

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

Approved Minutes

Thursday, April 10, 2020

Virtual Meeting

Call to Order

Meeting called to order at 5:30 p.m. Central time

Rhonda Schmaltz

Welcome and Introductions

Rhonda Schmaltz

Introduction of Guests

*Introduction and welcome to Joe McClary and Colleen Webb

Rhonda Schmaltz

Appointment of Parliamentarian/Determination

Tina Trumbower Appointed Parliamentarian

Rhonda Schmaltz

Roll Call

Debbie Stanislawski

Present

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
Andrew Stout, NCBEA Director to NBEA Board
Andrew Thonstad, Iowa Membership Director
Patricia Pearson, Michigan Membership Director
Justin Wittrock, MN President
Matt White, Ohio Membership Director
Stella Hull, Newsletter Editor
Gary Hutchinson, Illinois Membership Director
Joe McClary, Executive Director
Denise Roseland, Wisconsin Membership Director

Approval of Minutes

Rhonda Schmaltz

Minutes of Administrative Board Meeting - 11/21/2019 (Appendix A)

Tina Moves/Theresa Second - Approved

Minutes of Administrative Board Meeting - 1/22/2020 (Appendix B)

Theresa Moves/Matt Second - Approved

Treasurer's Report

See Appendix C

Brian Wolfe

Executive Officer Reports

President (Appendix D)

President-Elect (Appendix F)

Rhonda Schmaltz

Michelle Herman-Gibson

Past President (Appendix G) Tina Trumbower

- Past President stipends will now be given one per state per calendar year for student membership for NBEA.
- Tina asked for help getting information on teacher preparation institutions for business education within each state from each state membership director by September 1. Sue Elwood will setup a Google Form and send out to the board to complete.

Secretary (Appendix G) Debbie Stanislawski

Other Officer/Board Member Reports

NCBEA Director on the NBEA Board (Appendix H) Andrew Stout

- Discontinuing regional member rebate program.
- In lieu of the rebate NBEA will be completing funding the travel for the NCBEA Director on the NBEA Board.

Regional Membership Director (Appendix I) Sue Elwood

Newsletter Editor (Appendix J) Stella Hull

- The board is encouraged to look at e-mail list and follow-up with Stella by April 24 to know that the contact information is correct.

Webmaster (Appendix K) Sue Elwood

ISBE Representative (Appendix L) Michelle Gibson Herman

- ISBE cancelled in 2020 and 2021 location will remain in the same location.

Membership Director Reports

- Joe gave an update on the features of the new membership system that training will occur for on Saturday of the conference.

Illinois Gary Hutchinson

Indiana Karen Hirschy

Iowa Andrew Thonstad

Michigan (Appendix M) Patricia Pearson

Minnesota (Appendix N) Justin Wittrock

Missouri (Appendix o) Theresa Bynum

Ohio (Appendix P) Matt White

Wisconsin (Appendix Q) Denise Roseland

Standing Committee Reports

Awards (Appendix R) Tina Trumbower

Budget (Appendix S) Brian Wolfe

Bylaws and Standing Rules (Appendix T) Tina Trumbower

- Section 6, 9, 17, and 18 have suggested changes noted with asterisks. Tina has proposed changes that are needed based on NCBEA no longer having a fall conference. The executive board is asked to look at these sections.
- All board members are asked to review their positions and make suggestions by Friday, April 17.
- Please don't edit. Instead, use comments and highlight suggested changes.
- The executive board will review and recommend changes that get sent back to the administrative board for an online vote.

Legislative (Appendix U) Andrew Stout

Marketing/Membership/Linkages (Appendix V) Sue Elwood

Nominating (Appendix X) Tina Trumbower

Program of Work (Appendix Y) Michelle Herman Gibson

- Motion to approve draft of 2021 program of work as presented
Tina Moves/ Rhonda Second - Draft approved.

- Joe commented that the Program of work will need to be streamlined with the possibility of moving to a detailed strategic plan. Joe shared that an expected rework of the NBEA Bylaws is expected in the upcoming year.

Publications

Andrew Stout

Strategic Planning (Appendix Z)

Rhonda Schmaltz

Technology Committee (Appendix AA)

Sue Elwood

Unfinished Business

NCBEA Conference - Summer 2021 Appendix BB)

Michelle Herman Gibson

New Business

Proposed Budget 2020-2021 (Appendix CC)

Brian Wolfe

- Change includes eliminating Presidents travel, NCBEA membership stipend, and
- Motion to approve budget as presented Sue/Stella second. Budget approved.

NCBEA Annual Membership Meeting

Rhonda Schmaltz

- Distribute communication through NBEA Website in lieu of meeting. Goal of distribution by the end of April.

Election of New Officers

Tina Trumbower

- Tonya Skinner will be starting July 1 as Missouri.
- Stella has agreed to another term beginning July 1.
- Brian Wolfe has agreed to running for President Elect. That leaves us needing to fill the treasurer position. The open position will be shared via the newsletter and a vote will need to occur for President. The vote will occur via mailchimp or the NBEA Website. Sue volunteered to setup the form and put in the membership number restriction and restriction to be able to vote once.

Future NCBEA Board Meetings

Rhonda Schmaltz and
Michelle Herman Gibson

- Exhibit 31
 - Michelle provided an overview of the survey to get feedback on the idea of the Summer summit. Discussion of need for "full administrative board" support to move forward with a summer summit. Some concern about taking away attendance at state conferences. Discussion of 2 day conference. Discussion of summer summit or institute as title (vs. a conference).
 - Support was given by the NCBEA Administrative Board to move forward with a 2021 Conference.

Announcements

Rhonda Schmaltz

- Michelle recommended the possibility of an online book club.
- A thank you and recognition to the board members who have terms expiring or are leaving the board:
 - Tina Trumbower, Past President
 - Matt White, Membership Director
 - Theresa Bynum, Membership Director

Adjournment

Rhonda Schmaltz

- Meeting adjourned at 7:28.

Upcoming Professional Meetings

NBEA: New Orleans, March 30-April 3, 2021

NCBEA: NCBEA Conference, Summer 2021

Appendix A

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

Minutes **DRAFT-Unapproved**

Thursday, November 21, 2019

Online Meeting - 7:00 p.m.

Call to Order

Rhonda Schmaltz

Meeting called to order at 7:04 p.m.

Welcome and Introductions

Rhonda Schmaltz

Welcome provided by Rhonda Schmaltz.

Appointment of Parliamentarian/Determination of Voting Privileges

Rhonda Schmaltz

Sue Elwood appointed parliamentarian.

Roll Call

Debbie

Present

Stanislawski

Rhonda Schmalz, President
Tina Trumbower, Past President
Sue Elwood, Regional Membership Director
Debbie Stanislawski, Secretary
Andrew Stout, NCBEA Director to NBEA Board
Patricia Pearson, Michigan Membership Director
Matt White, Ohio Membership Director
Stella Hull, Newsletter Editor

Not Present

Karen Hirschy, Indiana Membership Director
Colleen Webb, NBEA President
Theresa Bynum, Missouri Membership Director
Pat, Michigan Membership Director
Michelle Gibson Herman, President Elect and ISBE Rep
Brian Wolfe, Treasurer
Heidi Eaton, Illinois Membership Director
Andrew Thonstad, Iowa Membership Director
Justin Wittrock, MN President
Denise Roseland, Wisconsin Membership Director
Jan Treichel, Executive Director

Approval of Board Minutes at NBEA (October 29, 2019)

Rhonda Schmaltz

Tina Trumbower made a motion to approve; Stella Hull seconded the motion.
Motion carried.

**Approval of Spring 2019 Meeting Minutes
(Chicago: April 2019)**

Rhonda Schmaltz

Put on hold until the next meeting.

Membership Director Reports

Illinois

Heidi Eaton (No report)

Indiana

Karen Hirschy (no report)

Iowa

Andrew Thonstad (no report)

Michigan

Pat Pearson (See Appendix A)

Minnesota

Justin Whittrock (no report)

Missouri

Theresa Bynum (See Appendix B)

Ohio

Matt White (no report)

Wisconsin

Denise Roseland (no report)

Standing Committee Reports

Awards

Tina Trumbower (Appendix C)

Planning document setup in Google Drive and goal to get forms updated and on the website by December 1. Will be setting up due dates with the committee to ensure being able to let awardees know 60 days before the national conference. NBEA has combined middle and high school awards. NCBEA will need to decide if they want to continue with both middle and high school, or move to the format of NBEA Awards.

Budget

Brian Wolfe (Appendix D)

Bylaw & Standing Rules

Tina Trumbower

Cathy forwarded historical NCBEA documents that will be reviewed by Rhonda and Tina to develop a plan for moving forward with these documents. Some of the documents still need board approval prior to dissemination on the website. The Bylaws were board approved and have been uploaded to the NCBEA website.

Legislative

Andrew Stout (Appendix E)

Andrew has contacted the committee in an effort to gather information about legislation within the NCBEA states. He expects to hear back from committee members by December 6 with information from each state. Rhonda will reach out to MN.

Marketing/Membership/Linkages

Sue Elwood (Appendix F)

Sue has contacted the committee via e-mail. Linked in as an NCBEA ?. The newsletter was sent out this week via Mailchimp (resent, was sent out earlier via constant contact).

Nominating Committee

Tina Trumbower

No report at this time.

Program of Work

Rhonda Schmaltz (Appendix G)

Change cover sheet for approval date. Rhonda is giving the board additional time to review and will e-mail for approval.

Publications

Stella Hull

No report at this time. Stella encourages board members to submit announcements and information from their state. She needs our help with submitting information publication. January 15 is the next deadline. Rhonda asked Stella to review the dates within the drafted timeline.

Strategic Planning

Rhonda Schmaltz (Appendix H)

The strategic plan submitted in 2018-2019 extends for a 2nd year into 2019-2020. It has been sent to the committee for any required updates. Rhonda has updated the plan to include a focus on fundraising.

Rhonda would like to propose a 2 day conference in the summer. The conference would include breakout sessions and industry tours. Sponsorships would be important in supporting the conference and conference materials. Feedback:

- Plan in a location where people would like to visit (make it a draw); yet, also needs to be accessible via travel.
- Past conference in Chicago was a success one year, but 2nd year got cancelled b/c of low enrollment.
- Possibly plan for mid-June (stay away from late July/early August).
- Some pressure to get something planned for 2020, but open to waiting until 2021 if the board feels the timeline is too tight for 2020.
- If you have the name of a contact for sponsorship, please send them out to Rhonda and she will contact them.
- Pat recommended that Rhonda talk with Colleen, as there are possibly changes that could impact the planning of the conference.

Technology

Sue Elwood (Appendix I)

Unfinished Business

Newsletter Delivery

Rhonda Schmaltz

Continue using Mailchimp for the delivery of the newsletter.

NCBEA Fund Raising

Rhonda Schmaltz

NCBEA Membership

Rhonda Schmaltz/Sue Elwood

Sue is getting ready to send out video for training. Sue would also like to learn more about possible changes from NBEA from Colleen prior to distributing training to make sure we are up to date with upcoming initiatives.

New Business

Arrangements for NCBEA Board Meeting @ NBEA

Rhonda Schmaltz

Andrew shared that the new Executive Director would be the person to contact relative to who would be coordinating the 2020 conference. Laura is no longer in the Convention Coordinator role.

Future Conference Calls

Rhonda Schmaltz

Possibly January conference call. Committee work can be shared and updated at that time.

Announcements/Adjournment

Rhonda Schmaltz

Appendix B

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

Wednesday, January 22, 2020
Online Meeting - 7:00 p.m.

Call to Order

Rhonda
Schmaltz

Welcome and Introductions

Rhonda
Schmaltz

Appointment of Parliamentarian/Determination of Voting Privileges
vood appointed parliamentarian.

Rhonda
Schmaltz

Roll Call

obie Stanislawski

Sue Elwood, Regional Membership Director, Present
Tina Trumbower, Past President, Present
Karen Hirschy, Indiana Membership Director
Colleen Webb, NBEA President, Present
Theresa Bynum, Missouri Membership Director, Present
Debbie Stanislawski, Secretary, Present
Michelle Gibson Herman, President Elect and ISBE Representative
Brian Wolfe, Treasurer
Heidi Eaton, Illinois Membership Director
Andrew Stout, NCBEA Director to NBEA Board, Present
Andrew Thonstad, Iowa Membership Director
Patricia Pearson, Michigan Membership Director, Present
Justin Wittrock, MN President
Matt White, Ohio Membership Director, Present
Denise Roseland, Wisconsin Membership Director
Stella Hull, Newsletter Editor
Joe McClary, Executive Director

NCBEA Update (Webinar from 1/17/2020)

Rhonda shared the following highlights. Joe McClary, new CEO for NBEA. He encouraged membership to email or call with questions or comments. Joe emphasized transparency and communication moving forward. The website is anticipated to be updated around April 1. Publications will be digitized. Renewals for membership will be streamlined.

Rhonda
Schmaltz
Colleen Webb

Colleen added that NBEA is working to build stronger strategic partnerships. NBEA no longer owns the Reston, VA building. NBEA is currently renting space.

Discussion about the Regions and the direction of NBEA. Colleen shared that at this point nothing has been planned relative to changes to the region structure.

Colleen expressed positive support for Joe and the leadership he has provided during the transition.

Unfinished Business

NCBEA Fundraising

Rhonda shared that it might be difficult to pull a conference for 2020. In consultation with Michelle Gibson-Herman they have discussed focusing on a 2021 conference. Michelle will discuss the potential of a 2021 summer conference at the NBEA meeting.

Rhonda
Schmaltz

NCBEA Membership

Reminder given about the need to submit state membership director reports. Sue shared there haven't been lists of lapsed members since October. Colleen clarified that during the transition there has been challenges with getting the membership database updated, but is in progress. Consider finding potential members in your state and send the list directly to Sue, NBEA, and/or Andrew. Sue shared NBEA will be giving additional information on support for membership directors. Colleen expects membership rebates to be processed more quickly.

Rhonda
Schmaltz/Sue
Elwood

New Business

Meeting Times for NCBEA at NBEA Conference

NCBEA Past President's Meeting

Thursday, April 9, 2020

1:30pm-2:30pm

Rhonda
Schmaltz

NCBEA Board Meeting

Thursday, April 9, 2020

7:00pm-9:00pm

Membership Directors Training

Friday, April 10

8:30-am-10:30am

NCBEA Business Meeting

TBD

Rhonda
Schmaltz

Preparation for NCBEA Board Meeting @ NBEA

Other Business

Rhonda asked we have one more virtual meeting in March for committee updates. The recommendation is for committees to meet virtually within the next several months to accomplish responsibilities and be prepared for an update in March.

Announcements/Adjournment

Tina shared that the information for NCBEA Awards nominations will be available within the next week.

North Central Business Education Association

Treasurer's Report

March 26, 2020

The income and expense report for the time period of October 29 to March 26 is shown below. There are no outstanding bills at this time. There is an outstanding deposit of \$100 fundraised from the Wisconsin conference. Our Certificate of Deposit held at Regions Bank matured on November 2, 2019 and I accepted the best rate at that time (1.39% interest for 11 months) starting at \$5,099.98. This CD has a current balance of \$5,099.98 and will mature on October 4, 2020.

In March, I began working on a proposed budget for the 2020 – 2021 fiscal year. This budget was then presented to the budget committee via an email meeting where it was approved to be presented to the board. There is no longer a need for a survival estimate in my opinion, due to our cash flow showing a net income of \$135.52 during the current fiscal year with the new financial policies and procedures that were adopted by the board in April 2019 at NBEA in Chicago, IL.

Submitted,



Brian Wolfe
NCBEA Treasurer

NCBEA CASH FLOW STATEMENT					
July 1, 2019 to March 26, 2020					
INCOME			EXPENSE		
Account	Account Title	Amount	Account	Account Title	Amount
420	Iowa 50/50 Fundraiser	90.00	668	Outstanding NBEA/NCBEA Reimbursement	150.00
410	NBEA Membership Rebate	421.80	630	Michigan Marketing Reimbursement	150.00
422	Interest Income (Savings & CD)	75.35	643	Auto-Owners Liability Insurance	200.00
420	Illinois 50/50 Fundraiser	90.00	630	Wisconsin Marketing Reimbursement	41.63
				TOTAL EXPENSES	\$ 541.63
	TOTAL INCOME	\$ 677.15			
				NET INCOME	\$ 135.52

Appendix D

NCBEA President Report

NCBEA Spring Administrative Board Meeting

Thursday, April 9, 2020

Submitted By: Rhonda Schmaltz

My report includes updates since the October Fall Administrative Board Meeting.

A list of activities accomplished from November to present are listed below:

- Facilitated communication among board members.
- Secured Justin Wittrock as membership director for Minnesota. Justin is the current Minnesota state president.
- Prepared and sent report to NBEA
- Solicited feedback from executive board members regarding key issues during an executive board meeting held in March.
- Held two additional virtual meetings via Zoom in January and March of the Administrative Board.
- Worked with Newsletter Editor Stella Hull to add content to the NCBEA Newsletter sent out in February 2020 through Mail Chimp.
- Discussed proposal developed by President-Elect Michelle Herman Gibson for a NCBEA 2021 Summer Conference as a way to generate income for NCBEA.
- Coordinated with committee chairs to conduct emails/virtual meetings with committee members.
- With a change to a virtual NBEA conference due to COVID-19 virus, coordinated with NBEA headquarters to schedule our virtual past presidents meeting and board meeting via Zoom.

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

- Explore options to increase revenue in addition to member recruitment.
- Financial outlook/projection for NCBEA.
- Continue work to increase membership to NBEA through states in our region.

I appreciate the hard work and dedication of the board this year. Transitioning to virtual meetings has been challenging at times. The board has done an excellent job of moving to this structure.

Rhonda Schmaltz
NCBEA President
2019-2020

Appendix E

 Open with Google Docs

President-Elect Report
NCBEA Administrative Board Meeting
Submitted: April 5, 2020

Program of Work

The NCBEA Program of Work (PoW) has been updated in draft form and is located in the Google Drive folder “Committee Reports” for your review. Information on state conferences and regional conferences are still needing to be added to the document. Final approval will be needed no later than July 2020.

Ongoing Activities

Began working on a possible fundraiser for NCBEA; a summer summit to be held in LaCrosse, WI at the Western Technical College in July of 2021. Form responses are located in the Google Drive folder “unfinished business” for your review.

Communicated frequently with President Rhonda Schmaltz on issues and questions related to NBEA.

Will begin working on 2020-2022 Strategic Plan with committee members

Suggestions for 2020-21:

- Explore options to increase revenue in addition to member recruitment.
- Collaborate with other regions in efforts to increase NBEA awareness to new teachers
- Create a Google Calendar listing all administrative, executive, and committee meetings; newsletter due dates; other?
- Create more of a social media presence
- Reach out to other regions and other associations (i.e. FBLA/BPA) to find ways to effectively communicate the importance of NBEA and resources available to educators and business professionals.

Respectfully Submitted,

Michelle Gibson Herman

Michelle Gibson Herman
NCBEA President-Elect

Appendix F

PAST PRESIDENT REPORT

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION

ADMINISTRATIVE BOARD MEETING

April 9, 2020

❖ Various communications through email and phone with President Rhonda Schmaltz and President Elect Michelle Gibson-Herman

❖ Participation NCBEA Board meetings and NCBEA Executive Board Meeting

❖ Standing committee chair work for Awards, Nominating, as well as Bylaws, Policies, and Procedures committees

❖ Past President's meeting is scheduled for April 9, prior to the NCBEA board meeting.

Respectfully submitted,

Tina Trumbower

2019-2020 Past President

Appendix G

**NCBEA Secretary Report
NCBEA Spring Administrative Board Meeting
Monday, April 6, 2020
Submitted By: Debbie Stanislawski**

My report includes updates since the October Fall Administrative Board Meeting.

A list of activities accomplished from November to present are listed below:

- Prepared Meeting Minutes for Executive Board.
- Prepared Meeting Minutes for Administrative Board.
- Sent approved minutes to webmaster for inclusion on NCBEA Website.
- Participated in virtual meetings via Zoom in January and March with the Administrative Board.
- Discussed proposal developed by President-Elect Michelle Herman Gibson for a NCBEA 2021 Summer Conference as a way to generate income for NCBEA.

Debbie Stanislawski
NCBEA Secretary
2019-2020

Appendix H

NCBEA Director Report
April 2020
Virtual Board Meeting
Submitted by: Andrew R. Stout

Represented NCBEA at NBEA (virtual) Board meeting on April 7, 2020.

NBEA Board Meeting Notes/Report details from 4/7 Boarding Meeting:

1) Awards Committee:

A total of 7 qualified nominations were received for the various awards. Following is a comparison of the number of individuals nominated during the past nine years:

<i>Award</i>	<i>2020</i>	<i>2019</i>	<i>2018</i>	<i>2017</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>	<i>2013</i>	<i>2012</i>	<i>Total</i>
Secondary/Middle (I)	3	5	5	4	7	10	15	7	7	63
Postsecondary (II)	2	2	0	4	6	12	8	5	6	45
College/University (III)	2	2	2	3	5	10	11	11	8	54
Administrator/Supervisor (IV)	0	2	0	2	5	4	7	9	5	34
Business Representative (V)	0	0	0	0	1	0	1	2	1	5
Middle School (VI) (Combined with secondary 2020)		0	0	1	1	2	2	3	4	13
<i>Total</i>	7	11	7	14	25	38	44	37	31	214

2) Technology:

- No webinars have been planned to date by the current committee; however specific topics for videos have been previously suggested.
- The Committee would like to use YouTube for professional development purposes instead of real-time webinars for the sake of archival options, varying time zones and schedule conflicts.
- Several types of professional development resources are currently shared via social media platforms with stakeholders on a daily basis.
- New Technology Accounts • Hootsuite is being used to post to Twitter, Facebook, and LinkedIn on a daily basis. • Hootsuite will give analysis of all social media posts. ○ Effectiveness to be reported on once more data is received.

3) Bylaws, Policies, and Procedures:

Edited bylaws, changes/amendments to come as official minutes are produced.

4) Publications:

- Online Library currently being developed.
- Standards publications - 9th segment almost finished - update to come.

- *Effective Methods of Teaching Business Education* (Formerly NBEA Yearbook) - Print copies will be made available for purchase. Availability of digital copies to be announced.

- The Forum - (Four issues Oct, Dec, Feb, April) April 2020 Issue highlights "Teacher Wellness".

5) Nomination Committee:
Nominations to be announced

- 6) Regional Rebate Program:
"NBEA's 2020-2021 budget discontinues the regional rebate program (effective April 7, 2020) but will provide comparable services to regional associations.
- NBEA will completely fund regional board representative travel - this should save the region time and money.
 - NBEA will be making available communications and collaboration tools/technology directly to regional leaders which will provide value to each region."

Regional Rebate Summary - In past years, NCBEA has had to pay NBEA above the rebates. NBEA is now picking up the cost of board representative travel per our Bylaws and Policies and Procedures - This ultimately should save NCBEA money.

Appendix I

NCBEA Regional Membership Director Report Sue Elwood Virtual – April 9, 2020

- Kept/Keeping in close contact with President Rhonda Schmaltz and NCBEA Representative to the NBEA Board, Andrew Stout.
- Distributed all Monthly Recruitment Plans along with the NCBEA Membership Report and Lapsed Members List sent from NBEA – last materials sent from NBEA on October 2019. Continued communications with State Membership Directors.
- Sent monthly NCBEA Membership Reports to the NCBEA Director to the NBEA Board, Andrew Stout through November 10, 2019
- 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 attend the Regional Membership Directors Training online on Saturday, April 11 to learn more about the new and improved membership site at NBEA.

Membership Committee Members:

1. Sue Elwood, **Chair**
2. Andrew Stout
3. Gary Hutchenson (IL)
4. Karen Hirschy (IN)
5. Andrew Thronstad (IA)
6. Patricia Pearson (MI)
7. Open (MN)
8. Matt White (OH)

9. Theresa Bynum (MO)
10. Denise Roseland (WI)

Appendix J

Please check the NCBEA Administrative Board list and Officer Rotations below for corrections. The next date for submitting documents/stories for the Newsletter is **April 24, 2020**.

PresidentRhonda Schmaltz
.....schmaltzr@gmail.com
President-ElectMichelle Gibson-Herman
ISBE-North Central Rep.....gibsonhermanm@gmail.com
Immediate Past President..... Tina Trumbower
.....tinatrumbower@waunakee.k12.wi.us
Secretary.....Debbie Stanislawski
.....stanislawskid@uwstout.edu
Treasurer.....Brian Wolfe
.....wolfeb@wwcs.k12.in.us
NCBEA Rep to the NBEA BoardAndrew R. Stout
.....stouta@zbtbs.org
Regional Membership DirectorSue Elwood
Webmasterelwoods@nicc.edu
Illinois Membership Director.....Gary Hutchinson
.....ibea@ibea.org
Indiana Membership DirectorKaren Hirschy
.....khirschy@sacs.k12.in.us
Iowa Membership DirectorAndrew Thonstad
.....andrew.thonstad@gmail.com
Michigan Membership Director.....Patricia Pearson
.....ppearson66@comcast.net
Minnesota Membership Director.....Justin Wittrock
.....jwittrock@isd465.org
Missouri Membership Director.....Theresa Bynum
.....tbynum@midway.k12.net
Ohio Membership Director.....Matt White
.....whitemc@prodigy.net
Wisconsin Membership Director.....Denise Roseland
.....roseland@uww.edu
Newsletter EditorStella Hull
.....hully48@msn.com
NBEA Executive Director.....Joe McClary
NBEA PresidentColleen Webb
NBEA Web Site.....www.nbea.org
NCBEA Web Sitewww.ncbea.com

Officer Rotations

July 1, 2020—President-Elect, Newsletter Editor, WI and
MO Membership Directors
July 1, 2021—President-Elect, Treasurer, and MN, OH,
and MI Membership Directors

Appendix K

NCBEA Webmaster Report

Sue Elwood

Virtual – April 9, 2020

- 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 2020. There are no other direct costs for maintaining the website.

Website Content

- President Message (and photograph if appropriate)
- 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)

Appendix L

ISBE Update Report Michelle Gibson Herman Chicago, IL – April 18, 2019

Current:

- During the ISBE board meeting on April 7, 2020, M. Taylor stated that there were no officer nominations for open positions and that incoming President L. Skinner will appoint those positions July 1, 2020.
- Budget has been proposed at this time; will be accepted through electronic voting this spring
- International convention: Trieste, Italy—August 2021
 - Theme: *Diversity in Business Education*
- Bill Anderson Outstanding Service award will be presented during Friday's awards ceremony, April 10, 2020.

Upcoming:

- 2020 International Conference—has been canceled and rescheduled for 2021.
 - Theme: *A Change in Business Culture-Innovation, Creation and Digitalization*
 - Dates: TBD

Other:

- Discuss ways to increase membership
 - Partner more with SIEC-ISBE
 - Offer Webinars through NBEA's website
 - Others are in the process
- Possible fundraising or membership dues
- Increase ISBE presence (national, regional, and state)

Appendix M

NBEA/NCBEA Annual Board Report
April 3, 2020

- Contacted and sent NBEA flyers every month
- Participated in all the NBEA Membership Webinars in February
- Communicated with the other NCBEA Membership Directors and board
- 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
- Worked on a membership blitz for MBEA to include NCBEA/NBEA membership and offered incentives to MBEA members that joined NBEA
- Assisted Colleen Webb with with planning and implementation of Fall MBEA conference
- Exhibited at the MBEA Fall Conference (informational display)

Respectfully submitted,

Patricia Pearson-Michigan NCBEA/NBEA Membership Director

ppearson66@comcast.net Home: 810-987-5917 Cell: 810-357-8252

Appendix N

MBITE Membership Report 2020 NBEA Conference April 9th, 2020

Our organization went through a year of dormancy in 2018, so we focused on rebuilding our state organization. I began by sending out emails one or two times a month with information about MBITE and also lesson plan ideas. We worked with a graphic designer to redo our logo and branding, and we are now in the process of implementing that branding. We redesigned our website to make it more user friendly, and functional. We have created a curriculum database for our members to access when they register for membership in MBITE. We lowered the cost of membership to \$30. We held our annual conference at Bethel University, and had 122 total teachers and vendors attend. We recently began taking membership fees for the 20-21 membership year. This way new members would have access to our database during the distance learning period, and basically get three free months of membership. MBITE currently has 189 state organization members, but the national membership is unknown.

Appendix o

Missouri Membership Director Report
NBEA Conference-(Virtual)
April 2020

Missouri has 108 national members as of April 2020 per headquarters.

As membership director, I contacted members on the renewal list up until October 2019 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.

At the summer conference last July members received the NBEA mug that we all ordered (filled with candy and small office supply items!).

The MoACTE summer conference, which includes the Missouri Business Education Association conference, will be **July 20th-23rd** in Springfield, Missouri at the [DoubleTree by Hilton Hotel](#).

**OHIO STATE MEMBERSHIP DIRECTOR REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
APRIL 9, 2020**

- ❖ As of September 30, 2019, Ohio had 46 professional members, 0 student members, and 9 retired members in NBEA. This is down from one year ago by approximately 7 members. Membership information has not been provided since September 30, 2019 to provide more current information.
- ❖ Recruitment of new members has been limited during the 2019-2020 membership year. Follow-up with lapsed members has also been limited due to limited availability of membership data from NBEA Headquarters as a result of the transition to a new Executive Director and Headquarters office staff. Membership reports have not been submitted/updated since June 2019 as a result.
- ❖ In state association news, Ohio's new website has been launched at <http://www.obeaohio.org/OBEA/>. The website has updated information about past state conferences, updated legislative details, and current publications, including a recent publication of Online Activities for Remote Learning that was issued in late March 2020 as a response to the closure of Ohio schools and transition to remote learning through at least May 1, 2020 as part of the COVID-19 pandemic.
- ❖ Our 2020 OBEA Professional Development Conference date has not yet been finalized as of this time. Details are still being worked out about the conference date and specifics – full details will be shared on our state association website in July 2020.
- ❖ As of June 30, 2020, I will be stepping down from this position to concentrate on new professional responsibilities at school as well as with Ohio JumpStart Coalition for Personal Financial Literacy. The past 12 months have been both exciting and challenging at the same time from a personal and professional perspective and I feel it is best for me to step away after nearly a decade of service to North Central Business Education Association in various roles on the Administrative Board. This is definitely not goodbye as I will continue to be involved in my state organization as well as NBEA and attend NBEA conventions as possible in the future – this is simply a farewell for now. I have already communicated this with my state organization and they will be looking for someone to step into this position after July 1, 2020; however, after communicating with our state president, there has been no interest from those individuals contacted thus far. I will continue to communicate any additional information I learn through June 30, 2020.

Respectfully submitted,

Matt White
2018-2021 NCBEA Ohio Membership Director

Appendix Q

NCBEA-NBEA Membership Director Report

Wisconsin Membership Director: Michelle Gibson Herman (from 1/19-10/19) & Denise Roseland (10/19-Current)

Submitted: April 5, 2020

Membership Activities:

Email communications were sent out via the Google+ community on a monthly timeline until April when the community format changed. New format is in LinkedIn; however, not as popular as Google +. Other forms of communication were the use of WEBIT's Facebook page and twitter accounts leading up to the state convention. Individual emails have been sent to individuals with lapsed memberships from the years 2015-2018. Emails were sent to current members after national convention giving them updates on sessions and any other information gained from the convention in Chicago.

Wisconsin Educators of Business and Information Technology (WEBIT) held its annual convention at the Lake Winnebago Convention Center in Fond du Lac, WI. The following activities were held as part of the convention:

1. Rhonda Schmaltz, President of NCBEA, brought greetings to our attendees.
2. NCBEA/NBEA table was in the exhibit hall space 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 along with membership forms were on display throughout the convention.
5. Included NBEA membership as a part of the registration table
6. 50/50 was held during the awards luncheon. \$68 was collected for the organization.
7. Drawing was held for new and renewed memberships over convention. \$25 Amazon gift card was sent to Teresa O'Dell.

Other activities:

- Promote NBEA/NCBEA membership on a monthly basis
- Wisconsin convention will be October 21-23 in Pewaukee, WI. Looking at ways to encourage joining national organization during the state convention (i.e. 50/50 raffle, door prize, and offering a session on National Honor Society for Business Education; new national standards book-possibly)

**NCBEA AWARDS COMMITTEE REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
April 9, 2020**

- ❖ Call for nominations was sent through online communication Mailchimp as well as published in the NCBEA newsletter.
- ❖ One nomination was received. This application was complete for the NCBEA administrator/supervisor of business education award and was sent on to the awards committee for review the day after the application deadline. Feedback received was affirmative. Confirmation was determined that the candidate did have three consecutive years membership in NBEA.
- ❖ The NCBEA Award Recipient for Administrator/Supervisor of Business Education Award is Molly Wickam, Ph.D., of Bethel University, St. Paul, MN
- ❖ It was suggested at the March NCBEA Executive meeting that the award be presented at the Minnesota state conference. Secretary Debbie Stanislawski agreed to present this award during the conference.
- ❖ This award presentation at the Minnesota state conference was suggested to Molly along with mention that we will publish the award in the next NCBEA Newsletter.
- ❖ Molly's response was affirmative and is copied below:

That is amazing! I do plan to attend the next Minnesota state meeting (it's being held in the fall of 2020 at the university where I work-Bethel University).

When I receive the NCBEA newsletter that you will send out, I'll be able to forward it to my university administrators, which I would love to do! Bethel likes to promote when faculty earn awards.

I am honored and grateful so thank you so much and please thank your board for me!

- ❖ I also served on the NBEA Awards Committee this year, and it is worth noting that the number of applications for awards is down significantly also at the national level.

Respectfully submitted,

Tina Trumbower
2019-2020 NCBEA Awards Committee Chair

**North Central Business Education Association
Administrative Board**

Budget Committee

April 4, 2020

Budget Committee Members

o Brian
Wolfe, Chair
o Tina
Trumbower o
Rhonda
Schmaltz

1) A meeting was conducted via email to discuss the proposed budget. Discussion occurred on the bylaws, policies and procedures as it related to the proposed budget. Brian proposed a few changes to the budget that were supported by previous year trends. These changes were accepted with the condition that the Marketing/Linkages amounts for states remain at \$150. The budget was approved by this committee.

Submitted,

A handwritten signature in black ink, appearing to read 'BWolfe', with a large, stylized flourish at the end.

Brian Wolfe
NCBEA Budget Committee, Chair

NCBEA BYLAWS AND STANDING RULES COMMITTEE REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
April 9, 2020

- ❖ A folder has been created in the 2019-2020 team folder (Boston), 5. Standing Committee Reports called NCBEA Policies and Procedures Suggested Updates which includes information related policies and procedures that need to be updated.

5. STANDING COMMITTEE REPORTS > NCBEA Policy & Procedures Suggested Updates

- ❖ Special thanks to Cathy Carruthers for making suggested updates or soliciting the suggestions from other board members for policy updates due to NCBEA no longer having a fall conference on a regular basis.
 - Section 6, 9, 17, and 18 have asterisks in front of the names indicating that there are suggested changes that need to be discussed/reviewed due to NCBEA no longer having a fall conference on a regular basis.
 - The remaining sections from 4 and above do not refer to the fall convention and do not appear to require updates.
- ❖ Within the NCBEA Policies and Procedures Suggested Updates folder, you will find a folder named NCBEA Admin Board Duties (which is Section 3). I have copied the current duties into individual Google Docs. Suggested changes are noted within the Docs that have asterisks by them. No asterisk simply means it has not been reviewed. The committee or board needs to determine what wording would work consistently for all of the board position duties referring to the fall conference.
- ❖ These sections were all converted to Google Docs so that all NCBEA board members have access to collaborate and make changes. Please feel free to make suggested changes. If any additional changes are suggested, please do this through comments, highlighting, etc. We need to be able to see the changes you are proposing.
- ❖ The recommendation would be
 - All board members review their duties and make suggested changes by Friday, April 17.
 - Executive board members, along with Cathy Carruthers if she is interested, individually review the suggested policy changes for Section 6, 9, 17, and 18 by Friday, April 17.
 - The executive board have a virtual meeting during the week of April 20 to finalize the recommended changes.
 - As soon as these recommended changes are finalized and presented to the administrative board, an online vote is held.

Respectfully submitted,

Tina Trumbower
2019-2020 NCBEA Bylaws and Standing Rules Committee Chair

Appendix U

NCBEA Legislative Report April 2020 Submitted by: Andrew R. Stout

One of the goals of the legislative committee is to create a network among the states in the region to provide updates on new legislation, concerns, legislative advocacy, and other pertinent current events. This information could then be included in the region's newsletter to disseminate throughout the region.

Updates/info from legislative committee members are found below:

- What kind of legislative session they have had at their state conference
- Do they have someone on their board that deals with legislation, and if so who? (These contacts will become part of our network)
- What are issues impacting business education in their states?

Matt White: Ohio & Michigan:

1. Because our conference has been so small the past few years, we have not actively had a legislative session so to speak. Therefore, Ohio is not currently holding a legislative session as part of our conference.
2. Our Legislative Chairperson for Ohio is Rob O'Donnell.
3. The biggest legislative issue pending in Ohio is getting personal finance added as a required 1/2 credit course for graduation. A new House bill is in the process of being prepared and introduced during the current session. The second issue is that new state testing requirements were effective for the class of 2023 (current freshmen during the 2019-2020 school year) -- effective with this class, students will only be required to show proficiency on two end-of-course exams (ELA I and Geometry) rather than the current 7 end-of-course exams required for classes prior to the class of 2023.

Andrew Stout: Illinois

- 1) Illinois did hold a legislative session at their state conference (Fall, 2019).
- 2) Legislative Chairperson: Karen Drage
- 3) One of the biggest legislative issues currently in Illinois pertains to the increase in CTE funding and what that means for local recipients - Illinois currently has a transitional plan underway and how new information will impact local recipients will be determined this summer. Business educators are encouraged to invite state representative into classrooms to discuss how federal and state funds are being utilized in schools

~~Donna Krueger~~: Minnesota & Missouri

Rhonda Schmaltz: Wisconsin

Andrew Thonstad: Iowa & Indiana

Additionally, below you will find critical legislative updates and information regarding each state in the region as submitted by the NBEA Legislative committee (Cathy Carruthers and listed committee

NORTH-CENTRAL BUSINESS EDUCATION ASSOCIATION (NCBEA)

Cathy Carruthers

Illinois - Reported by Karen Drage, Public Information Chair, Illinois Business Education Association

Senate Bill #	DESCRIPTION	
2474	Sch CD-Financial Literacy	Three years of mathematics, one of which must be Algebra I, one of which must include geometry content, and one of which may be an Advanced Placement computer science course, and one, or part of one, of which may be a financial literacy course.
Senate Bill #	DESCRIPTION	
2977	Collegiate High School Program	Provides that each school board must enter into a contract with at least one community college of the school board's choice to establish a collegiate high school program. Allows each community college to adopt policies to protect the academic standing of students who are not successful in a collegiate high school program. Must include an option for qualified public school students in grades 11 and 12 to successfully complete an associate degree or a career and technical certification while simultaneously earning a high school diploma.
House Bill #	DESCRIPTION	
3978	Sch CD-Home Economics Elective	The school board of a school district that maintains grades 9 through 12 shall offer home economics as an elective high school course not required for graduation.
4059	Educator Licensure change	Removes the requirement that educator licensure candidates pass a teacher performance assessment.
4243	MAP grant eligibility change	Provides that an applicant enrolled in a certificate program offered by a public community college is eligible for a Monetary Award Program grant
4259	Undergraduates must meet with career advisor	Provides that, as a prerequisite to receiving an undergraduate degree, the governing board of each public university shall require that a student meet with a career adviser of the university at least once during his or her undergraduate education.
4382	Reinstatement of teaching license	Reinstatement of a lapsed Professional Educator License upon the payment by the applicant of the lesser of a \$100 penalty or a \$10 penalty for each year the license has lapsed (rather than a \$500 penalty).
4491	Alternative attendance requirement	a school board may provide a minimum term of 880 instructional clock hours instead of the required term of at least 185 days to insure 176 days of actual pupil attendance.

members):

Indiana – Reported by John Dawson, Indiana Business Education Association Past President

NCBEA Administrative Board Meeting - April 10, 2020 (Virtual)

Legislative Session at State Conference No legislative session was offered at the November state conference; however, the state supervisor did provide updates regarding business education.

Iowa – Reported by Rhonda Schmaltz, NCBEA President Iowa has nothing to report

Michigan – Reported by Colleen Webb, Michigan Business Education Association President and NBEA President 1. A Legislative update was presented during our fall convention and will be a part of our state conference in 2020. 2. The Legislative Advocacy Handout prepared by the NBEA Legislative Committee was copied and was put on all the registration bags for convention attendees. 3. Governor Gretchen Whitmer vetoed budget line item 64D—which paid for the final year of certification testing for high school and community/university students.

Certification vouchers were not renewed after October 31, 2019. As of this writing some of the vetoed line items have been restored, but not 64D. Michigan teachers are busy contacting their elected officials and they are also writing to the governor urging them all to reconsider this line item.

Minnesota -- Nothing reported from Minnesota

Missouri – Reported by Theresa Bynum, Missouri State Membership Director Bill sent to the Missouri Senate – HB 1868 HB 1868 requires the State Board of Education, in consultation with the Career and Technical Advisory Council, to develop a statewide plan establishing the minimum requirements for a Career and Technical Education (CTE) Certificate. The statewide plan will match workforce needs with appropriate educational resources. Supporters say this is a necessary aspect of the career and technical education certificates plan to provide viability and relevance. Supporters also say this is a great opportunity for emphasis on career technical education, and development of a plan will provide a floor and ceiling to work within. Missouri House Approves Plans to Cut Bureaucratic Red Tape – HB 1511 HB 1511 (co-sponsored by State Representative Dean Dohrman) and 1452 focus on easing the burden for military spouses, who face considerable challenges when they move with their active duty partner. Due to state variance in licensing criteria such as education and training, spouses with occupational licenses struggle to practice their profession in states where they are not residents. Approximately 35 percent of military spouses work in a field that requires a license (ex. Teachers). The bill approved by the House would remove the barriers that impede military spouse licensure and allow them to practice their occupation as long as they hold a valid current license issued by another state or territory of the United States. Rep. Steve Lynch said, “Passing this bill says to military spouses, we understand your dedication, your service and your sacrifice. We say we welcome you to Missouri and that, even if you’re stationed here only for a short time, we hope that you will call this home.” The House also approved a broader ranging bill, HB 2046, that would allow for reciprocity for all individuals with a professional license from another state. The bill would require individuals to have a license for at least one year from another state before being eligible for reciprocity. It would also require the other state issuing the license to have minimum education requirements, work experience, and clinical supervision requirements. Additionally, the bill would require any out-of-state applicant to pass any exam that is required for those licensed in Missouri. “It’s not just thousands of jobs we have in Missouri; it’s tens of thousands of jobs that we have right now available to be filled that our employers are looking for workers but they can’t find them because we don’t have enough skilled workers here,” said the sponsor of the bill. He added, “I hope that this body will support the effort to make it easier for those who want to work to fill the thousands of jobs we have available right now in the state by allowing those workers to get to work, and that we will welcome America’s skilled workforce with open arms.” Bill sent to the Senate – HB 1317 HB 1317 requires school districts and charter schools to establish a state-approved gifted program by July 1, 2022 if 3% or more of the students are determined to be gifted. The bill also prevents any public school district or charter school

NCBEA Administrative Board Meeting - April 10, 2020 (Virtual)

from prohibiting a parent or guardian from recording any meeting held under the federal Individuals with Disabilities Education Act.

Ohio – Reported by Matt White, Ohio State Membership Director In Ohio, our biggest legislative activity is with EdChoice. The State is currently looking to expand its voucher program that would allow greater flexibility in allowing parents to move their students to private or charter schools while taking a greater sum of dollars from public schools. This would be detrimental, especially to districts with a higher percentage of low-income students. All major stakeholders in education are currently opposed to this legislation. The deadline for decision by the State is currently March 2, 2020. There is also groundwork for a bill that would require a 1/2 credit, semester length course in personal finance for graduation. All current work is still preliminary and further details are not public at this time.

Wisconsin – Reported by Debbie Stanislawski, NCBEA Secretary The Wisconsin Department of Public Instruction (DPI) will be holding a public hearing to consider the revision of PI 34 on Thursday, February 6, in Madison, Wisconsin. The relevant section of PI 34 currently requires that teacher candidates obtain a “passing score on a research-based performance assessment approved by the state superintendent” (PI 34.021). In practice, the state superintendent currently requires all student teachers to obtain a passing score on the Educative Teacher Performance Assessment (edTPA). The original language be considered is shown below: SECTION 1. PI 34.021 (2) (d) is amended to read: PI 34.021 (2) (d) Pedagogical knowledge. The assessment of pedagogical knowledge shall include a passing score on a research-based performance assessment approved by the state superintendent.

NCBEA Marketing/Membership/Linkages Committee Report

Sue Elwood

Virtual – April 9, 2020

Marketing/Membership/Linkages Committee:

1. Sue Elwood, **Chair**
2. Andrew Stout
3. Gary Hutchenson (IL)
4. Karen Hirschy (IN)
5. Andrew Thronstad (IA)
6. Patricia Pearson (MI)
7. Open (MN)
8. Matt White (OH)
9. Theresa Bynum (MO)
10. Denise Roseland (WI)

Currently Doing:

New Membership Kit: NBEA/NCBEA membership flyer, NCBEA pen, and magnet with Website. The New Membership Kit is shipped out to state membership directors when requested.

State Membership Directors set up booths at their respective state conferences to promote membership in NBEA and NCBEA

Items for Consideration:

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.

Learn how we will be working with membership once the new process is rolled out after the April 10 Regional Membership Director's virtual meeting.

Find a personal way to connect with people. E-mail gets overwhelming.

Fundraising:

Michelle Herman Gibson is heading up a Professional Development offering in the summer of 2021 in La Crosse, WI. A committee is being formed to assist with details.

**NCBEA NOMINATING COMMITTEE REPORT
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
April 9, 2020**

- ❖ Denise Roseland has assumed the duties of Wisconsin Membership Director through June, 2022.
- ❖ Missouri Membership Director: Tonya Skinner will be replacing Theresa Bynum beginning July 1, 2020-June 30, 2023.
- ❖ Newsletter Editor: Stella Hull will continue for another term beginning July 1, 2020-June 30, 2023.
- ❖ Current and former board members that qualified for the president-elect position were contacted through email.
- ❖ Brian Wolfe has agreed to the position of president-elect. One other candidate is currently considering an executive board position. To be determined:
 - Is there another candidate for the position of president-elect?
 - Will there be a business meeting where the vote can be held after publishing the candidate(s)
 - If no business meeting will be scheduled, the vote would take place through an online form—sent out through Mailchimp.

Respectfully submitted,

Tina Trumbower
2019-2020 Nominating Committee Chair

~Draft~

NCBEA

Program of Work

2020-2021

North Central Business Education Association

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

February 6, 2020

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Category 13: Legislation

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 2020-2021 Program of Work (POW) to the Administrative Board	President-Elect POW Committee	April 2020	
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, Winter 2020 (Online) Spring 2021 at NBEA in New Orleans	
D	Acquaint members of the Administrative Board with their duties/responsibilities	President Administrative Board	Summer 2020 Spring 2021	
E	Acquaint committee chairpersons with their duties/responsibilities	President Committee Chairs	Summer 2020 Spring 2021	
F	Prepare reports for summer, fall, winter and spring meetings from Administrative Board members, including challenges, accomplishments, and issues at the end, and send them to the webmaster.	Administrative Board	Summer, Winter 2020 Spring 2021	
G	Require all committees to submit written and oral reports to the Administrative Board regarding the status of their work.	President Committee Chairs	Fall 2020 Spring 2021	

H	Monitor committee progress and recommend revision of committee membership when appropriate	President	Fall 2020 Spring 2021	
I	Plan agenda for Administrative Board meetings to include committee meetings	President Committee Chairs	Summer 2020 Spring 2021	
J	Implement activities necessary to carry out approved committee recommendations	Committee Chairs	Ongoing	
K	Provide open lines of communication with NCBEA committees	President Committee Chairs	Ongoing	
L	Provide periodic reports to members through newsletter and special publications	Newsletter editor	Ongoing; newsletter is 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 2020 Spring 2021	
N	Transition board meeting documents and policies and procedures to password protected, Board-only access on NCBEA's website	President Webmaster	Prior to Summer 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 2020	

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.	Regional Membership Director	NCBEA Summer Summit Summer 2021	
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	Membership Committee State Membership Directors	Ongoing; completed by the state membership directors	

	colleges, and teacher education institutions. Actively promote membership for all state association officers, supervisors, and board members			
G	Communicate to state membership directors and state supervisors the need to promote NBEA/NCBEA membership at state association meetings and at least two additional conferences. Provide a camera-ready form to include in all mailings. Promote membership at state convention NBEA booth	Membership Committee State Membership Directors	Ongoing; included in newsletter; Summer Summit NCBEA conference & NBEA conference	
H	Encourage appropriate recognition of state membership chairs who have achieved their goal	President Regional Membership Director	Individual State Conferences/Conventions	
I	Have a camera-ready membership form and other news items in each state publication and available for webmasters & newsletter editors	Membership Director State Membership Directors	Ongoing; included in all mailings and forms	
J	Develop relationships with student organizations, i.e., FBLA/PBL, BPA	State Membership Directors Student Representative	Ongoing	
K	Develop a plan to recruit members from private/proprietary schools, postsecondary schools, middle schools, elementary schools, corporate training, and correctional facilities	Membership Committee Regional Membership Director State Membership Directors	Ongoing; mailings	
L	Maintain a website for 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 2020	
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 fundraising	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 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	Fall 2020	
B	Encourage participation in the "Academy for Leadership Excellence" in business education via publications and NBEA web site	Program of Work Committee	Summer/Fall 2020	
C	Conduct appropriate Administrative Board training for new board members	President Past President	Summer 2020 (online)	
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 Summer Summit convention	President	Summer 2021	
F	Conduct state presidents' meeting at NCBEA Summer Summit convention	President Elect	Summer 2021	
G	Recognize NCBEA Past Presidents at the NCBEA Summer Summit	President Past President	Summer 2021	
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 2020	
B	Present proposed Strategic Plan to the Administrative Board at the NCBEA Summer Summit	President-Elect Strategic Planning Committee	Summer 2021	
C	Inform NCBEA members of the major goals of the approved Strategic Plan through regional publications	President Publications Committee	Fall 2020	
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	President	July 2020- June 2021	

	submitting pertinent news items for their newsletters	State Membership Directors		
C	Invite and encourage ISBE President or an ISBE representative to publicize ISBE events at the annual NCBEA Summer Summit conference	President ISBE Representative	Summer 2021	
D	Encourage Administrative Board members to join ISBE & ARBE	President	Summer 2020	
E	Invite Business Division of ACTE to publicize its activities at the state conventions	President State Membership Directors	Summer/Fall 2020	
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 2021	
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 through workshops and flash drive sales	Administrative Board	Ongoing	
B	Review financial statements	Administrative Board	Summer 2020 April 2021	
C	Present proposed budget for adoption for 2020-2021	Treasurer	Spring 2020	
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 2020	
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	Fall 2020 Winter 2021 Spring 2021	

C	Assist editor in soliciting appropriate articles for the newsletter, which is distributed electronically. Indicate in publications the professional development activities the region is providing for its members.	Publications Committee Administrative Board	Ongoing; newsletter is reviewed before publication	
D	Submit a written report of the year's activities to the NCBEA President and Administrative Board	Newsletter Editor	All Administrative Board Meetings	

Category 11: Awards and Recognition				
Goal 1: Recognize members through an awards program				
Goal 2: Recognize all NCBEA members who serve NCBEA/NBEA in special ways				
Goal 3: Provide individual recognition in promoting excellence in the profession				
Action		Person(s) Responsible	Completion Date	Completed Y/N
A	Identify additional strategies to promote the awards process; develop policies and procedures for implementing a separate NCBEA-sponsored event at each regional conference/convention	Strategic Planning Committee	Ongoing; NCBEA will host a summer summit 2021	
B	Write thank you notes to all participants who have served on a committee during the past year	Committee Chair	Spring 2021	
C	Recognize award winners	President Award Committee Chair	NCBEA Summer Summit 2021	
D	Recognize the Executive Board members	President	Summer 2020	

Category 12: Annual Conventions			
Goal 1: Plan an outstanding convention that provides professional development opportunities for members.			
Action	Person(s) Responsible	Completion Date	Completed Y/N

A	Publicize the 2021 NCBEA summer summit convention; distribute camera-ready copy to the state newsletter editors	NCBEA/state convention coordinators	Summer 2021	
B	Plan for NCBEA Summer Summit convention	NCBEA convention chair, Administrative Board	Summer/Fall/Spring 2020-21	
C	Provide assistance from NCBEA Board to secure speakers from the NCBEA region	Administrative Board/state presidents/NCBEA convention committee	Summer/Fall/Spring 2020-21	
D	Provide opportunities for CEU units	State Conference Chair	Ongoing	
E	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 11-13, 2020	Springfield, IL
Indiana		
Iowa	September 27-28, 2020	Holiday Inn & Suites, Des Moines, IA
Michigan	November ?	?
Minnesota	?	?
Missouri	?	?
Ohio	?	?
Wisconsin	October 21-23, 2020	Ingleside Convention Center & Hotel, Pewaukee, WI
Goal 3: To represent NCBEA at each regional convention		
Action Strategies		Responsibility of
Determine appropriate Administrative Board members to represent NCBEA at regional conventions		Ongoing
Region	Date	City & Hotel
NCBEA	July 25-28, 2020	LaCrosse, WI Western Tech & Radisson
MPBEA	June 14-17, 2021	Fort Worth, TX
SBEA	October 21-24, 2020	Memphis, TN @ Westin Memphis Beale Street Hotel
WBEA	February	?

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

Organization	Date	City & Hotel
NBEA https://www.nbea.org/	March 30-April 3, 2021	New Orleans, New Orleans Marriott
ISBE http://www.siec-isbe.org/	2020 Conference Canceled	

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 2021	

F	Attend the ACTE National Policy Seminar	President Legislative Committee Chair	Spring 2021	
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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 STRATEGIC PLANNING COMMITTEE REPORT
Administrative Board Meeting
Thursday, April 9, 2020
Virtual Meeting

The strategic planning committee's focus was centered primarily around membership and funding this year.

- Initiative 2 (Marketing and Membership) is increasing awareness of and membership in NCBEA. States in the region promoted membership at state conventions in the fall. Results overall were many renewals and several new memberships.
- Initiative 4 (Financial Stability) is working toward the financial stability of NCBEA by developing new initiatives to increase revenue. President-Elect Michelle Herman Gibson will be presenting a proposal for a NCBEA Summer Conference in 2021. One of the primary goals of this conference will be generating funding for NCBEA to use during the 2021-2022 year. The hope is to make this an annual event so that funding for NCBEA can continue.

Rhonda Schmaltz
Strategic Planning Committee Chair and NCBEA President
2019-2020

NCBEA Technology Committee Report
Sue Elwood
Virtual – April 9, 2020

Technology Committee:

- Sue Elwood, Chair
- Rhonda Schmaltz
- Michelle Herman Gibson
- Stella Hull

NCBEA technology consists of the NCBEA Website, Mail Chimp, and Google Drive. Virtual meetings have been held using Zoom for teleconferencing?

Discussion items included, without resolution:

Website

The Website is being updated on a continual basis. Rhonda Schmaltz and Michelle Herman Gibson have made many suggested updates and corrections.

Newsletter

The newsletter is being distributed electronically. It is posted on the Website. It was suggested to provide more content that will benefit our members. Examples include a classroom activity, a link to a Website, or information from a presentation at a convention

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.

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.

Appendix BB

Would you be able to commit to attending a Summer Summit in July 2021 (select all that apply)	Would you be interested in having a Leadership Development Institute on late Sunday/Monday morning of the summit?	Do you see value in having a board meeting on Sunday evening & Monday morning? (This would allow for strategic planning, membership director training, aligning bylaws to policies, other)	Would you be willing to be a part of the planning committee?	Would you be willing to contribute a small contribution to the summit (i.e. monetary, speaking, silent auction, other)
Cannot Attend	No	No	No	No
Cannot Attend; June would be better for me.	Yes	Yes	Maybe	Yes
Sunday, July 18-Wednesday, July 21	Maybe	Yes	Maybe	Maybe
Sunday, July 18-Wednesday, July 21; Sunday, July 25-Wednesday, July 28	No	Yes	Maybe	Yes
Sunday, July 25-Wednesday, July 28	Maybe	Yes	Maybe	Yes
Sunday, July 25-Wednesday, July 28	Yes	Yes	Maybe	Yes
Sunday, July 18-Wednesday, July 21; Sunday, July 25-Wednesday, July 28	Yes	Yes	Maybe	Yes
Sunday, July 18-Wednesday, July 21; Sunday, July 25-Wednesday, July 28	Maybe	Yes	Yes	Yes
Sunday, July 25-Wednesday, July 28	Maybe	Yes	Yes	Yes
Sunday, July 18-Wednesday, July 21; Sunday, July 25-Wednesday, July 28	No	Maybe	No	Yes
Cannot Attend	Maybe	Maybe	No	Maybe
Cannot Attend	Maybe	Maybe	No	No
Sunday, July 25-Wednesday, July 28	Maybe	Yes	Maybe	Maybe
Sunday, July 25-Wednesday, July 28	Maybe	Maybe	Maybe	Yes
TOTALS				
No	4	yes	3	9
July 18	3	no	3	2
July 25	9	?	8	3
June	2			

Was looking at Mountain-Plains

Conference outline as a possible template--
would love your thoughts
(<https://mpbea.org/conferences>)

Other suggestions/ideas (topics, tours, other dates, etc)

No answer

Not sure about having the majority of
breakouts on one day. Will attendees
stay/attend closing session on the next
Good for days 1-3. I would leave days 1 &
2 the same time frame (maybe starting
later on day 1), but have day 3 end after
I like the idea of the business tour leading
into the/before the conference! There
could be some great tour options in

Michigan has their Summer Academy in June. It seems as though our
geographic location is not of concern to you. Good luck with the
conference.

I would prefer June over July.

none

<http://www.jsanfelippo.com/contact> I saw Dr. Sanfelippo speak at UW-
Stout a couple months back. He was excellent. Might be great for
WEBIT/WMEA Too!

Don't really have any yet to share

N/a

Looks aggressive, but I suppose it would
be worth a try.

Mountain-Plains has a very successful
leadership workshop. It would probably be
a very good model to use.

Nothing comes to mind.

I think that last weekend in July might be problematic for teachers who
start school around August 1. I appreciate the thought and effort you
put into this already, Michelle.

I think the schedule is great. I think we
would definitely want a 3+ day conference
to make it worthwhile for those who
I would get rid of the Wednesday. People
wouldn't need an additional hotel room.
Not really sure what a leadership
Wondering about making any part of a
face-to-face Conference a virtual

Any dates in June considered?

What would be the draw for people to attend with so many PD
opportunities involved. Family getaway? I don't have any ideas for what
would really set this apart and be the draw. AICPA has their advanced

conference for those who may not attend
I would be interested to see their financial
statement for the conference as well as
their attendance.

N/A

N/A

I will not be the Membership Director next
year.

I will not be the Membership Director next year.

I have attended the MPBEA Conference in
2017 and they have a very well-organized
format!
MPBEA looks good - but might be better to
include a legislative session and perhaps
an update on NBEA at that point.

None that I can think of at this time.

Legislative session

Would you be able to commit to attending a Summer Summit in July 2021 (select all that apply)		Would you be interested in having a Leadership Development Institute on late Sunday/Monday morning of the summit?	Do you see value in having a board meeting on Sunday evening & Monday morning? (This would allow for strategic planning, membership director training, aligning bylaws to policies, other)	Would you be willing to be a part of the planning committee?	Would you be willing to contribute a small contribution to the summit (i.e. monetary, speaking, silent auction, other)	Was looking at Mountain-Plains Conference outline as a possible template--would love your thoughts (https://mpbea.org/conferences)	Other suggestions/ideas (topics, tours, other dates, etc)
Cannot Attend		No	No	No	No	No answer	Michigan has their Summer Academy in June. It seems as though our geographic location is not of concern to you. Good luck with the conference.
Cannot Attend; June would be better for me.		Yes	Yes	Maybe	Yes	Not sure about having the majority of breakouts on one day. Will attendees stay/attend closing session on the next Good for days 1-3. I would leave days 1 & 2 the same time frame (maybe starting later on day 1), but have day 3 end after I like the idea of the business tour leading into the/before the conference! There could be some great tour options in	I would prefer June over July.
Sunday, July 18-Wednesday, July 21		Maybe	Yes	Maybe	Maybe	later on day 1), but have day 3 end after I like the idea of the business tour leading into the/before the conference! There could be some great tour options in	none
Sunday, July 18-Wednesday, July 21; Sunday, July 25-Wednesday, July 28		No	Yes	Maybe	Yes	later on day 1), but have day 3 end after I like the idea of the business tour leading into the/before the conference! There could be some great tour options in	http://www.jsanfelippo.com/contact I saw Dr. Sanfelippo speak at UW-Stout a couple months back. He was excellent. Might be great for WEBIT/WMEA Too!
Sunday, July 25-Wednesday, July 28		Maybe	Yes	Maybe	Yes	Don't really have any yet to share	N/a
Sunday, July 25-Wednesday, July 28		Yes	Yes	Maybe	Yes	Looks aggressive, but I suppose it would be worth a try. Mountain-Plains has a very successful leadership workshop. It would probably be a very good model to use.	Nothing comes to mind.
Sunday, July 18-Wednesday, July 21; Sunday, July 25-Wednesday, July 28		Yes	Yes	Maybe	Yes	Looks aggressive, but I suppose it would be worth a try. Mountain-Plains has a very successful leadership workshop. It would probably be a very good model to use.	I think that last weekend in July might be problematic for teachers who start school around August 1. I appreciate the thought and effort you put into this already, Michelle.
Sunday, July 18-Wednesday, July 21; Sunday, July 25-Wednesday, July 28		Maybe	Yes	Yes	Yes	I think the schedule is great. I think we would definitely want a 3+ day conference to make it worthwhile for those who I would get rid of the Wednesday. People wouldn't need an additional hotel room.	Any dates in June considered?
Sunday, July 25-Wednesday, July 28		Maybe	Yes	Yes	Yes	Not really sure what a leadership	What would be the draw for people to attend with so many PD opportunities involved. Family getaway? I don't have any ideas for what would really set this apart and be the draw. AICPA has their advanced
Sunday, July 18-Wednesday, July 21; Sunday, July 25-Wednesday, July 28		No	Maybe	No	Yes	Wondering about making any part of a face-to-face Conference a virtual conference for those who may not attend I would be interested to see their financial statement for the conference as well as their attendance.	N/A
Cannot Attend		Maybe	Maybe	No	Maybe	Wondering about making any part of a face-to-face Conference a virtual conference for those who may not attend I would be interested to see their financial statement for the conference as well as their attendance.	N/A
Cannot Attend		Maybe	Maybe	No	No	I will not be the Membership Director next year.	I will not be the Membership Director next year.
Sunday, July 25-Wednesday, July 28		Maybe	Yes	Maybe	Maybe	I have attended the MPBEA Conference in 2017 and they have a very well-organized format! MPBEA looks good - but might be better to include a legislative session and perhaps an update on NBEA at that point.	None that I can think of at this time.
Sunday, July 25-Wednesday, July 28		Maybe	Maybe	Maybe	Yes	I have attended the MPBEA Conference in 2017 and they have a very well-organized format! MPBEA looks good - but might be better to include a legislative session and perhaps an update on NBEA at that point.	Legislative session
TOTALS							
No	4	yes	3	9	2	9	
July 18	3	no	3	1	4	2	
July 25	9	?	8	4	8	3	
June	2						

Appendix CC

2019-2020 NCBEA Budget for approval at April 10, 2020 Meeting

NCBEA Budget Preparation					
Prepared	3/22/20	2019-20	2019-20	2019-20	2020-21
Approved		Budget	Actual	Difference	Proposed
			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	\$ <u>(135.52)</u>	\$ -