

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

Approved Minutes *(approved November 21, 2019)*

Tuesday, October 29, 2019

Online Meeting

Call to Order

Meeting called to order at 7:04 p.m. Welcomed by Rhonda Schmalz.

Welcome and Introductions

Each board member present introduced themselves.

Appointment of Parliamentarian/Determination of Voting Privileges

Sue Elwood appointed parliamentarian.

Roll Call

Present

Rhonda Schmalz, President

Sue Elwood, Regional Membership Director

Tina Trumbower, Past President

Karen Hirschy, Indiana Membership Director

Colleen Webb, NBEA President

Theresa Bynum, Missouri Membership Director

Debbie Stanislawski, Secretary

Michelle Gibson Herman, President Elect and ISBE Representative.

Brian Wolfe, Treasurer

Heidi Eaton, Illinois Membership Director

Andrew Stout, NCBEA Director to NBEA Board

Andrew Thonstad, Iowa Membership Director

Patricia Pearson, Michigan Membership Director

Not Present

Justin Wittrock, MN President

Matt White, Ohio Membership Director

Denise Roseland, Wisconsin Membership Director

Stella Hull, Newsletter Editor

Jan Treichel, Executive Director

**Approval of April 2019 Administrative Board Minutes
(at NBEA Chicago-April 2018)**

Put on hold until the next meeting.

Approval of June 25 2019 Virtual Meeting Minutes

Michelle Gibson-Herman made a motion to approve the April 2019 Virtual Meeting Minutes; Karen Hirschy seconded the motion. Motion carried.

Treasurer's Report

Brian Wolfe submitted his treasurer's report to the Google Drive for review (Appendix A). The internal audit was completed in summer. The last NBEA rebate check received was in September 2018 for 2017. Colleen will check on rebate checks and follow-up with the NCBEA Board. In addition, she will share the rebate scale with Rhonda.

Executive Officer Reports

President

Rhonda Schmaltz submitted report to the Google Drive for review (Appendix B). She attended the Iowa and Wisconsin conferences. Michigan, Illinois, and Indiana all have upcoming conferences.

President-Elect

Michelle Gibson Herman submitted report to Google Drive for review (Appendix C). LinkedIn In page created for NCBEA.

Past President

Tina Trumbower submitted report to Google Drive for review (Appendix D). The new awards timeline was noted based now that awards will be presented at the NBEA conference.

Secretary

No report.

Other Officer / Board Member Reports

NCBEA Director on the NBEA Board

Andrew Stout submitted report to Google Drive for review (Appendix E). Andrew will be attending NBEA Board Meeting in Boston and asked how NBEA can be of help to the region. Funnel feedback through Rhonda and she will collate to share with Andrew.

Regional Membership Director

Sue Elwood submitted report to the Google Drive for review (Appendix F). Sue would like to encourage membership reports to be submitted monthly and welcomed new membership directors. Rhonda Schmaltz clarified that that the Minnesota contact will be the president of that state. For NCBEA we currently have 647 members. Membership director training will be sent in the form of a video this month.

Newsletter Editor

No report. Rhonda Schmaltz shared she had worked with Stella to get a newsletter out. In addition, there is a timeline in the Google Drive that the board is encouraged to edit and add to.

Webmaster

Sue Elwood submitted report to Google Drive for review (Appendix G). The membership directors have a password protected page on the NCBEA website. There is also a board login page. Please reach out to Sue for the passwords for pages.

Unfinished Business

Program of Work 2019-2020

Rhonda Schmaltz discussed the updates to the 2019-2020 Program of Work. A reminder was given about the many updates to the dates since we are not meeting at the regional conference in the fall. Board members are encouraged to review the committees and goals for the year for the committees involved with. Any suggestions should be shared with Rhonda Schmaltz.

Minnesota Vacancy

Rhonda Schmaltz shared an update on the Minnesota vacancy. Minnesota has a Membership Director that will focus on Minnesota membership. The Minnesota President will be listed as the Minnesota Membership Director.

Newsletter Delivery

Rhonda Schmaltz shared that a newsletter was sent out in the fall. Based on an informal poll Rhonda learned that many board members did not receive the newsletter. Currently, we are using Constant Contact and have discussed moving to Mailchimp. A list would need to be requested from NBEA and submitted to new service.

NCBEA Fund Raising

Rhonda Schmaltz asked that Michelle Gibson Herman share some of her creative ideas for generating income. Michelle shared the ideas of partnering with Next Gen Personal Finance and possible hot topics in business education webinar (rotating months by state). The idea of mid-west regional sponsorships was also shared. A summer conference could also be an opportunity. This will be a topic again at the next board meeting for action.

NCBEA Membership

A question was raised about student membership relative to NBEA and limitations relative to institutional membership requirements. Sue clarified that there are no Iowa schools that have the institutional membership. Students are able to join as professional members if their institution does not have a NABTE Institutional Membership.

New Business

Future Web Call Schedule Development

Rhonda Schmaltz will send out a Doodle to setup the next meeting prior to the end of November.

Membership Director Reports

Membership Directors submit reports prior to the next meeting.

Standing Committee Reports

Standing Committees Chairs are asked to get committees together prior to the next meeting and complete report. Sue can **set** up virtual meetings for any committees wanting to use Zoom.

Announcements/Adjournment

Meeting adjourned at 8:11 p.m.

Appendix A

Treasurer's Report

October 29, 2019

The income and expense report for July 15 to October 29, 2019 is shown below. There are no outstanding bills at this time. Our main savings account has \$4,000.08. A second savings account contains the \$2,295.05 for the Past President's Stipend. Our Certificate of Deposit was setup through Regions Bank (1.98% interest) starting at \$5,000.00 and has a current balance of \$5,074.59 and will mature on November 2, 2019. New rates are currently being investigated.

Since January 4, I have been digitizing all previous Treasurer documents and organizing them on an external hard drive as well as on iCloud for backup protection. Hard copies are still being maintained as a precaution. In July, the (internal) finance audit committee consisting of Sue Elwood, Rhonda Schmaltz, and Andrew Thonstad received all audit related documentation and conducted an internal audit of the finances. They informed me in September that all was properly documented and accurate.

Submitted,

Brian Wolfe NCBEA Treasurer

July 15, 2019 to October 29, 2019 Income and Expense Report

Beginning savings balance – July 15, 2019 \$4,000.00 Beginning checkbook balance – July 15, 2019 445.37 Total checkbook and savings account balance – July 15, 2019 \$4,445.37 Income to October 29, 2019 90.08 Available funds \$4,535.45 Expenses to October 29, 2019 150.00 Checkbook and Savings balance – October 29, 2019 \$4,385.45

Account Balances to Date

Regular savings account balance as of October 29, 2019 \$4,000.08 Past President's Stipend savings account balance as of October 29, 2019 \$2,295.05 Checkbook balance as of October 29, 2019 385.37 Total Funds Available as of October 29, 2019 \$6,680.50 CD balance as of October 29, 2019 5,074.59 Total Overall Funds as of October 29, 2019 \$11,755.09

Appendix B

NCBEA President Report

NCBEA Fall Administrative Board Meeting

Tuesday, October 29, 2019
Submitted By: Rhonda Schmaltz

I began the term of NCBEA President in July 2019. I truly appreciate the guidance of current members of the Administrative Board and past presidents for their guidance with my transition to this new position.

A list of activities accomplished to date are listed below:

- Facilitated communication among board members.
- Developed the beginning of a yearly timeline for NCBEA Board to use for future deadlines.
- Communication with Minnesota regarding a new presentative to the NCBEA board.
- Assigned committees.
- Sent paper greetings to be made at state conferences.
- Attended the Iowa and Wisconsin state conferences this fall.
- Prepared and sent report to NBEA
- Solicited feedback from executive board members regarding key issues.
- Prepared and sent planning documents to NCBEA board members
- Held an Executive Committee conference call in late September for input on fall conference call meeting.

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

- Set schedule for board conference calls 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 working with the board this year.

Rhonda Schmaltz
NCBEA President
2019-2020

Appendix C

President-Elect Report

NCBEA Administrative Board Meeting

Submitted: October 29, 2019

A list of activities accomplished to date are listed below:

- Created a LinkedIn NCBEA Page
 - Invited board members to the page
 - What information should be included on the page
- Communication with both President and Past President on possible fundraising efforts
- Attended the Iowa and Wisconsin state conferences this fall.

Suggestions for 2019-20:

- Explore options to increase revenue in addition to member recruitment.
- Options to obtain current chapter memberships for National Business Honor Society and create ways to facilitate ideas within LinkedIn...
- Collaborate with other regions in efforts to increase NBEA awareness to new teachers

Respectfully Submitted,

Michelle Gibson Herman

Michelle Gibson Herman

NCBEA President-Elect

Appendix D

**PAST PRESIDENT REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD CONFERENCE CALL
October 29, 2019**

- Ongoing communication with current NCBEA President, Rhonda Schmaltz, as needed. Recent communications involved the following:
 - Informed Rhonda in September and provided a sample of the NCBEA President report that would be due to headquarters in October.
 - Through communication with Rhonda, it was discovered that not all board members/NCBEA members were receiving communication and the newsletter.
 - Met with Rhonda on October 24 in Wisconsin to upload files, answer questions, and discuss upcoming priorities.
- National Business Honor Society presentation was prepared for the Wisconsin WEBIT/WMEA conference.
- After communication with Michelle Gibson-Herman and Theresa Bynum, an email was sent to NBEA President Colleen Webb regarding lack of transparency regarding the list of NBHS chapters by state. Colleen responded immediately, did send a question to the national office, and also indicated this would be placed on the upcoming agenda.
- Upcoming focus will be the NCBEA awards—procedures, nominations, etc. related to the new timeline of acknowledging award recipients at the NBEA national conference in spring.

Respectfully submitted,

Tina Trumbower
2019-2020 NCBEA Immediate Past President

Appendix E

NCBEA Director to the NBEA Board NCBEA Fall
Administrative Board Meeting Tuesday, October
29, 2019 Submitted By: Andrew Stout

I have enjoyed serving in the capacity as NCBEA Director to the NBEA Board. In this position, I desire to work collaboratively to help advance the mission of NCBEA and NBEA.

- Sue Elwood has been great with gathering state data. I have been forwarding on the membership reports and activities to the NBEA Executive Committee for their review.
- I will be heading to Boston at the end of the week for the NBEA Board meeting and would love your input to bring to the Board.
 - How can NBEA further assist NCBEA?

Appendix F

NCBEA Membership Director Report by Sue Elwood

Virtual Administrative Board Meeting - October 29, 2019

State Membership Reports Received Since April 2019 – striving for 100 percent participation.

State	Name	E-mail Address	Apr	May	Jun	Jul	Aug	Sept
Illinois	Heidi Eaton	hieaton@elgin.edu	X	X				
Indiana	Jason Hendrickson/Karen Hirschy	khirschy@sacs.k12.in.us	X	X				
Iowa	Andrew Thonstad	andrew.thonstad@gmail.com	X		X	X		X
Michigan	Pat Pearson	ppearson66@comcast.net	X	X	X	X	X	X
Minnesota	Sue Elwood/Donna Krueger	dkrueger@comfrey.mntm.org	X	X	X	X		X
Missouri	Theresa Bynum	tbynum@midwayk12.net	X	X	X	X	X	X
Ohio	Matt White	whitemc@prodigy.net	X	X	X			
Wisconsin	Michelle Gibson Herman/Denise Roseland	gibsonhermanm@gmail.com	X	X			X	X

- Welcome New Membership Directors: Indiana Karen Hirschy, Minnesota - Donna Krueger and Wisconsin - Denise Roseland.
- Monthly initiatives have been sent out to membership directors via email and posted to the membership director webpage (August did not include a list of lapsed members).
- State Membership Directors should send their reports to the Regional Membership Director (Sue) by the 28th of the month.
- Monthly summary reports are sent to Andrew Stout, NCBEA Director to the NBEA Executive Board, who sends them to NBEA headquarters.
- Membership Director Training will take place in November – a recording will be sent to membership directors.

President: Rhonda Schmaltz

October Membership Report from NBEA Headquarters

Director: Sue Elwood

STATE, TERRITORY, or PROVINCE	MEMBERSHIP DIRECTOR	PROFESSIONAL				STUDENT	RETIRED
		2019-2020 GOAL	CURRENT	PERCENT REACHED	UNDER/ (OVER)		
Illinois	Heidi Eaton	345	139	40.29%	206	0	17
Indiana	Jason Hendrickson	177	45	25.42%	132	0	5
Iowa	Andrew Thonstad	122	66	54.10%	56	0	5
Michigan	Patricia Pearson	207	68	32.85%	139	0	3
Minnesota		144	57	39.58%	87	0	6
Missouri	Theresa Bynum	301	107	35.55%	194	7	6
Ohio	Matt White	170	46	27.06%	124	0	9
Wisconsin	Michelle Gibson Herman	194	79	40.72%	115	0	4
TOTALS		1660	607	36.57%	1053	7	55

Appendix G

NCBEA WEBMASTER REPORT

Sue Elwood

Virtual Administrative Board Meeting

October 29, 2019

Made Changes/Updated the Website:

- Board Member/Committee Information
- State Conventions
- May and September Newsletters
- Approved Meeting Minutes

Protected pages – password required: