$ 760.00	\$ 2,240.00
415	NCBEA Convention Rebate				250.00	235.00	15.00
418	NCBEA Past Presidents' Sponsored Stipend				225.00	100.00	125.00
419	Contributions to NBEA						
420	Fundraisers Income				750.00	835.00	(85.00)
422	Interest Income				2.25	1.26	0.99
	CD Income					29.26	
430	Special Publications (CD ROM's)						
445	Transfer from Savings Account				3,000.00		5,683.00
	TOTAL INCOME				\$ 7,227.25	\$ 1,960.52	\$ 2,295.99
EXPENSES:							
610	Administrative Board Meeting @NCBEA				\$ 3,400.00	\$ 1,774.07	\$ 1,625.93
611	Electronic Communications (web site, domain)				120.00		120.00
612	NCBEA Workshop, meals for attendees						-
613	NCBEA Workshop Speakers travel and meals						-
614	NCBEA Workshop, Misc (Copies, etc.)						-
615	Share of NBEA Board Expenses				1,500.00	684.64	815.36
620	Newsletter Expense						-
621	Electronic Communications (Constant Contact)				408.00		408.00
	COMMITTEES						-
630	Membership/Marketing/Linkages				2,400.00	758.05	1,641.95
632	Handbook/Bylaws						-
633	Awards/Recognition				250.00	184.58	65.42
635	Program of Work						-
	OFFICERS						-
639	Past President's Expense						-
640	President's Expense				100.00		100.00
641	President's Travel Expense				600.00		600.00
642	Secretary's Expense						-
643	Treasurer's Expense				200.00	200.00	-
644	Treasurer's Audit Expense				20.00	28.60	(8.60)
645	Regional Membership Director Expense						-
655	Legislative Expense						-
661	Memorial/Gifts Expense					100.00	(100.00)
667	NCBEA Convention Expense for Guests						-
668	NCBEA Board Meeting at NBEA				2,550.00		2,550.00
669	NBEA Conv. Past Presidents Event (Breakfast)						
672	NCBEA New Prof. Dev. Stipend (Past Pres.)				400.00		400.00
674	NCBEA Meeting Facilities at NBEA						
685	Special Publications Expense						
	TOTAL EXPENSES				\$ 11,948.00	\$ 3,729.94	\$ 8,218.06
	NET INCOME (LOSS)				\$ (4,720.75)	\$ (1,769.42)	\$ (5,922.07)
							\$ -

**NCBEA BYLAWS AND STANDING RULES COMMITTEE REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
MARCH 29, 2018**

- ❖ 2017-2018 NCBEA Bylaws and Standing Rules Committee Members:
 - Matt White, Chair
 - Jason Hendrickson
 - Cathy Carruthers
 - Colleen Webb
 - Stella Hull
- ❖ A proposal to amend the NCBEA Bylaws and Policies and Procedures in reference to ceasing the NCBEA convention rotation with member states was made at the September 28, 2017 NCBEA Administrative Board Meeting
- ❖ Due to a committee chair oversight and timing necessary for this change to be made, the NCBEA Administrative Board will discuss plans at its meeting on March 29, 2018 – steps should include: (1) Committee meeting to finalize necessary changes to Bylaws and Policies and Procedures as appropriate; (2) Publication of suggested changes to Bylaws and Policies and Procedures a minimum of 45 days (to comply with 30-day minimum requirement per NCBEA Bylaws); and (3) Voting on suggested changes to Bylaws and Policies and Procedures at next NCBEA Business Meeting (currently planned for Fall 2018)
- ❖ A planned meeting of this committee will be scheduled following this 2018 NBEA Annual Convention and Trade Show in Baltimore, MD (tentative plan: early June 2018)

Respectfully submitted,

Matt White
2017-2018 NCBEA Bylaws and Standing Rules Committee Chair

Please find below the approved wording for publication of the recent bylaws change recommended by the Bylaws and Standing Rules Committee and approved by the NCBEA Administrative Board.

Proposed Changes to the

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

Article X – MEETINGS

SECTION 1. The association shall hold a general membership business meeting at each ~~NCBEA~~ **NBEA** convention, which shall be known as the annual **business** meeting.

SECTION 2. The administrative board shall meet at least once a year.

~~SECTION 3. The NCBEA is encouraged to meet in conjunction with and at the invitation of a state organization.~~

~~SECTION 4. An NCBEA convention will be held in conjunction with and according to the rotation plan adopted by the NCBEA.~~

SECTION ~~5~~ **3**. The Administrative Board, Executive Committee, Standing Committees, and Special Committees are authorized to meet by telephone conference or through other electronic communications media so long as all members may simultaneously hear each other and participate during the meeting. Electronic voting may be used for NCBEA business as needed.

SECTION ~~6~~ **4**. A quorum shall be a majority of members for any NCBEA Administrative Board meeting.

SECTION ~~7~~ **5**. A quorum at an NCBEA business meeting shall be the number of members present at the time of the NCBEA business meeting. The date, time, and location of the business meeting must be published at least 30 days prior to the business

SECTION 6. The Administrative Board will review the viability of holding an NCBEA convention with and at the invitation of a state organization according to a rotation plan every three years.

NCBEA Legislative Advocacy Committee Report

March 10, 2018

Members present: Jason Hendrickson, Cathy Carruthers, Tina Trumbower (came in later), and Matt White was in and out with his OBTA Convention responsibilities.

The NCBEA Legislative Committee convened at 10am and attempted to have a meeting prior to the start of the NCBEA Board Meeting on September 28, 2017, but was rather difficult with the constant interruptions, and interjections from others present in the room and not a member of this committee.

SUGGESTION:

- Time be set aside so that committee meetings can be held face to face
- A designated meeting place so that the committee can meet without interruptions to conduct their business

As NO timeline could be agreed on by the committee members for the semi-annual Legislative Newsletter Updates, no newsletter came out in the Winter of 2018

The time lapse between sending the Newsletter to the President (who forwarded it on immediately) and getting it out on Constant Contact was over 2 weeks...should not happen. When items are sent to Constant Contact, they should be sent out immediately.

State Legislative Contacts and Presidents were reconfirmed during the month of October

Committee Chair attempted to add a post for current Board Rosters in each state on the NCBEA Website---was told by NBEA Webmaster that it couldn't be done as there are already links to the individual States, and in the past it was a problem posting personal contact info on our Website.

Another part of my duties on the NBEA is that of Legislative Chairperson. In this roll I am responsible for getting the legislative speakers for the annual convention. I have attached my report.

NOTE: As of June 30, 2018, I will serve on this committee but will no longer serve as Chairperson.

Respectfully submitted,

Colleen

Colleen L. B. Webb
NCBEA Legislative Chair

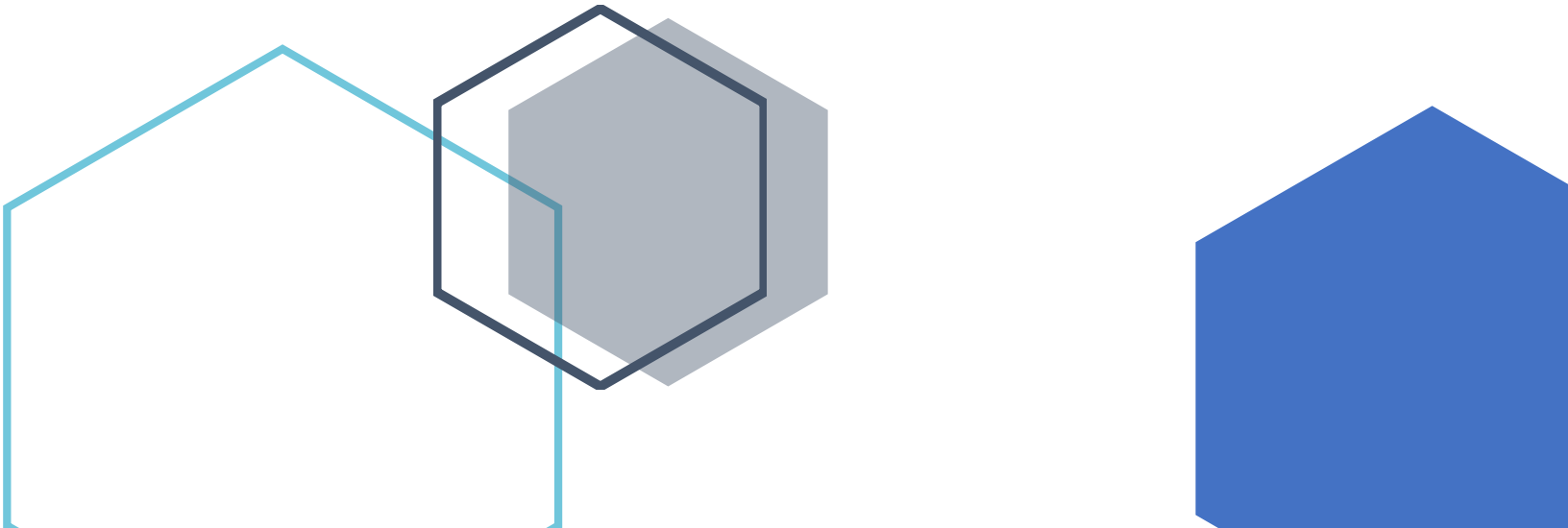


Legislative Advocacy Committee Report

March 9, 2018

COMMITTEE MEMBERS

Eastern Region— [Position Open](#), (2018)
Mountain-Plains Region— [Position Open](#), (2018)
North Central Region—Marlene Stout, (2019)
Southern Region—Joan Belk, (2019)
Western Region—Tina Fulks, (2017)
Member at Large—Stephen Lewis, Sr, (2017)
Diane J. Fisher, ex officio
Janet M. Treichel, ex officio
Colleen L. B. Webb, (2020), Chairperson



Category 4: Business Education Advocacy

Goal 1: Develop and implement a plan that will advance the importance of business education in strengthening the country's economy.

Goal 2: Advocate the importance of business education to the membership and external stakeholders.

ACTION		Person(s) Responsible	Completion Date	Completed Yes/No	Report Submitted Yes/No
A.	Assess the effectiveness of the legislative sessions held during the 2016 and 2017 NBEA Conventions.	Legislative/Advocacy Committee Executive Committee Executive Director	July 2017	YES	November, 2017
B.	Review, update, and disseminate promotional and/or advocacy materials.	President Executive Director Legislative/Advocacy Committee Chair	March 2018	In progress	Agenda item to be reported November 2018
C.	Identify and develop avenues of support for business education programs at all levels of education (e.g., legislative, business)	Legislative/Advocacy Committee Business Partnership Task Force	March 2018	In progress	Agenda item to be reported November 2018
D.	Develop partnerships with business and industry at the national level.	Business Partnership Task Force	ONGOING		
E.	Provide legislative training sessions at all regional conventions.	S/T/P Presidents Legislative/Advocacy Committee Regional Presidents	M-PBEA, NCBEA, and SBEA 2017; WBEA 2018	Yes—NCBEA* No—SBEA Yes—M-PBEA Yes--WBEA	Yes
F.	Hold Legislative sessions at national, regional, and S/T/P conventions.	Legislative/Advocacy Committee Chair and Committee Regional Presidents Regional Legislative Chairs S/T/P Presidents and Legislative Chairs	ONGOING	2018—NBEA Convention--2 sessions scheduled	Yes

*NCBEA will no longer have a regional convention beginning in 2018 pending a ByLaw changes was suppose to be voted upon at the 2018 NBEA Convention—as of March 10, 2018, no proposed changes have been published.

2017-2018 Committee Composition

The NBEA Legislative Advocacy Committee is composed of

Name	Region	Term	Comments
	EBEA	2018	Position Open
	M-PBEA* **	2018	Position Open
Todd, Marlene	NCBEA**	2019	
Belk, Joan	SBEA	2019	
Fulks, Tina	WBEA**	2017	
Lewis, Stephen	At Large**	2017	
Webb, Colleen	Chairperson	2020	
Fisher, Diane J.	Ex Officio		
Treichel, Janet	Ex Officio		
*Deb Wolken has moved to the Membership Director for Nebraska, M-PBEA seeking replacement			
**Region Report submitted			

Appeals for the committee meeting agenda items, ideas for presenters for the two scheduled sessions at the NBEA Convention in Baltimore, and legislative regional updates went out to committee members on January 13, 2018 specifying the upcoming deadlines for the submission of the information requested. A follow-up reminder was also sent on February 15, 2018. The responses to the requests are as indicated above. Joan Belk, SBEA, indicated that she would not be able to attend the convention this year. Dana, the SBEA President will be attending her in place.

Individual Regional Reports

Mountain-Plains Business Education Association

Carol Sessums, MPBEA President

February 21, 2018

A Legislative Committee meeting was held during our regional convention.

A Legislative Session was held during the M-PBEA regional convention.

Currently working on getting a legislative contact person in each state and forwarding those names to NBEA Legislative Chairperson, Colleen Webb.

NCBEA
LEGISLATIVE REPORT
Marlene Todd Stout
February 20, 2018

Colleen Webb, NCBEA Legislative Representative, and Cathy Carruthers, have published and distributed a Fall 2017 Newsletter entitled “Constant Communications with All Legislators in our Changing Political World is a Must” The newsletter provides information to members regarding working and communicating with legislators and lobbying techniques and strategies. In addition, all states but Iowa, Minnesota and Wisconsin provided information on legislative activities and bills to be aware of within their states.

Marlene Todd Stout, NBEA Legislative Committee for NCBEA

NCBEA STATES REPORTING TO DATE

Illinois—Karen Drage

The Governor's proposed budget keeps the CTE line item level. All bills will be put on hold until after the primary and possibly until after the election.

Indiana – Jason Hendrickson

The NCBEA Newsletter is distributed and referenced. In addition, bills and legislative activities are tracked through the ISTA (Indiana State Teachers Association).

Iowa – Barb Bielenberg

WA--There is a lot of work being done writing guidance for the CTE Redesign (HF 2392). The biggest impact for Business education is that all CTE programs will now be required to go through the state approval process. This will happen over the next 5 years. Here is the final report from the work of the CTE Redesign team.

<https://www.educateiowa.gov/sites/files/ed/documents/cte%20redesign%20report%201-15-17.pdf>

While the issue of state approvals for CTE programs is not unique across the country, it is a new educational requirement for Iowa.

HF 2392 set forth a forward-looking policy framework for secondary career and technical education (CTE), replacing an archaic vocational education law adopted in 1989 and building off exceptional practices implemented around the state. With technological change and globalization changing the economy within the state and nationally, education and training beyond high school has become the new minimum threshold for economic security. Through the Future Ready Iowa initiative, Governor Branstad and Lt. Governor Reynolds called for 70 percent of Iowans in the workforce to have postsecondary education or training by 2025. As expressed in Iowa's unified state plan for implementation of the Workforce Innovation and Opportunity Act (WIOA), the CTE redesign is an essential strategy for addressing this moral and economic imperative by supporting students in exploring and pursuing rewarding careers, closing skills gaps faced by employers hampering growth, and enhancing the vitality of communities.

The Department's goals, as reflected in the State Board of Education's priorities, are to ensure all students have consistent and equitable access to high quality CTE programs and facilitate efficient delivery of curricula aligned with regional economic demand.

Passed with overwhelming bipartisan support in both chambers of the Iowa General Assembly and signed into law by Governor Branstad in May, 2016, HF 2392 implements the vision for CTE proposed in the final report of the Secondary Career and Technical Education Task Force.

The three main themes of the law include:

1. Career guidance: Shifting to a more holistic approach with school teams developing district plans to enhance how students explore career and academic opportunities and develop individualized plans.
2. High quality programs: Raising expectations for CTE programs, employer engagement, and alignment with high demand areas. Setting a vision for curricula that starts foundational and leads to occupationally-specific college credit opportunities, integrates work-based learning, and aligns with a modernized career cluster framework.
3. Regional planning: Establishing regional CTE planning partnerships of schools, community colleges, business, and community partners to ensure efficient and effective delivery of high-quality programs. Kelli Diemer, Iowa Dept., of Ed.

Michigan – Colleen Webb

Teachers in MI are finally receiving the 3% medical contribution that was illegally withheld from their paycheck. The MEA filed suit and won, the case was appealed by the governor 2 times and the original ruling was upheld.

Legislators are in the process of reducing the college credit hours required for substitute teachers from 90 to 60 to address the substitute shortage.

The proposed state budget includes an increase in per pupil spending for the next budget year, the amount is being negotiated. The governor is also pumping over a million and a half into CTE.

The Microsoft Certification program was renewed by the state legislators for another 3 years and had been expanded to include middle school, and colleges and universities as well as high schools and community colleges. The middle schools, high schools and public post-secondary institutions have access to 500 free testing vouchers for their students. Teachers in these institutions have access to all the free teaching materials. MTA tests have also been included in this certification program.

Licensing changes are still being considered in our state, but no other specifics have been announced.

Missouri - Theresa Bynum

The following has/is taking place in the Missouri legislation: Week of February 15, 2018 - HB 1942, which allows institutions of higher education to designate one or more faculty or staff members as campus protection officers. The Council on Public Higher Education and Missouri Community College Association testified in favor of the bill. This week the bill was voted favorably out of committee and is on its way to the Rules Committee before heading to the House Floor! Week of February 8, 2018 - HB 1528, voted out of the Higher Education Committee. The bill states that students at public institutions of higher education should demonstrate proficiency in the provisions and principals of American civics as a

condition of graduation, voted out of the Higher Education Committee. The bill is now in the Rules Committee and, hopefully, in the coming days be brought up on the House Floor for consideration. Week of February 1, 2018 - Lawmakers approved a bill this week that would provide young people with greater access to highly-skilled, experienced instructors in areas such as health care, manufacturing, and engineering. The legislation would allow the State Board of Education to issue a visiting scholar certificate as a license to teach in public schools. The visiting scholar certificate provides that a professional may be employed in a content area in which the individual has an academic degree or professional experience. The visiting scholar would only teach classes for ninth grade or higher and the hiring school district must verify that the individual will be employed as part of a business-education partnership initiative designed to build career pathways for students. The certificate would last for one year and the applicant could renew it a maximum of two times if certain requirements are met.

Ohio - Stephen M. Lewis, Sr.

The Ohio Department of Education and the state legislative body have adopted a new vision for preparing youth for high-demand careers through a program referred to as New Skills for Youth. NSFY is an innovative program that capitalizes on using cross-sector partnerships to assist youth in preparing for life after high school. A \$2MM grant was provided by the Council of Chief State School Officers (CCSSO) and JPMorgan Chase & Co. to fund the NSFY program. Ohio is one of 10 states to receive a New Skills for Youth (NSFY) grant, which directly aligns with many of Gov. John R. Kasich's Executive Workforce Board's initiatives and many Ohio Department of Education activities geared toward creating a comprehensive strategy to make sure Ohio's students are ready for the workforce of the future.

Through programs such as the NSFY, the State of Ohio seeks to increase the percentage of students graduating with industry-recognized credentials to 15 percent; ensure cross-institutional alignment of career-focused pathways resulting in seamless transitions for students and minimize institutional barriers through expanding the opportunity for transcribed credits and statewide articulation agreements.

Another program designed to help prepare students for remedial free higher education and careers of their choice is Success Bound. Ohio high school students now can earn recognition by showing they are prepared to contribute to the workplace and their communities. The OhioMeansJobs-Readiness Seal is a formal designation students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience that businesses need. To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community. The OhioMeansJobs-Readiness Seal is available for the graduating classes of 2018 and beyond and printed directly on Ohio diplomas and transcripts. The Ohio Legislature through the authorization of House Bill 49 established the OhioMeansJobs-Readiness Seal. The Ohio Department of Education and the Governor's Office of Workforce Transformation drafted the language in the bill through a combined effort. The Ohio Department of Higher Education identified an initial list of 15 professional skills based on reports by the National Association of Colleges and Employers, in partnership with The Conference Board, Partnership for 21st Century Skills, the Society for Human Resource Management and Corporate Voices for Working Families.

The state house assembly is also considering HB 108, the Informed Student Document Act. The bill is currently in the Business and Career Readiness Committee of the Ohio State Assembly. Once finalized and written into law by Governor Kasich, the bill will direct all school districts in the State of Ohio to include within the high school curriculum a one-half credit in financial literacy as a requirement for graduation. Currently the bill remains stuck in committee and if action is not taken, the bill will once again die in committee and not even reach the assembly for a vote. I will attend the fifth hearing on the bill tomorrow and will speak on behalf of OBTA as a proponent of the bill. The sponsors of HB 108 are Representative Christina Hagan (Primary Sponsor) and the Chair of the Business and Career Readiness Committee, Representative Andrew Brenner.

WBEA

Tina Fulks

February 21, 2018

A Legislative Committee meeting was held during the WBEA Regional Convention. A Legislative Session was also held during the WBEA Regional Convention.

2018 NBEA Convention Speakers

Wednesday, March 28 1:30 p.m.- 2:30 p.m., Grand Ballroom IX (3rd floor)

The Legislative Advocacy session this year will focus on “how to” advocate for Business Education, our profession and our programs. The session presenter will be Ms. Rashage Green, Deputy Chief Counsel at U.S. Senate Special Committee on Aging, Washington, DC. Ms. Green he previously served as Director of Higher Education and Oversight Strategy in the Office of Legislative and Congressional Affairs at the U.S. Department of Education and currently works as Deputy Chief Counsel at U.S. Senate Special Committee on Aging. Also, she previously served as Senior Counsel to Congressman Bobby Scott.

Thank you, Marlene Stout, for your efforts to get Ms. Green to lead this session.

Thursday, March 29, 9:45 a.m. – 10:45 a.m., Grand Ballroom III & IV (3rd floor)

The Legislative Update session will be delivered by Dr. Michael Wooten, Deputy Assistant Secretary and Acting Secretary for the Office of Career, Technical and Adult Education is confirmed as our Legislative Update Speaker. He will focus on ways in which business educators can strengthen business education, initiatives at the US DOE and how these initiatives impact business education and the states, and Perkins funding.

A flyer has been prepared for each of the two sessions and has been emailed to our Region Presidents. We requested that they send the flyers out via their listserves as well share it with their State Presidents. Copies of both flyers are at the end of this report.

Both Legislative Sessions were showcased by NBEA via mass email on March 9, 2018.

Summary

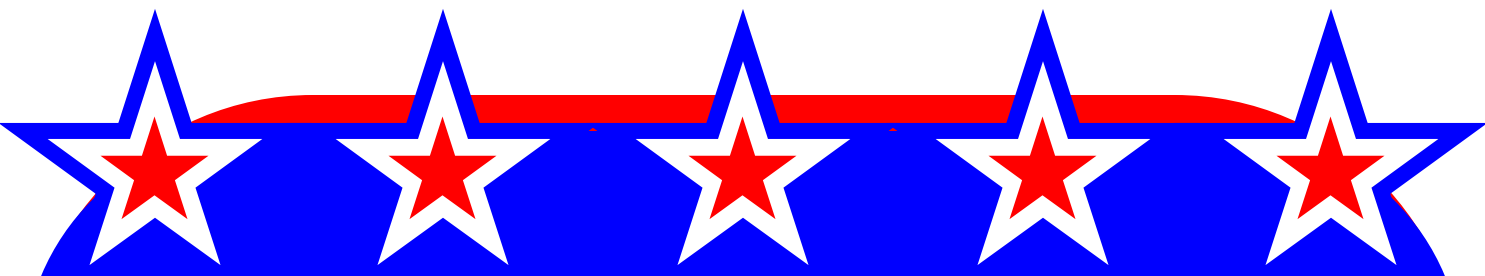
- An appeal for individual Regional Reports went out to the Legislative representatives and are included in this report

- Speakers for both Legislative Sessions have been confirmed
- Both Legislative Sessions were showcased on March 9, 2018, the NBEA in a mass email to membership
- An Agenda has been prepared for the Legislative Committee meeting on March 28, 2018. All members have had the opportunity to have any items included on the Agenda
- The Program of Work has been updated to reflect what the committee has completed and the items that still need to be completed along with a timeline for reporting back to this Board

Respectively submitted,

Colleen L. B. Webb

Colleen L. B. Webb, Chair
NBEA Legislative Advocacy Committee



**"Navigating the Political Waters ...
Advocating for our Profession" aka "Advocating 101"**
with

Rashage Green

**Deputy Chief Counsel
U.S. Senate Special Committee on Aging**

- ▣ Learn how congress really works
- ▣ Learn how to talk to a congressional staffer
- ▣ Learn how federal agencies interact with congressional offices

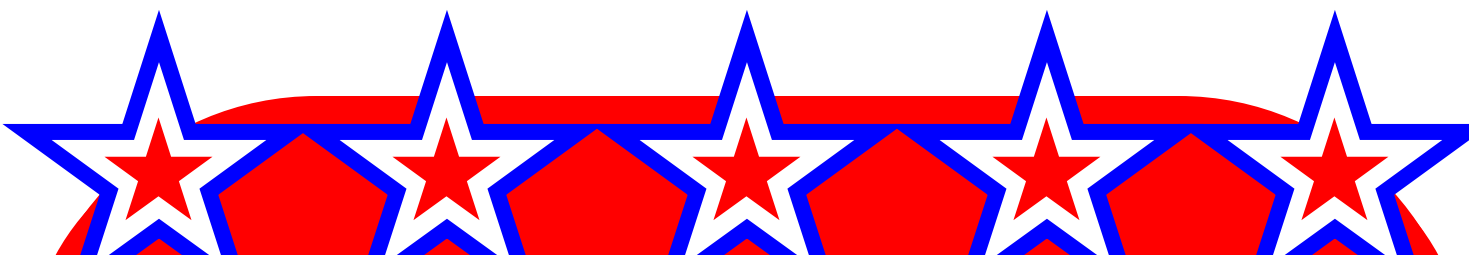
March 28, 2018

1:30—2:30 p.m.

**Baltimore Marriott Waterfront Hotel
Grand Ballroom IX 3rd floor**

Ms. Green previously served as Director of Higher Education and Oversight Strategy in the Office of Legislative and Congressional Affairs at the U.S. Department of Education and currently works as Deputy Chief Counsel at U.S. Senate Special Committee on Aging. Also, she previously served as Senior Counsel to Congressman Bobby Scott.





U. S. Department of Education

Acting Assistant Secretary

and

Deputy Assistant Secretary

in the

Office of Career, Technical, and Adult Education

Dr. Michael Wooten

will deliver the

Legislative Update

Thursday, March 29

9:45 a.m. – 10:45 a.m.

Baltimore Marriott Waterfront Hotel
Grand Ballroom III & IV (3rd floor)

A SPECIAL DOOR PRIZ E WILL BE GIVEN



NCBEA Director to the NBEA Board Report

March 10, 2018

I attended the Webinar held on January 29, 2018.

I have continued to read all correspondence on Membership coming in from Maurice Henderson and Sue Elwood.

I summarized all Regional Director reports that I had copies of and created the spreadsheet found on the next page from March of 2017 to March 2018. I sent the spreadsheet to Regional Membership Director Sue Elwood for verification and Sue responded and updated some missing reports. It is interesting to see that the number of reports turned in during this 12-month period range from 0-75%.

Through my NBEA Board position, I continue to recruit NBEA members through the charge given to all Board members 50 new members (11/50 to date) over a two-year period. Also, I continue to work to get lapsed members back through the NBEA Board Renewal program.

Respectfully submitted,

Colleen L. B. Webb

Colleen L B. Webb

NCBEA Director to the NBEA Board

NCBEA State Membership Director Participation
March 2017 - February 2018
Based on State Membership Directors Turned In

	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	Percentage of Months Turned In
Illinois, Mountjoy													0%
Indiana, Wolfe									☒	☒			17%
Iowa, Schmaltz								☒	☐				8%
Michigan, Pearson	☒		☒		☒	☐	☒	☒	☒	☒	☒	☒	75%
Minnesota, Murray	☒							☒	☒	☒	☒	☒	50%
Missouri, Brynum					☒	☐	☒		☒	☒			33%
Ohio, White	☒												8%
Wisconsin, Gibson	☒											☒	17%
		No Reports Submitted		No Reports Submitted		No Reports Submitted							

Marketing/Membership/Linkages Committee

Sue Elwood

Baltimore, MD March 29, 2018

- Sue Elwood, Chair
- Colleen Webb (MI)
- Kathy Mountjoy (IL)
- Brian Wolfe (IN)
- Rhonda Schmaltz (IA)
- Patricia Pearson (MI)
- Bob Murray (MN)
- Theresa Bynum (MO)
- Tina Trumbower (WI)

Based on the suggestions from our fall meeting in Ohio, the committee has agreed that having a summer event in Orlando, Florida will be our next fundraiser. The committee will assist in marketing the event along with any other duties required to make this a successful event. Because of the late date getting information finalized, this year will serve as a trial year and the event will be highly publicized for the summer of 2019.

It was also recommended in our committee meeting that the membership brochure should be updated and a welcome packet should developed and distributed at state conferences to new members who join. A November 1, 2017 date was established to have the welcome packet ready; however, it was too short a time to get everything together. The packets will be ready for fall 2018 state conferences.

**NCBEA NOMINATING COMMITTEE REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
MARCH 29, 2018**

- ❖ 2017-2018 NCBEA Nominating Committee Members:
 - Matt White, Chair
 - Jason Hendrickson
 - Cathy Carruthers
 - Sue Elwood
 - Tina Trumbower
- ❖ Positions to be filled for 2018-2019 are President Elect, Treasurer, Regional Membership Director, Michigan State Membership Director, Minnesota State Membership Director, and Ohio State Membership Director
- ❖ Nominations information submitted to Sue Elwood for inclusion in the Winter 2018 newsletter and on the NCBEA website
- ❖ Nominations form posted on the NCBEA website updated to reflect my contact information
- ❖ Additional discussions with committee will be had during the 2018 NBEA Annual Convention and Trade Show in Baltimore, MD
- ❖ If you have any suggestions for nominees for any of these open positions, please let myself or any one of the committee members know

Respectfully submitted,

Matt White
2017-2018 NCBEA Nominating Committee Chair

Appendix V

NCBEA Spring Administrative Board Meeting

Program of Work Committee

Submitted By: Jason Hendrickson and Tina Trumbower

The Program of Work Committee has continued to follow the Program of Work plan approved in the Spring Administrative Board meeting held in Chicago at NBEA in March of 2017. Tina Trumbower, President-Elect has been working on updating along with additions and subtractions based on the Program of Work from the National Business Education Association and the needs and wants of the organization. Tina will present her Program of Work to the board for approval at the spring meeting.

Throughout the process, Tina has asked very good questions clarifying the role of the Program of Work and her role in creating the living document.

The Program of Work committee thanks Tina for her efforts in continuing efforts in keeping our organization par the course with her updated plan known as the Program of Work.

Jason Hendrickson and Tina Trumbower

Program of Work Committee Co-Chairpersons

Appendix W

Publications Committee Sue Elwood Baltimore, MD March 29, 2018

Sue Elwood, Chair
Colleen Webb
Matt White

It was recommended that the Marketing/Membership/Linkages Committee should develop/update the NCBEA Brochure. Sue did update it. It will need to be updated yearly.

The Legislative Newsletter was published in Fall 2017.

Holiday Greetings have been sent out by Matt White through Constant Contact: Thanksgiving, Christmas, Easter, etc.

Articles must be submitted for the newsletter. We need more than just reports. We need “value added” articles.

Appendix X

NCBEA Spring Administrative Meeting

Strategic Planning Committee

Submitted By: Jason Hendrickson and Tina Trumbower

The Strategic Planning Committee has not formally met since our Fall Administrative Board meeting and training in Ohio. Our committee has been focused on ensuring the current Program of Work is being followed along with duties of offices being carried out. Colleen Webb and Cathy Carruthers have been such a vital role in our organization and board. Both have offered guidance and feedback throughout the year.

In addition, both Colleen and Cathy have ensured that many officers stay par to the course and complete duties as assigned through our Policies and Procedures. We as a committee thank them both.

Tina Trumbower is actively preparing her Program of Work for review and approval at the Spring Administrative Board meeting. She will prepare highlights and answer questions that the board may have about the direction she wants to lead NCBEA in the near future.

At the Fall Board meeting it was discussed at length that the NCBEA joint convention rotation coming to a close would financially free up funds not only for NCBEA, but for those states who host. In addition, take other planning burdens off of the state convention planners. It was voted and the board's recommendation to move forward to have it voted on my membership at the Spring Business meeting. However, the By-Laws and Standing Rules committee did not notify our membership in the 30 days as mentioned in our current By-laws for amendment purposes. Although this information was shared by our State Membership Directors to the State Presidents, it was not put in writing.

The intentions moving forward, will be, to inform the recommendation at the Spring Business meeting to the members. Information regarding the recommendation will be sent out through Constant Contact, the Spring Newsletter, and even within the nominating/election information this spring. Following, that information, we will need to hold a Business meeting at the next joint NCBEA state convention, given our current policy and By-Laws.

Jason Hendrickson and Tina Trumbower

NCBEA Strategic Planning Committee Co-Chairpersons

Technology Committee
Sue Elwood
Baltimore, MD March 29, 2018

1. Sue Elwood, Chair
2. Jason Hendrickson
3. Tina Trumbower

Social Media Presence

The committee discussed NCBEA's Facebook page. There is a challenge keeping it updated. It was suggested that upkeep and updating may be the task of Marketing/Membership/Linkages Committee. No decision was made.

The Website

The Website is kept up-to-date with current dates and convention information. Items are updated and added as board members send items. It was suggested to have a calendar that can push out upcoming information. The committee also discussed a members-only area; however, it need to be determined what would be housed there. We are still trying to determine how we can add value to our Website.

The Website is currently undergoing a facelift and is being designed in WordPress. It will include a Board link for Board members only and it will include a calendar of events. If there are other suggestions, please contact Sue.

Conferences at a Glance/Membership Director Rotation Schedule

State, Region, National, and International Conference dates and State Membership Director Rotations

State Conference Dates

State Convention	Dates	Location
Illinois	November 7-9, 2018	Springfield, IL
Indiana	November 16-17, 2018	Indianapolis, IN
Iowa	September 30-October 1, 2018	Urbandale, IA
Michigan	November 7-9, 2018	Mt. Pleasant, MI
Minnesota	TBA	TBA
Missouri	July 23-26, 2018	Springfield, MO
Ohio	TBA	TBA
Wisconsin	October 3-5, 2018	La Crosse, WI

Regional Conference Dates

Region	Dates	Location
Southern Business Education Association	October 17-20, 2018	Mobile, Alabama
Western Business Education Association	February 15-19, 2018 (Already Occurred)	Boise, Idaho
Mount-Plain Business Education Association	June 10-13, 2018	Omaha, Nebraska

National Conference Dates

National	Dates	Location
NBEA 2019	April 16-20, 2019	Chicago, Illinois
NBEA 2020	April 7-11, 2020	Boston, Massachusetts
NBEA 2021	March 30-April 3, 2021	New Orleans, Louisiana
NBEA 2022	April 12-16, 2022	Chicago, Illinois

International Conference Dates

International	Dates	Location
SIEC/ISBE Conference	July 29-August 3, 2018	Reykjavik, Iceland

State Membership Director Rotation Schedule

Wisconsin and Missouri	(2017, 2020, 2023, 2026, 2029, 2032)
Minnesota, Ohio, and Michigan	(2018, 2021, 2024, 2027, 2030, 2033)
Illinois, Indiana, and Iowa	(2019, 2022, 2025, 2028, 2031)

Treasurer's Report**November 14, 2018**

The income and expense report for July 14 to November 14 is shown below. There are no outstanding bills at this time. According to the previous Treasurer, we still have outstanding income for the new checking account (via money leftover in old account) equaling \$978.62. The bank account was established on October 9 at Region's Bank. An amount of \$5,046.10 matured June 30 from the 2017 - 2018 Certificate of Deposit through US Bank. On November 2, I transferred \$5,000.00 from our checking account into a 12-month Certificate of Deposit associated with Region's Bank at 2.00%. The remaining \$46.10 went into the checking account. The ending Treasurer's term audit will be completed by an auditor based out of Greenwood, IN on December 3. I was advised by the auditor that we wait to complete the audit until our bank account was established and everything was successfully transferred over (still in process). During this conference, I will meet with President-Elect Rhonda Schmaltz to setup a time that we can both be at a Region's Bank to add her to the account as a signer. I am also currently in the process of looking up the IRS Tax Form 990 rules to clarify what we are/are not required to file every year. As of now, all of our bank account money is in the checking account. I will be moving a portion of it into the savings account once the old account has transferred everything to me and is officially closed.

Submitted,

A stylized, handwritten signature in black ink, appearing to read 'BW', with a large, sweeping flourish extending from the bottom right.

Brian Wolfe
NCBEA Treasurer

July 14, 2018 to November 14, 2018

Income and Expense Report

Beginning savings account balance – July 14, 2018	\$0.00
Beginning checking account balance – July 14, 2018	\$7,000.00
Beginning total account balance – July 14, 2018	\$7,000.00
Income to November 14, 2018	394.84
Available funds	<u>\$7,394.84</u>
Expenses to November 14, 2018	441.43
Account balance – November 14, 2018	<u>\$6,953.41</u>

Account Balances to Date

Savings account balance as of November 14, 2018	\$0.00
Checkbook balance as of November 14, 2018	<u>6,953.41</u>
Total Funds Available as of November 14, 2018	<u>\$6,953.41</u>
CD balance as of November 14, 2018	<u>5,000.00</u>
Total Overall Funds as of November 14, 2018	\$11,953.41

NCBEA President Report
NCBEA Fall Administrative Board Meeting
Thursday, November 15, 2018
Submitted By: Tina Trumbower

I began the term of NCBEA President in July 2018. I truly appreciate the guidance of the past NCBEA presidents that are currently on the NCBEA board in other capacities.

Some of the activities completed to date:

- Facilitated communication among board members.
- Communication with Minnesota past secretary and DPI representative regarding the restructuring of the Minnesota business education association as well as the lack of representation on the NCBEA Board.
- Assigned committees.
- Conducted an online vote to approve appointed NCBEA board members.
- Sent paper and video greetings to be made at state conferences.
- Sent information to states for publication in their programs.
- Prepared and sent report to NBEA
- Solicited feedback from executive board members regarding key issues.
- Sent communication to regional presidents regarding ideas for increasing revenue and membership recruitment ideas.
- Prepared and sent planning documents to NCBEA board members
- Executive committee conference call

I recommend the following discussion to take place at the NCBEA Fall meeting:

- Set schedule for board conference call and web meetings.
- Explore options to increase revenue in addition to member recruitment.
- Financial outlook/projection for NCBEA.
- Minnesota state restructuring and NCBEA representation.
- Policies and procedures updates along with program of work updates needed if the bylaws are changed.

I appreciate the hard work and dedication of the board and look forward to seeing you in a few days.

Tina Trumbower
NCBEA President
2018-2019

NCBEA Report to NBEA Executive Board Meeting

October 2018
Tina Trumbower

The North Central region continues to struggle with membership and will certainly be the focus in the next few months. Below are updates on State Membership Director positions. Our NCBEA board meeting in November in conjunction with the Indiana Business Education Association convention includes a membership director training session.

Following the updates on leadership positions is an outline of progress toward meeting 2018-19 NBEA Program of Work objectives related to leadership, membership, and advocacy.

State Membership Director & Other NCBEA Board Position Updates

- Minnesota is without a membership director. According to the Minnesota website, “MBITE is in a period of research and restructuring to help serve our members better! We will update you as more details emerge!” I reached out to those that are listed as current president and current secretary. The current secretary, Tara Hammill suggested that Dean Breuer from the Minnesota Department of Education be contacted. Dean has been contacted. When Dean has time for a conversation, my focus will be two fold: (1) find someone to fill the Minnesota membership director (2) continue and initiate further communication to see how NCBEA can assist and be involved in their organization.
- Illinois appointed Heidi Eaton as Illinois State Membership Director to fulfill Kathy Mountjoy’s term ending June 30, 2019.
- Iowa just appointed Andrew Thonstad to the Iowa State Membership Director position.
- Indiana’s membership director is Jason Hendrickson (Jason also holds the past president position)
- Ohio appointed Matt White to a three-year term as Ohio State Membership Director (2018-2021). Matt is a past president of NCBEA
- Michigan appointed Pat Pearson to a three-year term as Michigan State Membership Director. Colleen Webb has authorization from the Michigan Board to represent Michigan until Pat is free to join the board.
- Brian Wolfe has taken over as NCBEA treasurer. This transition has not been easy, but Brian continues to work very hard to see that this transition is complete.
- Sue Elwood has been appointed as the Regional Membership Director.

Progress toward meeting 2018-19 NBEA Program of Work Objectives

Category 5: Curriculum and Instructional Strategies

E. Share strategies for implementing and assessing a comprehensive business curriculum that supports the <i>National Standards for Business Education</i> , 5th Edition, at state, regional, and national meetings.	NCBEA board members, including myself, will be presenting five sessions at the NCBEA/Indiana Conference in November. Included is a leadership session conducted by Colleen Webb and Cathy Carruthers. Indiana/NCBEA conference information may be found at https://sites.google.com/site/indianai-bea/
F. Identify and promote quality models for integration of and collaboration between business education and academic education at state, regional, and national meetings.	

Appendix C2

Category 8: Membership Growth, Development, and Revenue Generation

H. Conduct and assess membership directors' training program at regional conventions.	Membership director training will be held on Thursday, November 15 at 2 p.m. prior the start of the NCBEA Board meeting at the Indiana state conference.
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Category 9: Organizational Collaboration

B. Work with identified states in each region to strengthen their state associations and their relationship with NBEA as well as the services provided to their membership.	Communication with Minnesota has been the focus, as indicated in the State Membership Director positions portion of this report
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Category 10: Professional Development and Leadership

G. Provide NBEA representation at all regional and S/T/P association conventions and promote activities and initiatives of NBEA while representing NBEA.	Mailed greetings and picture for state conferences/conference programs for Iowa, Illinois (paper copy and video message), and Michigan. Attended the Wisconsin Conference in late September and spoke bringing greetings from NCBEA. The NCBEA fall conference will be in conjunction with Indiana Business Ed Association in November.
H. Conduct professional development seminars at regional and S/T/P conventions.	Presented session at the Wisconsin (WEBIT) in September and will be presenting in November in Indiana
R. Interact at regional and S/T/P conferences with business educators with less than five years' experience who would recommend strategies for encouraging involvement and professionalism.	Interacted with these educators at the WEBIT conference. These attendees were encouraged to come to the NCBEA booth for information, discussion, and a small token.

President Elect Report For November 2018
By Rhonda Schmaltz
Program of Work

I have spent my time thus far as President-Elect with the following tasks:

Review of the Program of Work for 2019-2020. The Program of Work was worked on this morning by myself and Tina Trumbower and is now in the Dropbox for review. There are several changes, due mostly to eliminating our joint conference in the fall with each state. I ask members to review the document and provide feedback if anything still needs to be changed.

Communication with President Tina Trumbower about the president-elect role(s) and how to help and assist her as President.

Continue to explore revenue options in addition to the Disney trip for 2019.

Look for new and innovative ways to increase membership.

Continue to review role as president-elect and serve the NCBEA board as required and asked.

Appendix E

NCBEA Meeting Report: Past President's Report
Jason Hendrickson, NCBEA Immediate Past President
Submitted: 11/15/2018

As the past president I have stayed in communication with the president to assist where she has asked. In addition, I have completed my tasks and meeting with my standing committees. Each standing committee that I chair I have provided a report for review.

A summary of those reports are:

Awards Committee: The Awards Committee this year did not need to meet formally or electronically due to no nominees were submitted to us for this year's awards program. The committee members did provide some suggestions on marketing the program in the future with the possibility of not meeting until NBEA. Those are:

- Provide materials to webmasters on the state association level.
- Continue to use Constant Contact on a regular basis to market the awards program.
- Market in the Regionally Speaking newsletter.
- Reach out to administrative board members of each state encouraging them to supply a name of an honoree.

Bylaws and Standing Rules Committee: The Bylaws and Standing Rules Committee with the assistance of its members double checked that the proper communication for amendment changes were published according to the current bylaws. Publication was sent out through Constant Contact in plenty of time of the required notification. The Annual Business Meeting will be held at 11:00 a.m. in Golden Ballroom 1 at the Indiana Business Education Association/North Central Business Education Association conference.

At the Annual Business Meeting, the committee will propose the following recommendations:

Proposed Changes to the
**BYLAWS
OF THE
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION, INC.**
Article X – MEETINGS

SECTION 1. The association shall hold a general membership business meeting at each ~~NCBEA~~ **NBEA** convention, which shall be known as the annual **business** meeting.

SECTION 2. The administrative board shall meet at least once a year.

~~SECTION 3. The NCBEA is encouraged to meet in conjunction with and at the invitation of a state organization.~~

~~SECTION 4. An NCBEA convention will be held in conjunction with and according to the rotation plan adopted by the NCBEA.~~

~~SECTION 5 3.~~ The Administrative Board, Executive Committee, Standing Committees, and Special Committees are authorized to meet by telephone conference or through other electronic communications media so long as all members may simultaneously hear each other and participate during the meeting. Electronic voting may be used for NCBEA business as needed.

~~SECTION 6 4.~~ A quorum shall be a majority of members for any NCBEA Administrative Board meeting.

~~SECTION 7. 5.~~ A quorum at an NCBEA business meeting shall be the number of members present at the time of the NCBEA business meeting. The date, time, and location of the business meeting must be published at least 30 days prior to the business

SECTION 6. The Administrative Board will review the viability of holding an NCBEA convention with and at the invitation of a state organization according to a rotation plan every three years.

The committee will provide ballots for voting on this proposal. Cathy Carruthers already serves on the committee and will be able to put the outcome in her minutes for the meeting. It is recommended that the

Bylaws and Standing Rules committee reviews the holding of the NCBEA convention with an invitation of a state association organization every three years.

Nominating Committee: The Nominating Committee will begin actively searching for qualified candidates to fulfill vacant and soon to be vacant positions. Those positions will be: President-Elect and Secretary. The committee will meet to discuss possibilities. In addition, we will market through Regionally Speaking and through Constant Contact. Of course, each candidate must have met the requirements for the position and hold membership prior to being considered as a “qualified candidate”.

The role of this committee is on-going and will require some email communication throughout the year. Prior to the NBEA Convention in Chicago, the candidates will need to go through a vetting process. Then be announced and published for voting purposes.

NCBEA Convention: I have worked with Tina Trumbower on set-up of the meeting space and the meal for the NCBEA board on Thursday, November.

I will continue efforts in recruitment and membership development and serving and assisting the board in the capacity in which it requests.

If there are any questions, please let us know. We thank NCBEA for the honor to serve in this capacity. We are hopeful for a better turnout for the upcoming year.

Submitted Respectfully,
Jason Hendrickson

NCBEA BOARD MEETING REPORT
Secretary Cathy Carruthers
Indianapolis, Indiana – November 15, 2018

Since the March 29, 2018, Board meeting, I have:

- Been in contact with President Tina Trumbower and NCBEA Director to the NBEA Board Colleen Webb
- Registered for and will be attending the NCBEA Convention in Indianapolis, Indiana
- Participated in phone calls and e-mail exchanges regarding NCBEA business
- Uploaded President files to Dropbox; created folders in Dropbox for Indianapolis meetings
- Participated in the nomination and voting process to fill the Newsletter Editor and NCBEA Regional Membership Director position vacancies.
- Suggested to the NCBEA Executive Committee that the proposed bylaws change regarding no longer having joint conferences and only having business meetings to be held during NBEA needed to be disseminated to the membership at least 30 days prior to the upcoming business meeting.

Appendix G

NCBEA Director to the NBEA Board Report

Colleen Webb/Dena Irwin

November 10, 2018

As the NCBEA Directors to the NBEA Board, we have completed the following tasks since the March, 2018 Board meeting in Baltimore, MD and since Dena Irwin took over the position in September, 2018:

- Reached out by email and telephone calls, participated in emails chains, phone calls, conference calls, on-line discussion boards, and conference calls on various topics as they relate to promoting and maintaining NCBEA membership
- Reached out and reminded State Presidents, State Membership Directors to forward NBEA Memberships monies to the National Center in a timely manner...and not wait to send it in until their State event is over...send it in at intervals during the registration period
 - Liability insurance is only in effect when memberships have been processed and has not lapsed
- Reported the NCBEA Monthly report to the NBEA Executive Committee
- Attended the NBEA Executive Board meeting November 2-3, 2018, in Chicago, IL
- NCBEA ranks LAST among all regions in Membership efforts
- The **NBEA Board** continues to lead by example:
 - Board Recruitment Effort—continues with each Board member chipping in \$10 at the November Board Meeting and will be given a list of 25 lapsed members to contact. The Board member who gets the most renewals from their list wins the pot, or if there is a tie, the pot is split
 - Both Colleen and Dena have snail mailed each of their respected 25 lapsed members list by Tuesday, November 6 with intensions to email each person on the list as a follow up
 - The NBEA Board Initiative in the POW continues for 2018-19—Every member of the NBEA Executive Board is committed to increasing membership. To that end, each NBEA Executive Board Member will obtain a minimum of 50 new members per year (breaking down to 4-5 per month)

Respectfully submitted,

Dena Irwin

Dena Irwin

NCBEA Director to the NBEA Board (September 11, 2018-present)

and

Colleen L. B. Webb

Colleen L. B. Webb

Former NCBEA Director to the NBEA Board (March, 2018- September 11, 2018)

NCBEA Regional Membership Director Report

Sue Elwood

Indianapolis, IN – November 15, 2018

- Kept/Keeping in close contact with President Tina Trumbower and NCBEA Representative to the NBEA Board, Dena Irwin.
- Distributed all Monthly Recruitment Plans along with the NCBEA Membership Report and Lapsed Members List sent from NBEA.
- Sent monthly NCBEA Membership Reports to the NBEA Membership Chair, Maurice Henderson and will start sending them to Dena Irwin.
- E-mailing Minnesota lapsed members until Minnesota has appointed a Membership Director.
- Prepared membership news and updates for the newsletter and Website.
- Kept/Keeping an ongoing electronic file of materials pertaining to the activities of the office.
- Will conduct State Membership Directors Training in Indianapolis.

Membership Committee Members:

- Sue Elwood, **Chair**
- Dena Irwin
- Heidi Eaton (IL)
- Jason Hendrickson (IN)
- Andrew Thronstad (IA)
- Patricia Pearson (MI)
- Open (MN)
- Matt White (OH)
- Theresa Bynum (MO)
- Michelle Gibson Herman (WI)

Current NCBEA Membership Numbers:

October 2018

NCBEA MEMBERSHIP REPORT NORTH-CENTRAL REGION

President: Tina Trumbower

Membership Director: Sue Elwood

STATE, TERRITORY, or PROVINCE	MEMBERSHIP DIRECTOR	PROFESSIONAL				STUDENT	RETIRED
		2018-2019 GOAL	CURRENT	PERCENT REACHED	UNDER/ (OVER)		
Illinois	Heidi Eaton	345	126	36.52%	219	0	16
Indiana	Jason Hendrickson	177	41	23.16%	136	0	5
Iowa	Rhonda Schmaltz	122	73	59.84%	49	0	5
Michigan	Patricia Pearson	207	89	43.00%	118	0	3
Minnesota	Robert Murray	144	60	41.67%	84	0	5
Missouri	Theresa Bynum	301	115	38.21%	186	2	6
Ohio	Matt White	170	57	33.53%	113	0	10
Wisconsin	Michelle Gibson Herman	194	85	43.81%	109	0	4
TOTALS		1660	646	38.92%	1014	2	54

NCBEA Webmaster Report

Sue Elwood

Indianapolis, IN – November 15, 2018

- Completed a re-design of the NCBEA Website with input from the Technology Committee members using WordPress. www.ncbea.com
- Kept the Website current by updating:
 - Board member's names/email addresses current.
 - Keeping the Policies and Procedures section up to date.
 - Updating all forms.
 - Maintaining an NCBEA award winner's page.
 - Advertising conferences and other activities of interest to NCBEA members.
- The Website domain name and hosting is renewed every year and will come due again in July 2019. There are no other direct costs for maintaining the website.

Website Content

- President Message (and photograph if appropriate)
- Convention Liaison (invitation to present, registration, lodging, program, , etc.)
- Awards Committee Chair (current forms)
- Secretary (abbreviated minutes)
- Membership Committee Chair (current membership information and form)
- Nominating Committee Chair (nomination information and forms)
 - Candidate Information
 - Candidate Photographs
- Marketing Membership Linkages (professional development and fundraising information)
- ISBE Representative (national conference)
- The following items shall also be included:
 - NBEA President's message (and photograph if appropriate)
 - NBEA convention information
 - NBEA membership blank
 - NCBEA Administrative Board directory (with group photograph when appropriate)
 - Curriculum content articles from NCBEA members (solicited by the State Membership Directors)



International Society for Business Education – USA Chapter

Welcome to the start of another year with the United States Chapter of the International Society for Business Education (ISBE)! I accept with pleasure the responsibility as president of our wonderful organization. I am truly honored and humbled by this faith in my abilities.

The 90th Annual International Conference was July 29 – August 3, and the conference was held in Reykjavik, Iceland. The theme of the conference was “Start-Ups.” A quote for the theme provided to participants read as follows: A company working to solve a problem where the solution is not obvious and success is not guaranteed; a state of mind; an explicit decision to forgo stability in exchange for the promise of tremendous growth and the excitement of making immediate impact. All of us involved in business education desire to create growth and excitement in the business world and in the classroom.



Our United States chapter of ISBE is comprised of members from various regions. Each region has different conferences for their respective states. Some regional conferences begin in October. This do not include the different state conferences! See the dates with location for the different regional conferences and try to attend. Learn some valuable tips to share with other regional members as well as your ISBE counterparts. Everyone needs new information to use with students to keep our lessons fresh. Please share exciting new things with us.

Southern Business Education Association

October 23 – 26, 2019
The Plaza Resort and Spa
Dayton Beach, FL
<http://www.sbea.us/>

North Central Business Education Association

November 16 – 17, 2018
Wyndham Indianapolis West Hotel
Indianapolis, IN
<https://www.ncbea.com/events>

Western Business Education Association

February 15 – 18, 2019
El Conquistador Tucson
Tucson, AZ
<http://www.wbea.info/>

Mountain Plains Business Education Association

June 17 – 19, 2019
Embassy Suites
Denver, CO
<http://www.mpbea.org/>

Our national conference with the National Business Education Association will be April 16 – 20, 2019, in Chicago, Illinois. It will be held at the beautiful Chicago Marriott Downtown – Magnificent Mile. You can contact NBEA at nbea@nbea.org for more details.

Our organization's website is <https://isbeusa.wordpress.com/>. The tabs across the top of the page will provide information for upcoming conferences and our newsletters and journal. Please take time to explore the webpage to learn more about ISBE.

Dana Gray, our journal editor, would like to remind everyone the call for papers is open year-round. Information can be found on the ISBE USA website as well as the ISBE USA Facebook page. Please look at the expectations and consider writing an article for publication. You may reach Dana by emailing her at dgray@rsu.edu.

Tamra Davis, our historian, is working on an update to our organization's history. If you have any documentation and resources to assist her in creating a new, fresh version of this valuable historical piece, please share with her. You may reach Tamra at tdavis2@ilstu.edu.

At this point I would like to introduce this year's board members to you.

***U.S. CHAPTER OF THE INTERNATIONAL SOCIETY FOR BUSINESS EDUCATION
EXECUTIVE BOARD DIRECTORY
July 1, 2018 -June 30, 2019***

<u>Position & Term</u>	<u>Name</u>	<u>Preferred Contact Information</u>
PRESIDENT	Michelle Taylor	michelle.taylor@rcu.msstate.edu
PRESIDENT ELECT	Elisha Wohleb	wohleec@auburn.edu
PAST PRESIDENT		
MEMBERSHIP DIRECTOR	Roietta Fulgham	roietta.fulgham@arc.losrios.edu
SECRETARY	Leane Skinner	skinnal@auburn.edu
ISBE DIRECTOR TO NBEA	Hector Lopez	hlopez@hostos.cuny.edu
US VP to SIEC	Judee Timm	JTIMM@mpc.edu
HISTORIAN	Tamra S. Davis	http://www.tamra-davis.com
NEWSLETTER EDITOR	Sue Elwood	elwoods@nicc.edu

Appendix K

WEB MASTER	Dana Gray Sue Elwod	dgray@rsu.edu elwoods@nicc.edu
EASTERN REPRESENTATIVE		
MOUNTAIN-PLAINS REPRESENTATIVE	Priscilla Romkema	promkema@regionalhealth.org
NORTH-CENTRAL REPRESENTATIVE	Michelle Gibson Herman	gibsonhermanm@gmail.com
SOUTHERN REPRESENTATIVE	Jason Mercer	jason.michael.mercer@icloud.com
WESTERN REPRESENTATIVE	Elaine Stedman	e.stedman@richlandbgc.org
US REP to SIEC PROFESSIONAL DEVELOPMENT COMMITTEE	Mary Millikin	mmillikin@rsu.edu
EDITOR, JOURNAL for GLOBAL BUSINESS EDUCATION	Dana Gray	dgray@rsu.edu
SIEC/ISBE GENERAL SECRETARY	Lila Waldman	waldmanl@uww.edu
SIEC/ISBE PRESIDENT	Cege Ekstrom	sergeije2@gmail.com
NBEA EXECUTIVE DIRECTOR	Janet Treichel	jtreichel@nbea.org
NBEA PRESIDENT	Margaret Blue	margaret.blue71@gmail.com

We encourage membership in ISBE. Dues are only \$35 more when renewing NBEA dues. For \$135 you can belong to ISBE and NBEA along with your regional association.

Please let me know if you have questions or ideas you would like to see addressed in upcoming newsletters or monthly mailings. Your board desires to provide you with valuable information that is timely and helpful. We also welcome your participation in sharing information with our membership. Feel free to contact me at michelle.taylor@rcu.msstate.edu.

Have a great day!

Michelle

Illinois Membership Director Report

NCBEA

*Administrative Board Meeting
November 15, 2018*

As of the November 6, 2018 Membership Report, Illinois currently has 134 members (professional members, retired members, and student members—sorry, I haven't figured out how to break it down into these categories and hope to have those numbers for you at the meeting).

Our 56th Annual Convention was held November 7-9, 2018, at the President Abraham Lincoln Springfield Doubletree Hotel in Springfield, Illinois.

- Final attendance at the convention was 151.
- NCBEA/NBEA exhibitor booth was setup near the conference registration desk and obtained great traffic flow (pictured at the booth is the IBEA Executive Director, Gary Hutchinson).
- NBEA and 25 Cents a Day ribbons were given to current members (Cathy Carruthers advised me to take the current list of members and place a ribbon in their registration packet).
- Renewals and new members received an NBEA coffee mug filled with candy, pens, and highlighter (thanks to Cathy Carruthers for making these), and each renewal/new member will be emailed a \$20 Amazon gift card using the NCBEA membership incentive money.
- Received 9 renewal/memberships at the conference.
- Several visitors helped themselves to the application and promotional materials available at our booth.
- Tina Trumbower prepared a greeting for our program booklet.
- Jan Treichel bought greetings in person at our opening luncheon.
- As Illinois membership director, I gave a report at the closing session and held a 50/50 raffle in which the winner took in \$79 and the remaining \$79 will go to NCBEA.
- Tables at the closing session were adorned with NBEA conference flyers and the 50 reasons to be a NBEA member.



I am setting up an email account for purposes of NCBEA/NBEA membership messages. I am learning the in's and out's of this position and trying to get myself a system to better handle the monthly lapsed members. If anyone can provide tips and tricks on doing this, I would appreciate the help.

I look forward to this new position and meeting all of you in Indiana.

Respectfully submitted,

Heidi Eaton

Heidi Eaton

Illinois Membership Director

Appendix M

Indiana Business Education Association

NCBEA/NBEA Membership Director

Submitted By: Jason Hendrickson—NCBEA/NBEA Indiana Membership Director
Board Report-November 15, 2018

1. Current NBEA/NCBEA Membership: 41 current members

2. NBEA Conference:

Chicago, IL—April 16-20, 2019

I have begun the necessary steps to secure the time off to attend the conference.

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

At the Indiana conference a booth will be set in the exhibitor space for promotional purposes. Membership for NBEA will also be added to the overall registration process. I will be attending the Business and Administrative meetings both.

I have ordered materials from the national office and official roster for purpose of promoting membership at the conference. We have been granted to have a 50/50 drawing at the awards luncheon and a silent auction table.

I will use coffee mugs and memberships as incentives for the table. For each new member, they will get a coffee mug and be in the drawing for an additional membership year. For renewals, they too will get a coffee mug (while supplies last), and then be in a drawing for a gift card.

4. Membership Recruitment:

I have continued efforts in sending out notices to lapse members and recruiting new members to the organization. As always, continuing to see a real problem with membership numbers and growing populations of not wanting to invest in such investment.

Membership reports are being turned in to Sue Elwood for her master report for the board.

5. Legislative Information: Information was submitted to Dena Irwin for the upcoming Senate and House bills that Indiana should consider speaking points and points of interest.

6. Regionally Speaking Newsletter: Received permission to turn in to Stella, newsletter editor my article after conference.

If there are any questions, please don't hesitate to let me know.

Submitted Respectfully,

Jason Hendrickson

NCBEA-NBEA Indiana Membership Director

NCBEA REPORT - IOWA MEMBERSHIP

Rhonda Schmaltz, Iowa Membership Chair

As of August 2018, we have 73 current NBEA members. Our state goal for the year is 122. While I am pleased with the nearly 60%, we have not increased each month as I had hoped.

I spent a great deal of time this summer emailing lapsed members and encouraging them to rejoin or renew their NBEA memberships. I included the numerous benefits to joining NBEA and also NCBEA. We also had summer workshops where we talked about the benefits of joining NBEA and IBEA. Since several of the attendees to our summer workshops were not even IBEA members, this was a great audience to talk to about the benefits of membership.

Our fall conference was held on September 30-October 1, 2018 in Urbandale, Iowa. I sent out an email to all business teachers in the state encouraging them to come to our conference and to stop by the NBEA booth for joining or renewing memberships. Drawings were held for \$100 visa gift cards--one for new members and one for renewing members. The NBEA mugs from last year were filled with candy and given to those who renewed or became new members. Since the conference, I have sent a handwritten message to new members and provided them with the new membership items Sue Elwood put together.

Andrew Thonstad is the new Iowa Membership Chair, effective October 1, 2018. I am excited to have Andrew on the NCBEA Board. He is a creative energetic individual and I believe will do his best to promote membership to Iowa business teachers. I have explained to him the responsibilities and the information Sue Elwood will be sending to him each month. I agreed to complete this report as one of my last duties. He was unable to attend our meeting this fall due to other family commitments he had made prior to accepting the position. He does plan on attending NBEA and the membership training session.

Respectfully submitted
Rhonda Schmaltz
Iowa Membership Chair



Michigan State Membership Director Report

NCBEA

Administrative Board Meeting

November 15, 2018

- As of the October 31, 2018 Membership Report, Michigan currently has 88 members (85 professional members, and 3 retired members)
- Our 80th Convention was held November 7-9, 2018, at the Courtyard by Marriott, Mt Pleasant, MI
 - NBEA/NCBEA Ribbons were included in the Registration Envelopes for all NBEA/NCBEA Members in attendance
 - MI had an Exhibitor membership table where we had excellent traffic
 - In talking to attendees...it seems that IF the school districts will pay for memberships, it is a plus, but if the individuals must pay, they really do not want to part with membership costs
 - Many of those I spoke with feel that the NBEA Convention takes away from family time when they are away from school...personally I don't see this as a problem
 - MI utilized the \$300 NCBEA membership incentive money to entice new and renewing memberships
 - MI has put membership in NBEA on our Convention Registration form and it was successful
 - New--8
 - Renewals--16
- I delivered a membership appeal during our Luncheon...and offered a copy of the newly revised NBEA Standards for Business Education as soon as they are printed...to no avail—as per Mauriac Henderson, “you couldn't have done a better song and dance, if you had to” very entertaining
- I delivered a conference invitation to Chicago and a plan for Boston to support NBEA President-Elect Colleen Webb
- Each month I continue to compare the lapsed members to the last month to pin-point newly lapsed members and send them a special message
- I continue to use a variety of contact messages and methods to entice lapsed members to renew and new potential members to join---I mix up the recruitment of both new and lapsed each month
- In my absence from the Board position, Colleen Webb continued my efforts to keep our membership recruitment going...she experienced first-hand how much time is devoted to keeping membership efforts alive in the State
- Just a reminder my husband is having eye surgery and Colleen Webb will be carrying my proxy

Respectfully submitted,

Pat Pearson

Pat Pearson

Michigan Membership Director



Appendix P

Missouri Membership Director Report NCBEA Fall Conference - Indianapolis October 29, 2018

Missouri has 127 national members as of September 2018. I requested an updated electronic report October 25, 2018 but have not received the electronic copy as of this date.

As membership director, I have continued to contact members on the renewal list to remind them to send in their renewal fee to continue as an active member of their professional organization and to assure no lapse in their professional liability insurance. The last lapsed roster I received from the national office had 61 incorrect email addresses for members, and I am working on getting updated emails to contact those business educators. I also had one member who is on the lapse list that had paid and received her renewal membership card (found out she was in the database twice; that has been corrected); two that had previously been reported with their updated email but it was still not showing corrected.

I am continuing to offer Missouri members renewing a \$5 rebate. This has helped encourage some to renew or become a new member of NBEA. Members are receiving the NBEA mug filled with candy and small items such as sharpie, highlighter, and clips as their appreciation gift for continued membership.

The MoACTE summer conference, which includes the Missouri Business Education Association conference, was held **July 23rd-26th** in Springfield, Missouri. The Missouri Fall Conference is being held **Nov. 30-Dec. 1** in Columbia, Missouri at The University.

**OHIO STATE MEMBERSHIP DIRECTOR REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
NOVEMBER 15, 2018**

- ❖ Ohio currently has 57 professional members, 0 student members, and 10 retired members in NBEA. This is down from one year ago by approximately 12 members.
- ❖ Since March 2018, I have actively reached out to approximately 42 business, marketing, and information technology educators around the state of Ohio that are not currently members of NBEA as part of my monthly recruiting efforts – these 42 non-member educators are from approximately 7 different school districts statewide
- ❖ Although recruiting efforts have continued in Ohio, not much success has been realized in bringing new members into the organization. I have done multiple email campaigns to potential new members with little success in reaching these educators effectively. I have since ordered some marketing materials from NBEA Headquarters and am considering a regular mail campaign to many of the non-member educators to which I have reached out in the past year.
- ❖ OBTA hosted its 2018 Professional Development Conference on Friday, September 28, 2018 at Glen Oak High School in Canton, Ohio. Approximately 30 attendees were welcomed at this conference and participated in five (5) concurrent sessions throughout the day. In addition, an NCBEA 50/50 drawing was held at the luncheon, generating approximately \$49 in fundraising income for NCBEA. Also, three (3) NBEA memberships were received through conference registrations (all membership renewals).
- ❖ At the OBTA Annual Meeting on Friday, September 28, 2018, OBTA approved constitution and bylaws changes that bring two significant changes to the organization: 1) elimination of the position of Executive Secretary to allow for future development of an Executive Director role, and 2) official name change of the organization from OBTA—An Association for Business Technology Educators to Ohio Business Educators Association. The approved changes are effective immediately and current work is being done to begin transitioning the OBTA website (www.obta-ohio.org) to a new website for Ohio Business Educators Association – this transition is expected to be completed in early 2019.

Respectfully submitted,

Matt White
2018-2021 NCBEA Ohio Membership Director

Appendix R

Wisconsin State Membership Director Report
NCBEA Administrative Board Meeting
Submitted: November 12, 2018

Current **WEBIT** Membership

As of November 1, 2018, Wisconsin currently has 117 members (100 professional members, 3 retired members, and 14 student memberships)

Current **NBEA/NCBEA** Membership

As of November 1, 2018, there are 13 active NBEA members with 4 of those also being ISBE. I am not sure where I can find the actual membership information from Nationals as I have emailed them asking for the updated data to no avail.

Our 60th State Convention was held October 3-5, 2018, at the Lunda Center, Western Technical Campus, La Crosse, WI

- Second year we have held a joint convention with WI Marketing Education Association
 - Attendance was the largest it has been since 2009 with 145 attendees
- NBEA/NCBEA Ribbons were available for all NBEA/NCBEA Members in attendance—*we have run out of the NCBEA ribbons where do I source more?
- WI had an Exhibitor membership table-space was an issue and need to figure out a better plan for the booth next year
- Many attendees do not see the value in the annual cost even with promoting the insurance package.
- Many are interested in the upcoming NBEA Convention as it is close to “home” this year and plan to attend.
- At the Annual Membership Meeting during Thursday’s luncheon
 - Promoted the Fall Membership Campaign at WEBIT’s Annual membership meeting
 - New--1
 - Renewals—1
 - Tina brought greetings on behalf of NCBEA encouraging those WEBIT members to consider joining NBEA. She highlighted the benefits of being a member and encouraged all in attendance to register for convention in Chicago
 - I brought greetings on behalf of Michelle Taylor, President of ISBE. Along with Michelle’s message, I also encouraged WEBIT members to join both NBEA and ISBE

Membership Recruitment

- Each month I have contacted lapsed members. I often wonder if those messages are read or “spammed” as each school district handles outside mail differently.

- I would like to obtain a current list of NBEA members for our state and send each a note of appreciation for their “x” years of continued NBEA support and encourage/remind them to attend the national convention. I am not sure if there are monies allocated for this?
- Feel like I need to do more with social media.
 - One suggestion from my meeting with the convention bureau in Fond du Lac was to do “live” videos showcasing the convention; asking attendees “why they are a member” and encourage others to join. This is my plan/goal during NCBEA’s convention in Indianapolis.

Respectfully submitted,

Michelle Gibson Herman

Michelle Gibson Herman
Wisconsin Membership Director

Appendix S

NCBEA Meeting Report: Awards Committee

Jason Hendrickson, NCBEA Immediate Past President and Awards Committee Chairperson

Submitted: 11/5/2018

The Awards Committee this year did not need to meet formally or electronically due to no nominees were submitted to us for this year's awards program. The committee members did provide some suggestions on marketing the program in the future with the possibility of not meeting until NBEA. Those are:

- Provide materials to webmasters on the state association level.
- Continue to use Constant Contact on a regular basis to market the awards program.
- Market in the Regionally Speaking newsletter.
- Reach out to administrative board members of each state encouraging them to supply a name of an honoree.

If there are any questions, please let us know. We thank NCBEA for the honor to serve in this capacity. We are hopeful for a better turnout for the upcoming year.

Submitted Respectfully,
Jason Hendrickson

North Central Business Education Association

Administrative Board

Budget Committee

November 14, 2018

Budget Committee Members

- Brian Wolfe, Chair
- Tina Trumbower
- Stella Hull
- Jason Hendrickson

1) Work started in July and has continued through this fall with Stella Hull to transition the Treasurer position over to Brian. The committee has been very responsive in getting the proper information and answering questions as they come up. This included getting the FEIN, helping get the financial account established, transferring all documentation and files, closing out the old account, getting reimbursements sent back out to State Membership Directors, and much more.

2) Through various forms of communication, a few requests have been made regarding NCBEA's financial viability into the future, as well as a comparison done with the 2018-2019 budget versus actual data. This process has begun but is slow and will be worked on with Stella during this conference. Concerning NCBEA's viability and how long we can survive above the mandated \$5,000.00 minimum, work will also begin at this conference.

Submitted,

A handwritten signature in black ink, appearing to read 'BW', with a large, stylized flourish extending from the end.

Brian Wolfe

NCBEA Budget Committee, Chair

Appendix U

NCBEA Meeting Report: Bylaws and Standing Rules Committee

Jason Hendrickson, NCBEA Immediate Past President and Bylaws and Standing Rules Committee Chairperson

Submitted: 11.5.18

The Bylaws and Standing Rules Committee with the assistance of its members double checked that the proper communication for amendment changes were published according to the current bylaws. Publication was sent out through Constant Contact in plenty of time of the required notification. The Annual Business Meeting will be held at 11:00 a.m. in Golden Ballroom 1 at the Indiana Business Education Association/North Central Business Education Association conference.

At the Annual Business Meeting, the committee will propose the following recommendations:

Proposed Changes to the
**BYLAWS
OF THE
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION, INC.**

Article X – MEETINGS

SECTION 1. The association shall hold a general membership business meeting at each ~~NCBEA~~ **NBEA** convention, which shall be known as the annual **business** meeting.

SECTION 2. The administrative board shall meet at least once a year.

~~SECTION 3. The NCBEA is encouraged to meet in conjunction with and at the invitation of a state organization.~~

~~SECTION 4. An NCBEA convention will be held in conjunction with and according to the rotation plan adopted by the NCBEA.~~

SECTION ~~5~~ **3**. The Administrative Board, Executive Committee, Standing Committees, and Special Committees are authorized to meet by telephone conference or through other electronic communications media so long as all members may simultaneously hear each other and participate during the meeting. Electronic voting may be used for NCBEA business as needed.

SECTION ~~6~~ **4**. A quorum shall be a majority of members for any NCBEA Administrative Board meeting.

SECTION ~~7~~ **5**. A quorum at an NCBEA business meeting shall be the number of members present at the time of the NCBEA business meeting. The date, time, and location of the business meeting must be published at least 30 days prior to the business

SECTION 6. The Administrative Board will review the viability of holding an NCBEA convention with and at the invitation of a state organization according to a rotation plan every three years.

The committee will provide ballots for voting on this proposal. Cathy Carruthers already serves on the committee and will be able to put the outcome in her minutes for the meeting. It is recommended that the Bylaws and Standing Rules committee reviews the holding of the NCBEA convention with an invitation of a state association organization every three years.

If there are any other questions, please feel free to let us know. We thank NCBEA for the honor to serve in this capacity.

Submitted Respectfully,
Jason Hendrickson

**NCBEA Legislative Report
November 15, 2018
Dena Irwin, Chair**

Illinois Legislative Report......excerpts from IACTE UPDATE, Friday, May 11, 2018

SENATE BILLS

Senate Bill 2527 (SB2527) - Senator Weaver - Regulation of Dual Credit - Third Reading in the Senate - Passed Senate - House Sponsor Rep. Dan Swanson - Assigned to House Elementary & Secondary Education: School Curriculum & Policies Committee

Senate Bill 3047 (SB3047) - Senator Manar - Creates the Grow Your Own STEM and Vocational Education Teachers Act - Passed the Senate - House Sponsor Rep. Connor - in House Rules - Assigned to Appropriations Higher Education

Senate Bill 3190 (SB3190) - Senator Bertino-Tarrant - Amends the Dual Credit Quality Act - Third Reading in Senate - Deadline extended

Senate Bill 3226 (SB3226) - Senator Weaver - RE: Registered Apprenticeships - Passed the Senate - House Sponsor Rep. Breen - in House Rules

HOUSE BILLS

House Bill 4235 (HB4235) - Rep. Pritchard - mandate waiver for shortage - defeated on third reading - 37 yes, 60 no, and 6 voting present

House Bills 4247 & 4248 (HB4247 & HB4248) - Rep. McSweeney - Would not allow public dollars for conferences/conventions attendance/rental space at conferences/conventions - re-referred to House Rules

House Bill 4280 (HB4280) - Rep. Pritchard - Growing Future Educators - re-referred to House Rules

House Bill 4495 (HB4495) - Rep. Tapedi - Vocational Academy Opportunity Act - re-referred to House Rules Even though this bill has been re-referred to House Rules Committee, talks are ongoing.

House Bill 4859 (HB4859) - Rep. Pritchard - Grow Your Own STEM and Vocational Education Teachers Act - re-referred to Rules

House Bill 4956 (HB4956) - Rep. Cavaletto - Three Year Teaching Degree (would only require students to take courses they were going to teach) - passed House 96 yes, 11 no, and 2 voting present - Senate Sponsor - Sen. Cunningham - Assigned to Senate Education Committee - Placed in Sub-Committee on Special Issues (Education)

Appendix V

House Bill 5247 (HB5247) - Rep. Pritchard - Register Apprenticeship Programs - Passed House 111 yes - 0 no - Senate Sponsor - Sen. Weaver - in Committee on Assignments - passed out of Committee - amended - on Second Reading in the Senate

House Bill 5736 (HB5736) - Rep. McCombie - Job Training Credit - re-referred to House Rules

House Bill 5758 (HB5758) - Rep. Bristol - Dual Credit Act - State Campuses - re-referred to House Rules

Respectfully,

Heidi Eaton

Indiana Legislative Report

Submitted by: Jason Hendrickson

Indiana has several Senate and House Bills to be watching in education and some that effect business education specifically. Below are just some of the highlighted bills to watch right now. Remember a simple line to your representative or senator will make an impact. **Senate Bill 172** is especially interesting as this would offer training to teachers that is paid.

Finance

[House Bill 1001](#) would [close the gap in school funding](#) that resulted from miscalculations in the number of students attending public schools. The bills would let the state transfer up to \$25 million this year and up to \$75 million next year from a reserve fund to the state general fund, where it could then be distributed to districts. The bill also calls for a study of [virtual education programs within school districts](#).

Instruction

[Senate Bill 172](#) would require public schools to offer computer science classes as an elective in high schools, as well as a part of the science curriculum for all K-12 students, by 2021. The bill also sets up a grant program to help pay for teacher training in computer science.

[Senate Bill 297](#) would require schools to include “employability skills,” also known as “soft skills,” in their curriculums. The idea for the bill came from David Freitas, a member of the state board of education.

[House Bill 1399](#) would require the state board to create elementary teacher licenses in math and science. It would also require the state education department to create an incentive program to reward teachers who earn the content area licenses.

[Senate Bill 387](#) would allow districts to pay teachers different amounts and give special education and science teachers extra stipends in an effort to fill jobs. A previous measure that would let districts hire up to 10 percent of unlicensed teachers has been [added](#) and [removed](#) several [times](#) this year, and was killed for good in [conference committee](#).

The bill also makes changes to the state’s career specialist permit. Career specialists would have to pass an exam showing they understand how students learn and the practice of teaching, in addition to content exams. The bill also removes a provision from the current version of the permit that says a career specialist must have a bachelor’s degree in the area they wish to teach in.

Miscellaneous

[House Bill 1420](#), among several other measures, would not let a student who has been expelled from a virtual charter school for non-attendance re-enroll in that same school during the same school year.

[House Bill 1421](#) would ask the state education department to develop a school discipline model that reduces suspensions and expulsions, especially among students of color. It also requires the department to provide guidance and information to districts, beginning in 2019, that want to use that model. It encourages the legislative council to study positive student discipline and restorative justice and asks the education department to survey districts on those practices.

[House Bill 1398](#) would allow a group of charter schools and districts to [form a “coalition” to pursue innovative academic strategies](#). Coalition members could also waive certain state requirements, such as the requirement that students pass Algebra 2 to graduate.

[Senate Bill 217](#) would require districts and charter schools to [screen students for dyslexia](#) and by 2019, to employ at least one reading specialist trained in dyslexia, among other provisions.

[House Bill 1314](#) would [set up data sharing between the state’s education and child services departments](#). It would also require that the Indiana State Board of Education release an annual report about foster and homeless youth education.

Respectfully,
Jason Hendrickson

Iowa Legislative Report

No report submitted.

Michigan Legislative Report

No report submitted.

Minnesota Legislative Report

No report was available since the state does not have a membership director.

Missouri Legislative Report

No report submitted.

Wisconsin Legislative Report

Appendix V

Two year, \$1.5 million dollar grant awarded to Microsoft Imagine Academy

(<https://dpi.wi.gov/imagine-academy>)

Beginning in fiscal year, 2018, DPI shall make the grant to an entity to provide information technology education opportunities to public school pupils in grades 6 to 12, technical college district students, and patrons of public libraries. Annual appropriation of \$875,000. Learn more about the Information Technology Education Grant online at <https://dpi.wi.gov/it-education-grant>

Here is the information on pathways to licensure (affects all of CTE)-<https://dpi.wi.gov/news/dpi-connected/exploring-pathways-teacher-licensure>

Standards-based grading continues to be a hot topic

Submitted by,

Michelle Gibson Herman

Election of Wisconsin Governor

Two term incumbent, Scott Walker, was outvoted by Tony Evers last week. Tony Evers has been our state superintendent of schools for many years.

Alternative licensure continues to expand in Wisconsin. In business education, there is a lack of students going through teacher prep programs. In order to keep programs running, the state has opened up many pathways to licensure.

Submitted by,

Tina Trumbower

NCBEA Marketing/Membership/Linkages Committee Report

Sue Elwood

Indianapolis, IN – November 15, 2018

Marketing/Membership/Linkages Committee:

- Sue Elwood, **Chair**
- Dena Irwin
- Heidi Eaton (IL)
- Jason Hendrickson (IN)
- Andrew Thronstad (IA)
- Patricia Pearson (MI)
- Open (MN)
- Matt White (OH)
- Theresa Bynum (MO)
- Michelle Gibson Herman (WI)

New Membership Kit: Developed an NBEA membership flyer to be distributed at conferences along with an NCBEA pen and a magnet with Website.

ACTION ITEMS:

Brainstorm and share ideas for enhancing and marketing the image of business education and NCBEA. (\$300 is allocated for membership recruitment in your state.)	Set up an NCBEA table with candy and a drawing for two \$\$\$ gift cards; One for <u>new</u> members and the other for <u>current</u> members. Gave out NBEA coffee filled with candy and a high lighter or sharpie, to members who renew their membership. Include articles about NCBEA in each state newsletter each time it is published. Improve communications between NCBEA and its members. Members should receive something from NCBEA at least once a month, it might be a classroom activity, a link to a Website, or information from a presentation at a convention. Matt started this when he was president – do we need to assign someone?
Describe how you, as a state membership director, are sharing news items and reports on NCBEA with your state association.	Share information on state listserves. Write articles for newsletters Send items out via Department of Education.

	Bring greetings on behalf of NCBEA at the annual conference.
Brainstorm ideas for development of procedures and materials to help our region grow its membership. (Share anything you are doing that seems to work.)	We cannot grow without a firm commitment to recruiting members...set aside a chunk of time (I know it is easy to say, BUT we are all busy) each week and work on some element of membership—searching for new members, lapsed members, those who will lapse in the near future--next month. Keep the individual state databases up-to-date---perhaps show when the individuals were contacted by color coding or devising some type of system I think there is a competitive spirit in everyone, have a little friendly competition between each director...and set a time period, perhaps even through in \$ and see who gets the most NEW members during that period. The word NEW must be defined. Perhaps the word of the contest can be sent out in a State newsletter or listserve...telling the state members about the contest between states, help your state win---by joining and include the link---or however the state wants to handle the member enrollment. Find a personal way to connect with people. E-mail gets overwhelming.

Appendix X

NCBEA Meeting Report: Nominating Committee

Jason Hendrickson, NCBEA Immediate Past President and Nominating Committee Chairperson

Submitted: 11.5.18

The Nominating Committee will begin actively searching for qualified candidates to fulfill vacant and soon to be vacant positions. Those positions will be: President-Elect and Secretary. The committee will meet to discuss possibilities. In addition, we will market through Regionally Speaking and through Constant Contact. Of course, each candidate must have met the requirements for the position and hold membership prior to being considered as a “qualified candidate”.

The role of this committee is on-going and will require some email communication throughout the year. Prior to the NBEA Convention in Chicago, the candidates will need to go through a vetting process. Then be announced and published for voting purposes.

If there are further questions, please don't hesitate to let us know. Thank you for the opportunity to serve in this position on the Nominating committee.

Submitted Respectfully,
Jason Hendrickson

DRAFT

NCBEA
Program of Work
2019-2020

North Central Business Education Association

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

November 15, 2018

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Category 14: Teacher Recruitment and Preparation

Category 1: Administration				
Goal: Manage NCBEA organization operations effectively and efficiently				
Action		Person(s) Responsible	Completion Date and Completed Y/N	
A	Prepare & present electronically the preliminary 2019-2020 Program of Work (POW) to the Administrative Board	President-Elect POW Committee	April 2019	
B	Once adopted, post the Program of Work on the NCBEA website.	President Webmaster	Pending Approval	
C	Schedule appropriate NCBEA Administrative Board meetings to carry out the business of NCBEA	President	Summer/Fall 2019 online Spring 2020 at NBEA in Boston Other online as needed	
	Acquaint members of the Administrative Board with their duties/responsibilities	President Administrative Board	Summer/Fall 2019 Spring 2020	
E	Acquaint committee chairpersons with their duties/responsibilities	President Committee Chairs	Summer/Fall 2019 Spring 2020	
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 2019 Spring 2020	
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 2019 Spring 2020	
H	Monitor committee progress and recommend revision of committee membership when appropriate	President	Summer/Fall 2019 Spring 2020	
I	Plan agenda for Administrative Board meetings to include committee meetings	President Committee Chairs	Summer/Fall 2019 Spring 2020	
J	Implement activities necessary to carry out approved committee recommendations	Committee Chairs	Ongoing	

Appendix Y

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 published 3 times per calendar year	
M	Develop and maintain a regional directory to include all NCBEA board and ex-officio members, NBEA Executive Director, NBEA President, ISBE Representative	President	Summer/Fall 2019 Spring 2020	
N	Transition board meeting documents and policies and procedures to password protected, Board-only access on NCBEA's website	President Webmaster	Prior to Summer/Fall Administrative Board meeting	
O	Publish upcoming NCBEA convention dates at least one year in advance	President Marketing/Linkages & Publications Committees Newsletter Editor State Membership Directors	Ongoing	
P	Evaluate the breakdown of participants from each state who attended the regional conference. Develop a plan on how to serve a good cross section of regional membership at conferences. Identify alternative plans for future conferences.	President Administrative Board Conference Chair	Ongoing	
Q	Discuss other professional development activities NCBEA can offer to members of NCBEA and NBEA such as Webinars, discussions, online training session, etc.	President Administrative Board Marketing/Linkages	Ongoing	
R	Prepare and send minutes to Administrative Board within 30 days of Administrative Board Meetings	Secretary	Ongoing	
S	Send the following reports to NBEA Headquarters: 1) IRS Form 990 (if appropriate) 2) EOY Financial Report 3) Annual Corporate Filing Report	President, Treasurer, Corporate Agent	September 2019	

Category 2: Membership & Membership Services				
Goal 1: Provide services and conduct activities that will result in membership growth based on 2017-2018 NBEA Membership				
Goal 2: Develop membership recruitment and retention strategies to maintain and increase NBEA Membership				
Goal 3: Promote positive lines of communication with the NCBEA region's state membership Directors				
Action		Person(s) Responsible	Completion Date	Completed Y/N
A	Develop and implement NBEA/NCBEA membership campaigns	Membership Committee	Ongoing	
B	Monitor and assist progress toward membership goals	Membership Committee	Ongoing	
C	Conduct membership directors' (State Membership Directors) training program at NCBEA convention and meetings to assist state membership directors understand the responsibilities of the position. Develop membership directors' training through webinars, online meetings, etc. (To replace fall training at NCBEA convention.)	Regional Membership Director	NCBEA/State conference Summer/Fall 2019	
D	Participate in state conventions to promote benefits of joining NBEA/NCBEA	Membership Committee	Ongoing	
E	Discuss membership strategies with other state directors	Membership Committee	Ongoing	
F	Publicize the benefits of joining NBEA to new and returning business education teachers through a special mailing, obtaining names of full- and part-time teachers from state boards of education, community colleges, and teacher education institutions. Actively promote membership for all state association officers, supervisors, and board members	Membership Committee State Membership Directors	Ongoing; completed by the state membership directors	

G	Communicate to state membership directors and state supervisors the need to promote NBEA/NCBEA membership at state association meetings and at least two additional conferences. Provide a camera-ready form to include in all mailings. Promote membership at state convention NBEA booth	Membership Committee State Membership Directors	Ongoing; included in newsletter; summer/fall NCBEA conference webinars, conference call or online meetings & NBEA conference	
H	Encourage appropriate recognition of state membership chairs who have achieved their goal	President Regional Membership Director	Individual State Conferences/Conventions	
I	Have a camera-ready membership form and other news items in each state publication and available for webmasters & newsletter editors	Membership Director State Membership Directors	Ongoing; included in all mailings and forms	
J	Develop relationships with student organizations, i.e., FBLA/PBL, BPA	State Membership Directors Student Representative	Ongoing	
K	Develop a plan to recruit members from private/proprietary schools, postsecondary schools, middle schools, elementary schools, corporate training, and correctional facilities	Membership Committee Regional Membership Director State Membership Directors	Ongoing; mailings	
L	Maintain a website for membership applications, publications, and convention registration and links to NBEA.	Webmaster	Ongoing	

Category 3: Marketing/Linkages & Promoting Business Education				
Goal 1: To be recognized as the foremost organization that represents and supports education for and about business				
Goal 2: Identify additional ways to market NCBEA/NBEA programs and services				
Action		Person(s) Responsible	Completion Date	Completed Y/N
A	Publicize National Education for Business Month in November	Marketing/Membership/Linkages Committee	November 2019	

B	Plan marketing activities based on approved marketing plan and develop and distribute resources that promote business education and business careers	Marketing/Membership/Linkages Committee	Ongoing	
C	Provide information to members that will help them become more effective advocates for business education	Marketing/Membership/Linkages Committee	Ongoing	
D	Conduct sessions at regional and state conventions which will help business educators become more effective in marketing their programs	Marketing/Membership/Linkages Committee	Ongoing	
E	Identify/implement possible income-generating projects for NCBEA	Marketing/Membership/Linkages Committee	Ongoing	
F	Create new opportunities for fund raising	Marketing/Membership/Linkages Committee	Ongoing	
G	Encourage NCBEA fundraiser at state conventions, i.e., 50/50, selling chances, baskets, etc.	Marketing/Membership/Linkages Committee	Ongoing	
H	Maintain NCBEA Website/Home Page	Webmaster	Ongoing	
I	Work with teacher-education institutions to increase awareness of NCBEA	President Marketing/Membership/Linkages Committee	Ongoing	
J	Encourage relationships between business education and the business communities	President Marketing/Membership/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/Membership/Linkages Committee 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 2019	

Appendix Y

B	Encourage participation in the “Academy for Leadership Excellence” in business education via publications and NBEA web site	Program of Work Committee	Summer/Fall 2019	
C	Conduct appropriate Administrative Board training for new board members	President Past President	Summer/Fall 2019	
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 NBEA Convention	President	Summer/Fall 2018 Spring 2020	
F	Conduct state presidents’ meeting at NCBEA/state convention via an online meeting	President Elect	Summer/Fall 2018 Fall 2019	
G	Recognize NCBEA Past Presidents at the NCBEA/state convention NBEA convention	President Past President	Summer/Fall 2018 Spring 2020	
H	Encourage NBEA representation at regional meetings, including the NBEA president and the NBEA executive director	President	Ongoing	
I	Encourage implementation of mentoring at regional and state levels	President POW Committee	Ongoing	
J	Reinforce the importance of personal commitment and follow-through in all volunteer positions (e.g., committee assignments, board meetings, leadership training programs, convention programs, publications, mentoring)	Administrative Board	Ongoing	
K	Encourage regional convention to schedule an event for first time attendees	President	Ongoing	

Category 5: Strategic Planning				
Goal: Update and continue implementation of the Strategic Plan to guide NCBEA				
Action		Person(s) Responsible	Completion Date	Completed Y/N
A	Review/revise as appropriate NCBEA's Strategic Plan to ensure that it reflects and complements the current NBEA Strategic Plan	President Strategic Planning Committee	Summer 2019	
B	Present proposed Strategic Plan to the Administrative Board at the NCBEA Summer/Fall meeting online meeting	President-Elect Strategic Planning Committee	Summer/Fall 2018 Fall 2019	
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 2019-June 2020	
C	Invite and encourage ISBE President or an ISBE representative to publicize ISBE events at the annual NCBEA/state convention	President ISBE Representative	Summer 2019	

D	Encourage Administrative Board members to join ISBE & DPE	President	Fall 2019	
E	Invite Business Division of ACTE to publicize its activities at the state conventions	President State Membership Directors	Summer/Fall 2019	
F	Encourage business teachers to partner with businesses and develop internships	Marketing/Membership/ 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 2020	
J	Send names and addresses of State Presidents and Presidents-Elect to NBEA Headquarters and update as needed	State Membership Directors President-Elect	Ongoing	
K	Keep regional website up to date	Webmaster	Ongoing	

Category 7: Finance/Auditing				
Goal: Maintain a sound financial foundation for NCBEA				
Action		Person(s) Responsible	Completion Date	Completed Y/N
A	Develop additional strategies to increase revenue and reduce expenses	Administrative Board	Ongoing	
B	Review financial statements	Administrative Board	Summer/Fall 2019 April 2020	
C	Present proposed budget for adoption for 2018-2019	Treasurer	Spring 2019	

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 2019	
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/Membership/ Linkages Committee	Ongoing	
C	Prepare and disseminate project developed by Marketing & Linkages Committee	Marketing/Membership/ Linkages Committee	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/Membership/ Linkages Committee Administrative Board Publications Committee Newsletter Editor	Ongoing	

B	Solicit articles from NBEA president, NCBEA officers, committee chairs, State Membership Directors, other regional presidents, NBEA representatives, affiliated state presidents, affiliated organizations	Newsletter Editor	Deadlines to be determined by Newsletter Editor	
C	Assist editor in soliciting appropriate articles for the newsletter, which is distributed electronically. Indicate in publications the professional development activities the region is providing for its members.	Publications Committee Administrative Board	Ongoing; newsletter is reviewed before publication	
D	Submit a written report of the year's activities to the NCBEA President and Administrative Board	Newsletter Editor	All Administrative Board Meetings	

Category 11: Awards and Recognition

Goal 1: Recognize members through an awards program

Goal 2: Recognize all NCBEA members who serve NCBEA/NBEA in special ways

Goal 3: Provide individual recognition in promoting excellence in the profession

Action		Person(s) Responsible	Completion Date	Completed Y/N
A	Identify additional strategies to promote the awards process; develop policies and procedures for implementing a separate NCBEA-sponsored event at each regional conference/convention Determine how NCBEA Awards will be structured and awarded going forward (due to no fall conference).	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 2020	
C	Recognize award winners	President Award Committee Chair	Summer/Fall 2018 ?????	
D	Recognize the Executive Board members	President	Summer/Fall 2017 Spring Board meeting @ NBEA 2020	

Category 12: Annual Conventions				
Goal 1: Plan an outstanding convention that provides professional development opportunities for members.				
(Delete entire section???)				
Action		Person(s) Responsible	Completion Date	Completed Y/N
A	Publicize the 2018 NCBEA joint state convention; distribute camera-ready copy to the state newsletter editors	NCBEA/state convention coordinators	Summer 2018	
B	Plan for joint NCBEA convention with next state in rotation	NCBEA host state convention liaison, state convention chair, Administrative Board	Spring/Summer/Fall 2018	
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 (Note: Fall 2018 is slated to be hosted by Indiana. This item may be modified if needed based on bylaw changes and/or availability)	
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 2018 (Announcing Disney PD Spring 2018 and Fall 2019)	
F	Encourage special NCBEA co-sponsored sessions on leadership for student members, technology training, legislative, etc.	Administrative Board	Ongoing	
Goal 2: To represent NCBEA at each of the state association conferences/conventions				
Action Strategies			Responsibility of	Time Line

Determine appropriate Administrative Board members to represent NCBEA at state association conventions	President President-elect Past President	Ongoing
--	--	---------

State	Date	City & Hotel
Illinois	November 6-8, 2019	
Indiana		
Iowa		Des Moines, Iowa (Holiday Inn Merle Hay Rd., Urbandale)
Michigan		
Minnesota		
Missouri		
Ohio		
Wisconsin		

Goal 3: To represent NCBEA at each regional convention

Action Strategies		Responsibility of	Time Line
Determine appropriate Administrative Board members to represent NCBEA at regional conventions		President	Ongoing
Region	Date	City & Hotel	
SBEA	October 23-26, 2019	Daytona Beach, Florida	
WBEA	February 14-18, 2019	Phoenix, Arizona	
MPBEA	June 17-19, 2019	Denver, Colorado	

Goal 4: To encourage as much representation from NCBEA as possible at the NBEA Convention and the ISBE Conferen

Organization	Date	City & Hotel
NBEA https://www.nbea.org/	April 16-20, 2019	Chicago, Illinois (Chicago Marriott Downtown Magnificent Mile)
ISBE http://www.siec-isbe.org/	July 28-August 2, 2019	Kefalonia, Greece

Category 13: Legislation				
Goal: Be productive in the generation and/or review of legislation favorable to the goals and objectives of business education				
Action		Person(s) Responsible	Completion Date	Completed Y/N
A	Implement a legislative network throughout region and disseminate information to state leadership when necessary	Legislative Committee	Ongoing	
C	Implement action strategies in the Business Education Advocacy section of the Program of Work	Legislative Committee	Ongoing	
D	Work with State Membership Directors to plan and implement legislative activities and network	Legislative Committee Chair	Ongoing; sessions at state conferences	
E	Prepare a written report of accomplishments and submit to NCBEA president	Legislative Committee Chair	Spring 2019	
F	Attend the ACTE National Policy Seminar	President Legislative Committee Chair	Spring 2019	

Category 14: Teacher Recruitment and Preparation				
Goal 1: Promote a greater academic presence for business education				
Goal 2: Mentor business education teacher candidates				
Action		Person(s) Responsible	Completion Date	Completed Y/N
A	Request presentation opportunities on student organization conference programs to promote business teaching as a career choice	Administrative Board	Ongoing	

**NCBEA Publications Committee Report
November 15, 2018
Dena Irwin, Chair**

Illinois Publications Report

Heidi sent Stella her bio and picture for the newsletter.

Indiana Publications Report

Jason will provide a conference recap to Stella for the next issue of Regionally Speaking.

Dena sent Stella her bio and pic for the newsletter too.

Iowa Publications Report

No report submitted.

Michigan Publications Report

No report submitted.

Minnesota Publications Report

No report submitted.

Missouri Publications Report

No report submitted.

Ohio Publications Report

No report submitted.

Wisconsin Publications Report

No report submitted.

**NCBEA STRATEGIC PLANNING COMMITTEE REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
Administrative Board Meeting
November 15, 2018**

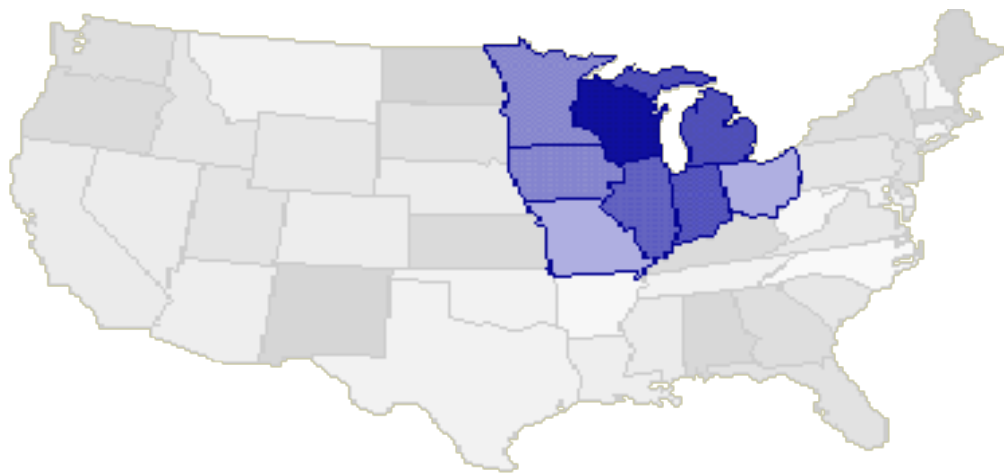
- ❖ The NCBEA Strategic Planning Committee members received a draft of the strategic plan for review. A copy of this plan is included with this report.
- ❖ Members of the are asked to respond to emails and available committee members are meeting during the NCBEA conference in Indiana to continue discussions regarding the following topics: (1) a plan for increasing membership within the region, and (2) a plan for ensuring financial solvency of the region – these are critical issues to NCBEA as we will be required to report on these plans to the NBEA Executive Board in the future.
- ❖ Next steps will involve meeting with the budget committee to discuss solvency and continued meetings to update the strategic plan and move forward regarding the points listed in this strategic plan.

Respectfully submitted,

Tina Trumbower
2018-2019 NCBEA Strategic Planning Committee Chair

North Central Business Education Association

Strategic Plan 2018-2019



Submitted by

**Tina Trumbower
President 2018-2019**

NCBEA STRATEGIC PLAN FOR 2018-2019

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

INITIATIVE 3: ORGANIZATIONAL STRUCTURE AND HEALTH

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

Objective

A. Grow and maintain diversified sources of revenue

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

NCBEA Technology Committee Report

Sue Elwood

Indianapolis, IN – November 15, 2018

Technology Committee:

- Sue Elwood, Chair
- Tina Trumbower
- Rhonda Schmaltz
- Stella Hull

Based on last year's discussion, the Website was updated using WordPress.

Discussion items included, without resolution:

Social Media Presence

Who post the content? Should it a task within Marketing to keep social media up-to-date and moderated. All board members should contribute content/posts.

Use an App, such as BAND. It is interesting, but a few questions: (1) would this only be on phones or could they also be on computers? (2) what would be the purpose of the use of this app?

BAND is a mobile community application for smart phones. It would be another way to stay connected. It would be a place to place comment, keep a calendar, chat, and have an album. Not sure how much use this would get. Maybe nice during a conference to look at the calendar of events and post pictures at sessions and activities. It can also be used as a polling option.

Facebook: We have had Facebook for a few years now. The issue how do we keep it up so members are interested in going to it often?

Google+: Is this an option for sharing.

LinkedIn: Is there a use for LinkedIn?

What could we use to connect beginning (or unlicensed) teachers with mentors?

Overall Technology Frustration:

So much to explore and no time to do it. Do we target different groups with different types of technology or do we settle on one or two types of technology.

Electronic Meetings

Should we use a platform such as Zoom or Adobe Connect, or stick with teleconferencing?