

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

Approved MINUTES

Monday, June 29, 2020

Online Meeting - 7:00 p.m.

Call to Order (Meeting called to order at 7:06)

Michelle
Gibson-Herman

Welcome and Introductions

Thank you to the following board members for their service.

- Gary Hutchinson. Karen Drage is stepping in for Illinois.
- Matt White from Ohio. A replacement is being found.
- Theresa Bynum. Tonya Skinner will be joining the board for Missouri to replace Theresa.
- Brian Wolfe will be stepping down as Treasurer.

Michelle
Gibson-Herman

Roll Call

Debbie Stanislowski

Present:

Sue Elwood, Regional Membership Director, Present
Debbie Stanislowski, Secretary, Present
Andrew Stout, NCBEA Director to NBEA Board, Present
Tina Trumbower, Past President, Present
Stella Hull, Newsletter Editor, Present
Colleen Webb, NBEA President, Present
Theresa Bynum, Missouri Membership Director
Pat Pearson, Michigan Membership Director, Present
Michelle Gibson Herman, President Elect and ISBE Rep, Present
Brian Wolfe, Treasurer, Present
Karen Drage, Illinois Membership Director, Present
Andrew Thonstad, Iowa Membership Director, Present

Not Present:

Rhonda Schmalz, President
Matt White, Ohio Membership Director
Karen Hirschy, Indiana Membership Director
Justin Wittrock, MN President
Denise Roseland, Wisconsin Membership Director
Joe McClary, Executive Director

Approval of April 10, 2020 Administrative Board Minutes

Tina Motion/Andrew T. second. Minutes approved.

Unfinished Business

Update on Policies and Procedures changes

Tina Trumbower

- Changes will be approved at the July meeting. Please e-mail Tina prior to that time after you have reviewed suggested changes.

Review of Approved 2020/2021 Budget (approved April 10, 2020)

Brian Wolfe

- \$100 needs to be considered for external audit left out of approved budget.
- Awards and recognition listed at zero dollars. Since Brian is stepping down from the board there may be a cost for awards.
- See Appendix A for Copy Approved NCBEA 2020/2021 Budget

Summer Summit Update (Summer 2021)

Michelle Gibson
Herman

- At Western Technical College in Summer 2021.

Summer Book Club

Michelle Gibson
Herman

- The book will be the Energy Bus.

New Business

Results of President-Elect Voting

Michelle
Gibson Herman

- Congratulations to Colleen Web as President Elect for 2020-2021.

Other Business

Discussion of the need for training for membership directors. Training scheduled to be offered by NBEA on July 30.

Announcements/Adjournment

Thank you to Tina Trumbower for her Leadership as she finished her term as Past President.

Michelle Gibson
Herman

E-mail availability in evenings to Michelle-Gibson Herman for the week of July 13 for the next meeting.

Pat moves/Andrew S. Second. Meeting adjourned at 7:28 p.m.

Appendix A
 Approved NCBEA 2020/2021 Budget

NCBEA Budget Preparation					
Prepared	3/22/20	2019-20	2019-20	2019-20	2020-21
Approved	4/10/20	Budget	Actual	Difference	Budget
			7/1/19 - 4/12/20	7/1/19 - 4/12/20	7/1/20 - 6/30/21
INCOME:					
410	Membership (Net rebated from NBEA) 11/3/19	350.00	421.80	(71.80)	0.00
420	Fundraisers Income	500.00	180.00	320.00	500.00
422	Interest Income	2.00	0.38	1.62	2.00
	CD Income	0.00	74.97	(74.97)	50.00
445	Transfer from Savings Account	2448.00	0.00	2448.00	2448.00
	TOTAL INCOME	\$ 3,300.00	\$ 677.15	\$ 2,622.85	\$ 3,000.00
EXPENSES:					
611	Electronic Communications (web site, domain)	100.00	0.00	100.00	100.00
	COMMITTEES				
630	Membership/Marketing/Linkages	1200.00	191.63	1008.37	1200.00
633	Awards/Recognition	0.00	0.00	0.00	0.00
	OFFICERS				
641	President's Travel Expense	300.00	0.00	300.00	0.00
643	Liability Insurance	200.00	200.00	0.00	200.00
644	Treasurer's Audit Expense	0.00	0.00	0.00	0.00
668	NCBEA Board Meeting at NBEA	1500.00	150.00	1350.00	1500.00
	TOTAL EXPENSES	\$ 3,300.00	\$ 541.63	\$ 2,758.37	\$ 3,000.00
	NET INCOME (LOSS)	\$ -	\$ 135.52	\$ (135.52)	\$ -