

NCBEA ADMINISTRATIVE BOARD MEETING

Meeting Date: Sunday, August 23, 2020

(Minutes Approved: January 11, 2021)

Call to Order (Michelle Gibson-Herman)

The meeting was called to order at 6:33 p.m.

Roll Call (Debbie Stanislawski)

Present

Sue Elwood, Regional Membership Director
Debbie Stanislawski, Secretary
Stella Hull, Newsletter Editor
Colleen Webb, President Elect
Pat Pearson, Michigan Membership Director
Michelle Gibson Herman, President and ISBE Rep
Rhonda Schmalz, Past President
Andrew Stout, NCBEA Director to NBEA Board
Benita H. Moore, NBEA President
Diane Weinheimer-Webber, Treasurer
Tonya Skinner, Ohio Membership Director

Not Present

Karen Drage, Illinois Membership Director, Present
Karen Hirschy, Indiana Membership Director, Present
Justin Wittrock, MN President
Denise Roseland, Wisconsin Membership Director
Joe McClary, Executive Director
Andrew Thonstad, Iowa Membership Director

Introduction of New Board Members

Appointment of Parliamentarian (Pat Pearson)

Approval of Minutes

[Minutes of Administrative Board Meeting - June 29, 2020](#)

Motion Rhonda/Second Colleen - Approved

[Minutes of Administrative Board Meeting - July 16, 2020](#)

Motion Colleen/Second Rhonda - Approved

Executive Officer Reports

President

Michelle Gibson Herman
(Report Appendix A)

President-Elect Colleen Webb
(Report Appendix B)

Past President Rhonda Schmaltz
(No report)

Treasurer Diane Weinheimer-Webber
(No report)

Secretary Debbie Stanislawski
(No report)

Other Officer/Board Member Reports

NCBEA Director on the NBEA Board Andrew Stout
(Report Appendix C)

NBEA looking for individuals to put on webinars. Reach out to Andrew for details.

Regional Membership Director Sue Elwood
(Report Appendix D)

Newsletter Editor Stella Hull
(No report)

Webmaster Sue Elwood
(No report)

ISBE Representative Michelle Gibson Herman
(Report Appendix E)

Standing Committee Reports

Awards Debbie Stanislawski
(Report Appendix F)

Budget Michelle Gibson-Herman and Diane Weinheimer-Webber
(No report)

(Brian is willing to stay on until the CD matures in October. The accounts will be able to move at once then. The goal will be to find a bank that can be accessible by treasurer elect/president from any state within NCBEA. Discussion of using an internet bank.)

Bylaws and Standing Rules

Rhonda Schmaltz
(Report Appendix G)

Legislative

Andrew Stout
(Report Appendix H)

Marketing/Membership/Linkages

Sue Elwood
(Report Appendix I)

Nominating

Rhonda Schmaltz
(Report Appendix J)

Program of Work

Michelle Gibson-Herman
(No report)

Michelle is waiting on NBEA POW to be able to align NCBEA. Bonita and Colleen shared that a draft of a new strategic plan has been developed by NBEA; therefore there is no POW as in the past. The strategic plan is aggressive; yet, more streamlined than past formats.

A

Unfinished Business:

1. Summer Summit
 - a. Lacrosse, WI 2021
 - b. Michelle expects answer about specific dates by the end of September
 - c. Confirmed no charge for use of Lunda Center because we are an educational organization.
 - d. Starting to line-up speakers.

2. Book Club - The Energy Bus (See Appendix M)
 - a. Promoting
 - b. 2nd date changed to week of November 15th
 - c. Discussion of possible invite for the teacher who uses the book in his classroom (NBEA 2020 Presentation)

3. Cisco Academy-Update on Intro to Cybersecurity & offering of another course
 - a. Seventeen teachers have signed up for Intro to Cybersecurity.
 - b. Another offering the first part of January. Options include either a 2nd Cybersecurity or entrepreneurship.

New Business:

1. Promote/encourage membership and regional opportunities
 - a. Michelle would like to regionally reach out to other states as part of incentive plan. Sue and Michelle will be writing a joint letter to other states discussing benefits of NCBEA and ways to get involved/benefit.
 - b. KeyingIN is published every two weeks. Writing articles might be a great way to highlight the region as well and promote membership.
2. Membership Directors' Training and Brainstorming Session. Sue will be sending out a Doodle Poll for date & time. Membership numbers are included with Membership Director Report. The membership list is now searchable.
3. Liability Insurance for the Executive Board Members. Michelle has asked Colleen to look into this and possibly add this to the budget moving forward. It will likely be in the neighborhood of \$400-800 based on what other organizations are paying. Next steps will be getting quotes and examining the budget. Sue sent Colleen an application to get a quote. Colleen will complete the application to get a quote.

Additional Items:

1. NCBEA meeting at NBEA Convention in New Orleans-options are as follows
 - a. Tuesday (March 30) after 5:30 p.m.
 - b. Wednesday (March 31) after NBEA the networking reception starting after 7 p.m.
 - c. Friday afternoon starting 1:30 p.m. BUT may run into certification workshops that will be available.

Tentative Schedule: <https://nbea.org/page/AnnualConventionNewOrleans>

Discussion of options above. Some conflicts with Tuesday and no conference Saturday. The best scenario based on those given sounds like Wednesday March 31 after 7:00 p.m.

Announcements

Upcoming Meeting Dates & Times

- Social Q & A for all new NCBEA board members: Sunday, Sept. 13 at 6:30-7:00 p.m. (CST)
- Strategic Planning Meeting: Sunday, Sept. 27 at 6:30 p.m. (CST)
- NCBEA Exec Board Meeting: Sunday, Dec. 13 at 6:30 p.m. (CST)
- NCBEA Admin Board Meeting: Sunday, Dec. 20 at 6:30 p.m. (CST)

Articles to Stella for the Fall Newsletter

- Eight state membership directors highlighting state information
- Awards committee chair
- Upload approved budget
- Secretary--abbreviated minutes
- Nominating Committee--create nomination form for the following positions: President-Elect, Treasurer, Regional Membership Director
- Marketing/Membership
- ISBE
- Summer Summitt
- Book Club
- New membership dues
- Board directory with email addresses
- other?

Bonita gave a brief overview of the “draft” of the six strategic NBEA Goals that will be approved later in 2020 (Advocacy, Effective Governance, Effective Communication, Exemplary administration, Professional development, Develop and promote membership).

NBEA Standards are coming out September 1.

Adjournment at 7:33 p.m.

Appendix A:

NCBEA Executive Board Report

Michelle Gibson Herman, President

August 23, 2020

Since July 1, 2020, the following items have begun or completed:

- Google drive created for this year's committees, agendas, board members information and standing committees
- Offered a July 16 meet and greet with NCBEA board and briefly highlighted items that will be forthcoming this year; highlighted information within the Google calendar
- Attended the virtual NBEA State and Regional Leadership meeting on July 30, 2020
- Held a virtual strategic planning committee meeting on August 12, 2020 to discuss three major goals
- Held a virtual NCBEA Executive Committee meeting to discuss the administrative board meeting agenda on August 12, 2020
- Worked with Cisco Academy to create self-paced online course, "*Intro to Cybersecurity*" for all NCBEA members
- Starting conversations with Lunda Center at Western Tech Campus in LaCrosse, WI for our summer summit.

Respectfully submitted,
Michelle J Gibson Herman

Appendix B:

Since July 1, 2020, I have completed the following:

- Numerous telephone, email, text communications with President Michelle Gibson-Herman
- Accessed the Google drive to obtain Board Materials
- Attended the virtual July 16 NCBEA Meet and Greet meeting
- Attended the virtual NBEA Legislative Advocacy meeting on July 28, 2020
- Attended the virtual NBEA State and Regional Leadership meeting on July 30, 2020
- Virtually attended the NBEA Strategic Planning meeting August 2-3
- Virtually attended the NBEA Executive Committee Meeting August 4
- Orally communicated the draft of the 2020-2021 Strategic Plan to Andrew Stout and Michelle Gibson-Herman
- Attended the virtual NCBEA Strategic Planning Committee meeting August 12, 2020
- Attended the NCBEA Executive Committee meeting on August 12
- Communicated the Membership Recruitment segment of the NBEA Strategic Plan to the NBEA Executive Committee and followed up in writing to Sue Elwood

Respectfully submitted.

Colleen L. B. Webb

Colleen L. B. Webb
NCBEA President-Elect

Appendix C:

NCBEA Director Report
August 2020
Submitted by: Andrew R. Stout

- No NBEA Board meetings have been held since the NBEA Virtual Convention
 - Motions passed at the April meeting will be updated *here*.
 - NBEA Committees have been appointed for: Convention Program, Technology, Finance, Strategic Planning, and Legislative Advocacy.
 - “Membership status is being communicated in the following ways:
 - In every KeyingIN newsletter, every two weeks, we include their expiration date, address on file, and join date.
 - Three separate messages from our management system are sent at 90 days prior, +1 day, and -1 days after expiration.
 - Login to the website provides notice on a need to renew. Any member who logs into the site gets a notice that their account is ready to renew starting 180 days prior to expiration.
 - A final email direct from the Executive Director informing the member their membership has expired on the 15th of the month.
 - We have also been experimenting with hardcopy notices. These are expensive to produce, but we will continue to refine the process and manage the change from a hardcopy to a mostly digital association.”(JM)
 - regional membership directors are now emailed reports of their region’s member data, including a separate list of who expired every two weeks.

- The NBEA Director, Joe McClary, has asked NBEA Board members to suggest possible Webinar topics and presenters.
 - If you are interested, please forward your topic, name, and credentials to me, Andrew Stout, at andrewrstout@gmail.com

Appendix D:

NCBEA Regional Membership Director Report
Sue Elwood
Virtual – August 23, 2020

- Sent out duties and welcomed new state membership directors.
- Sent NCBEA Membership Lists and Lapsed Members Lists to state membership directors for the months of May, June, and July 2020
- Current Membership gathered from the NBEA Website – as of 8/23/2020:

Illinois	101
Indiana	32
Iowa	43
Michigan	51
Minnesota	42
Missouri	77
Ohio	35
Wisconsin	65
Lapsed Members- NCBEA last 30 days	22

- Attended the Regional/State Membership Directors Training online on July 30.
- Will prepare membership news and updates for the newsletter and Website – membership dues increased to Professional \$149.
- Kept/Keeping an ongoing electronic file of materials pertaining to the activities of the office.

Membership Committee Members:

NCBEA Director to the NBEA Executive Board	Andrew Stout	stouta@zbths.org
NCBEA Regional Membership Director	Sue Elwood	elwoods@nicc.edu
Illinois Membership Director	Karen Drage	ksdrage@eiu.edu
Indiana Membership Director	Karen Hirschy	khirschy@sacs.k12.in.us
Iowa Membership Director	Andrew Thonstad	andrew.thonstad@gmail.com
Michigan Membership Director	Pat Pearson	ppearson66@comcast.net
Minnesota Membership Director	Justin Wittrock	jwittrock@isd465.org
Missouri Membership Director	Tonya Skinner	tskinner@jackson.k12.mo.us
Ohio Membership Director	OPEN	
Wisconsin Membership Director	Denise Roseland	roseland@uww.edu

- Needs: A regional membership plan needs to be developed for 2020-2021.

Appendix E:

NCBEA Administrative Board Report

Michelle Gibson Herman, ISBE NC Representative

August 23, 2020

Attended the virtual SIEC-ISBE Assembly of Delegates Meeting on July 31, 2020

New Journal website has been created <https://www.ijbe.online/>

Looking for publications from previous years

Website is being revised

Global Exchange of information

- Live sessions
- Projects and mentoring
- Conferences

Redesigned Logo that is now in printable format

International Conference will be in Trieste, Italy, August 1-6, 2021

Upcoming Conferences:

2022 Vienna, Austria with a tentative date of October 18-23, 2022

Appendix F:
August 2020 Awards Committee Report
Prepared by Debbie Stanislawski

- 1) The committee met Tuesday August 25 at 6:30 pm Central Time
- 2) The following items were decided:
 - a. Deadline for nominations December 1 and the deadline to receive the completed nomination/application by January 15.
 - b. Debbie will prepare nomination form (via google doc) and applications for the NCBEA Website by October 1.
 - c. At that time the Administrative Board and presidents of the member state associations will be notified via e-mail of the deadline and of the location of the nomination forms.
 - d. Denise will order plaques and Tonya will send her a copy of her award for a template.
 - e. Debbie has reached out to Tina to confirm the ordering of the Plaque for Molly for 2019-2020.

Appendix G:

NCBEA BYLAWS & STANDING RULES COMMITTEE REPORT

RHONDA SCHMALTZ, COMMITTEE CHAIR

August 23, 2020

An email has been sent to committee members thanking them for serving on the committee. Following our NCBEA Board meeting later today, we will meet at a future date virtually.

Much of the work on bylaws and standing rules was completed this past year with Tina Trumbower as chair. This year the committee will review both bylaws and standing rules to see if any further changes need to be made.

Appendix H:

NCBEA LEGISLATIVE UPDATE

Andrew Stout, Legislative Chair

August 23, 2020

The NCBEA Legislative Committee is waiting for information from the NBEA Legislative Committee regarding it's initiatives and any directives they have for regional legislative committees.

- An e-mail was sent to members of NCBEA subcommittee regarding a request to contact each state for information that includes:
 - A legislative representative on their state board
 - If a legislative session is held at their state convention
 - Legislative activities
- A legislative survey was sent to members of the NCBEA subcommittee

Appendix I:

**Marketing/Membership/Linkages Committee Report
Virtual Administrative Board Meeting, Sunday, August 23, 2020
Submitted by Sue Elwood, Chair**

Members:

Karen Drage, Karen Hirschy, Andrew Thonstad, Pat Pearson, Justin Whittrock, Tonya Skinner, **OH Replacement**, Denise Roseland, Andrew Stout

A survey was sent out to committee members to start a conversation about planning for 2020-2021 Marketing/Membership/Linkages Committee activities.

Below is a list of the survey questions and responses. Out of the eight members listed above, two responses were returned.

List strategies to enhance the image of NCBEA.

- Offer members resources that they feel are of value to being a member.
- If we plan to continue having this organization then we need to find a way to provide a benefits to the members. We need there to be something similar to what NBEA does with monthly communications that include curriculum ideas.

Are you willing to write an article for NCBEA's Regionally Speaking Newsletter or present a Webinar? If so, what topic(s).

- Not sure what topics people are interested in. Written I would feel more comfortable.
- Webinar...classroom economy

Are you willing to write an article for NBEA's KeyingIN Newsletter?

- No responses, but this would be a good way for NCBEA to stay visible.

List ideas for recruiting young professionals and those new to teaching.

- Have more social media outreach and offer posts that makes young teachers want to be a part of this.
- The best way to recruit people is to explain to them the benefits of membership.

List fund raising ideas, including virtual ideas.

- Have excellent webinars and charge money to view the webinar
- Provide PD to raise funds. Could be webinars that people register for or the conference that is being planned.

As you know, Michelle Herman Gibson is heading up a professional development event in the summer of 2021 in LaCrosse, WI to help raise funds for NCBEA. A committee is being formed to assist with details. (please check all that apply)

- Plan to attend, pending date of event.

Appendix J:

NCBEA NOMINATING COMMITTEE REPORT

RHONDA SCHMALTZ, NOMINATING COMMITTEE CHAIR

August 23, 2020

An email has been sent to nominating committee members thanking them for serving on the committee. Following our NCBEA Board meeting later today, we will meet at a future date virtually. While most of our work will be done in 2021, we will meet to begin developing possible candidates for positions that will be open on the board.

Appendix K:

NCBEA Administrative Board Report

Michelle Gibson Herman, Chair Strategic Planning Committee

August 23, 2020

Met as a committee virtually on Wednesday, August 12

Designed three main points

- Effective Governance
- Effective Communication/Membership Plan
- Effective Professional Development

Committee will be meeting on September 27 to identify subpoints to each of the three main points of the plan

Appendix L:

**NCBEA Technology Committee
Virtual Administrative Board Meeting, Sunday, August 23, 2020
Submitted by Sue Elwood, Chair**

Members:

Michelle Gibson Herman, Colleen Webb, and Stella Hull

A survey was sent out to committee members to start a conversation about planning for 2020-2021 NCBEA Technology Committee activities.

Below is a list of the survey questions and responses. All three members responded.

Are you satisfied with the current level of technology used for NCBEA:

- 1 Yes
- 2 No

What would you recommend are additional technical needs of the NCBEA board and its membership?

- Social Media is a must today---that is how most young teachers communicate even some of us more seasoned folks
- No recommendations at this time.
- Zoom account specifically for our region so that we can offer webinars and virtual meetings for our members; and the ability to register for events online

We currently spend \$140/year for Web hosting and our domain name. How much more money should be invested in technology.

- ?
- It would depend upon any additional technology we might use.
- Is this the best location for our website? Could there be other options?

Are you satisfied with the current platform used for meeting?

- 1 Yes
- 2 No

Are you satisfied with the current method of distributing the NCBEA newsletter?

- 3 Yes

Are you satisfied with the current medium used for storing board files?

- 2 Yes
- 1 No

What would you suggest for improving meeting software, distribution the newsletter, and storing board files?

- Zoom meeting software----we are business teachers why are we not using Microsoft for Board Files and setting the business example for others?
- I feel all activities are satisfactory. We did discuss using NBEA resources if necessary. I'm not sure if there should be further discussion.
- Would like the website more "dynamic" with linkable options for social media

These questions/responses will be talking points for future meetings.

Appendix M:

Join the NCBEA Book Club

Book: "The Energy Bus" By John Gordon

When: Meet twice Fall 2020

Why: Network with business teachers throughout the region and learn how to apply strategies turn negative energy into positive achievement

6:00-7:30 CT Monday, October 5 (Chapters 1-15)

6:00-7:30 CT, Monday, November 16 (Chapters 16-34)

How do I get started: Signup at <https://forms.gle/mcVVpx4BiHXosfwb6> and order your book today. Available on Amazon.

Book Available:

https://www.amazon.com/gp/product/0470100281/ref=ppx_od_dt_b_asin_title_s00?ie=UTF8&psc=1

Discussion guide questions -

<https://mcguich.weebly.com/uploads/5/8/0/8/580861/discussionguide-theenergybus.pdf>