

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION**  
**Virtual Administrative Board Meeting**  
**MINUTES (Approved)**  
**August 16, 2011**

**Members Present**

Karen Drage, Past-President  
Margaret Erthal, President  
Dena Irwin, Secretary  
Cathy Carruthers, NBEA/NCBEA Director  
Linda Harper, Illinois  
Lou Ann Knorr, Iowa  
Christy Culver, Ohio  
Sue Elwood, President-Elect/Webmaster  
Robert Johnson, Student Representative  
Matt White, Newsletter  
Debbie Stanislowski, Wisconsin  
Sharon Fisher-Larson, NCBEA Reg. Mem. Dir.  
Barb Bielenberg, ISBE Representative  
Bob Murray, Minnesota

**Members Absent**

Twana Hulen, Treasurer  
Winter Owens, Missouri  
Jason Hendrickson, Indiana

**Call to Order – Margaret Erthal**

President Margaret Erthal called the Virtual Administrative Board meeting to order at 6:00 p.m. (CST)

**Welcome and Introductions – Margaret Erthal**

Everyone in attendance was known so no introductions were needed.

**Appointment of Parliamentarian/Determination of Voting Privileges – Margaret Erthal**

Karen Drage agreed to act as parliamentarian for this meeting.

**Roll Call – Dena Irwin**

Secretary, Dena Irwin, called the roll. Eleven members were present and a quorum was established.

**Approval of Minutes – Dena Irwin**

The approval of the April minutes was tabled until Wisconsin.

**Strategic Planning Activity – Margaret Erthal**

Margaret asked us to think of one activity we can or will be doing at each state conference and gave time during the meeting to brainstorm. Linda Harper stated she will have a prize drawing. LouAnn is thinking of having a 50/50 drawing for membership. Debbie in Wisconsin will offer a prize for new member and renewal. Robert is planning to email college professors to contact their students. Barb plans to have a booth to renew ISBE members and get new members. Christy will have a drawing for new and previous members as well and provide luggage tags for current members who stop by the booth.

**Treasurer's Report Twana Hulen**

Twana could not attend tonight's meeting but did send copies of the approved budget along with the budget for the summer (July 18, 2011) workshop in Chicago.

<b>NCBEA 2011-2012 Budget &amp; Income Statement</b>		<b>Budget #1</b>			
<b>Prepared :</b> 4/15/2011					
<b>Approved:</b>	<b>2010-11 Budget</b>	<b>2010-11 Actual</b>	<b>Difference</b>	<b>2011-12 Budget</b>	
	<b>7/1/10-6/30/11</b>	<b>7/1/10-4/15/11</b>	<b>7/1/10-4/15/11</b>	<b>7/1/11-6/30/12</b>	
<b>INCOME:</b>					
410	Membership	\$ 8,000.00	\$ 6,727.50	\$ 1,272.50	\$ 7,500.00
415	NCBEA Convention Rebate		\$ 1,160.00	\$ (1,160.00)	\$ -
416	NCBEA Workshop, Chicago				\$ 5,000.00
418	NCBEA Past Presidents' Sponsored Stipend	\$ 400.00	\$ 240.00	\$ 160.00	\$ 400.00
420	Fundraisers Income	\$ 1,500.00	\$ 1,027.50	\$ 472.50	\$ 1,200.00
422	Interest Income	\$ 50.00		\$ 50.00	\$ -
425	Miscellaneous Income		\$ 20.00	\$ (20.00)	
430	Special Publications (CD ROM's)	\$ 2,500.00	\$ 1,630.50	\$ 869.50	\$ 3,000.00
440	NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,300.00	\$ 300.00	\$ 1,600.00
442	NBEA President's Reception at NBEA	\$ -		\$ -	
445	Transfer from Checking Accounts/Investments	\$ 1,935.00		\$ 1,935.00	\$ 1,000.00
	<b>TOTAL INCOME</b>	<b>\$ 15,985.00</b>	<b>\$ 12,105.50</b>	<b>\$ 3,879.50</b>	<b>\$ 19,700.00</b>
<b>EXPENSES:</b>					
610	Administrative Board Meetings	\$ 3,200.00	\$ 2,865.29	\$ 334.71	\$ 3,200.00
	NCBEA SUMMER WORKSHOP				
611	NCBEA Workshop, meals for attendees				\$ 2,400.00
612	NCBEA Worskhop Speakers travel and meals				\$ 200.00
613	NCBEA Workshop, Misc (Copies, etc.)				\$ 100.00
615	Share of NBEA Board Expenses	\$ 1,000.00	\$ 1,346.38	\$ (346.38)	\$ 1,250.00
620	Newsletter Expense		\$ -	\$ -	
	COMMITTEES			\$ -	
630	Membership	\$ 2,600.00	\$ 883.31	\$ 1,716.69	\$ 2,400.00
631	Marketing/Linkages	\$ 200.00	\$ -	\$ 200.00	\$ 25.00
632	Handbook/Bylaws	\$ 100.00	\$ -	\$ 100.00	
633	Awards/Recognition	\$ 300.00	\$ 339.59	\$ (39.59)	\$ 300.00
635	Program of Work	\$ 50.00	\$ -	\$ 50.00	\$ 25.00
	OFFICERS		\$ -	\$ -	
639	Past President's Expense	\$ 75.00	\$ -	\$ 75.00	\$ 25.00
640	President's Expense	\$ 100.00	\$ 22.00	\$ 78.00	\$ 50.00
641	President's Travel Expense	\$ 2,500.00	\$ 890.17	\$ 1,609.83	\$ 2,000.00
642	Secretary's Expense	\$ 10.00	\$ -	\$ 10.00	\$ 10.00
643	Treasurer's Expense	\$ 150.00	\$ 108.80	\$ 41.20	\$ 115.00
644	Treasurer's Audit Expense	\$ 25.00	\$ -	\$ 25.00	\$ 200.00
645	Membership Director Expense				\$ 1,000.00
655	Legislative Expense	\$ 25.00	\$ -	\$ 25.00	
660	Miscellaneous Expense	\$ 100.00	\$ -	\$ 100.00	
665	NBEA Election Ballots Expense	\$ -	\$ 884.77	\$ (884.77)	\$ 900.00
667	NBEA Convention Expense (Guests)	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
668	NCBEA Board Meeting at NBEA	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 2,400.00
669	NBEA Conv. Past Presidents Event (Breakfast)	\$ 250.00	\$ -	\$ 250.00	\$ 200.00
670	NBEA Convention Expense		\$ 26.82		
671	NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,200.00	\$ 400.00	\$ 1,600.00
672	NCBEA New Prof. Dev. Stipend (Past Pres.)	\$ 400.00	\$ 200.00	\$ 200.00	\$ 400.00
673	NBEA Presidents Reception at NBEA Expense		\$ -	\$ -	
674	NCBEA Meeting Facilities at NBEA	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
685	Special Publications Expense	\$ 500.00	\$ 300.55	\$ 199.45	\$ 500.00
	Transfer to CD		\$ -	\$ -	
	<b>TOTAL EXPENSES</b>	<b>\$ 15,985.00</b>	<b>\$ 9,067.68</b>	<b>\$ 6,944.14</b>	<b>\$ 19,700.00</b>
	<b>NET INCOME</b>	<b>\$ -</b>	<b>\$ 3,037.82</b>	<b>\$ (3,064.64)</b>	<b>\$ -</b>
<b>Balance Statement, April 15, 2011</b>					
	<b>CHECKING ACCOUNT BALANCE</b>	\$18,274.72			
	<b>MONEY MARKET ACCOUNT BALANCE</b>	\$ -			
	<b>CERTIFICATE OF DEPOSIT</b>	\$ -			
		\$18,274.72			
	<b>ACCOUNTS RECEIVABLE (NEBRASKA)</b>	\$ 1,160.00			

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION				
2011 SUMMER WORKSHOP, JULY 18, 2011				
BUDGET				
	Planned		Actual	
<b>INCOME</b>				
Registration			\$ 5,000.00	\$ 2,550.00
<b>EXPENSES</b>				
Travel/Speakers	\$ 100.00			
Meals/Speakers	\$ 100.00			
Copying Expense	\$ 100.00		\$ 47.40	
Meals for attendees	\$ 2,500.00		\$ 1,308.00	
Total Expenses		\$ 2,800.00		\$ 1,355.40
<b>NET INCOME</b>		\$ 2,200.00		\$ 1,194.60
Income reflects 51 paid attendees.				

## EXECUTIVE OFFICER REPORTS

### President- Margaret Erthal

The July 18 Chicago workshop was a success according to the evaluations received from attendees. The comments were positive and people wanted to know the date of the next workshop. NCBEA made a net profit of approximately \$1,300. A big thank you to the people who helped make this event happen. Karen Drage will chair the 2012 workshop along with co-chairs Sue Elwood and Patrice Boyles.

The WI/NCBEA Green Bay conference is closer than you think—Sept 29-30. The registration information is on the NCBEA website. Please register if you haven't and make hotel and travel plans.

Margaret's focus will be on helping the state membership directors increase membership. Sharon Fisher-Larson has shared some excellent ideas with us. Margaret believes the best way to attract and retain members is face-to-face, although that isn't always feasible. You should have a NCBEA table set up at your state conference. Another option is to the phone the person. If asked, "Why should I join?" What will you tell the person? There are resources on the NCBEA and NBEA that answer that question.

### President-elect Sue Elwood

Sue is currently working on plans for the State Presidents' Breakfast which will be held at the WBEA/NCBEA Conference.

### Past President-Karen Drage

No applications for the first time attendees' stipend for the fall conference have been received. The due date has been extended to September 2. Please encourage members to apply. Karen asked if the funds are not used for fall conference, could the funds be used for first time attendees for the summer workshop. Additionally, plans for the Past Presidents meeting at the conference are currently being made. Invitations will go out this week.

NBEA/NCBEA Director - Cathy Carruthers

Cathy emailed the Program of Work for NBEA so we can all be looking it over for our assignments. Cathy will be corresponding with members from any state that wants to supply her your state membership list so she can thank those that have continued membership both on the state and national levels.

Regional Membership Director - Sharon Fisher-Larson

Not present so no report was given.

**OTHER OFFICER REPORTS**

ISBE Representative - Barb Bielenberg

Barb is looking forward to NCBEA/WBEA in Green Bay, Wisconsin and has secured a table for exhibiting ISBE materials and looks forward to gaining some new ISBE members or renewals.

ISBE has just concluded in Basel, Switzerland (July 25-29). Next year it will be in the United States and we hope to have lots of participation as we meet in Denver, July 29-August 3, 2012. Stateside, it will be much more affordable and fun to host our international visitors.

If you are not a member, the cost is only \$30, and can be paid when you renew your NBEA membership. Our ISBE-USA website gives links to the scholarships for first-time attendees, and many resources to help in the classroom on global education.

Webmaster - Sue Elwood

Members can now log into the Members Only area. There is a glitch with the profile page, which should be fixed soon. Once the glitch is fixed, an announcement can be made to the general membership. With the help of Jason, a link to our Facebook page is now available from the NCBEA Website Home page. The Policies and Procedures pages have been updated including the PowerPoints too from Chicago. It has been a very time consuming effort so Sue thanked us for our patience.

Newsletter Editor - Matt White

Matt expressed sincere thanks to Margaret Erthal, 2011-2012 NCBEA President, for her open welcome as he assumed the Newsletter Editor role this year.

Matt stated; "As I have just assumed this new role effective July 1, 2011, I am still in the process of getting my head and hands wrapped around everything that needs to go into a successful issue of Regionally Speaking. Sue Elwood has been helpful in providing me files from past issues and I have been actively reviewing these in order to prepare for the publication of the first issue for 2011-2012. I already have a great deal of content gathered for this issue from the Econ Illinois/NCBEA Summer Workshop held in Chicago, IL in July.

The following is my plan of work for the NCBEA Newsletter for 2011-2012:

1. I plan to conduct a SurveyMonkey survey of the NCBEA Administrative Board to find out how we can use the NCBEA Newsletter to more effectively serve our membership. My goal is to complete this survey prior to the WBEA/ NCBEA Conference in Green Bay, WI in September so that results can be shared at that time.
2. I plan to publish three issues of Regionally Speaking during the 20112012 membership year. These issues will be a Conference issue in late August/ early September, a mid-winter issue in January, and a spring issue in April.
3. I plan to explore other publication opportunities that may be useful to our members in an effort to entice membership in NBEA/NCBEA within our region and to also provide additional benefits to our members.

I look forward to producing a successful publication that I know our members will find useful. Any and all suggestions are welcome!"

Student Representative- Robert Johnson

Robert plans to send an email to college professors to have them forward the correspondence to their students.

**STATE REPRESENTATIVE REPORTS**

Illinois - Linda Harper

Peggy Gross died August 5, 2011. She was a current board member serving as the Peoria Area Business Education Association (PABEA) rep and responsible for the Council of Affiliates. She made numerous contributions to the professional growth of IBEA and our members, and she was a dedicated and exemplary leader. Peggy led our organization as President in 2003-04; she also served as Commercial Exhibits Chair, IBEA Secretary, and on many task forces.

The Illinois Business Education Association's 2011 Conference will be November 9-11, 2011, at the Keller Convention Center in Effingham, Illinois. The conference theme is "Raising the Bar". Pre-registration is \$155.

Indiana - Jason Hendrickson

Jason did not attend this meeting but did file the report below.

"First, Congrats to Linda on her retirement! Second, I think my zip code for my home mailing address is wrong in the directory; it should be 46122. Third, Indiana has been taking speaker proposals for our upcoming November conference!

Now onto the bulk of my report, this November 18-19, Indiana Business Education Association will be hosting their annual conference. Speaker Proposals are currently being accepted through August 31, 2011. Please access information on the conference including speaker proposal forms at our website: [www.ind-ibea.org](http://www.ind-ibea.org). School started today for us here at my high school. We have so much going on this evening, so I was not able to attend. I have 900 iPads to distribute in the next few weeks (Part of our digital instruction). Please keep me in your thoughts. :)

I have a teaching assistant this trimester helping me with data key entry on the lapse membership lists. I hope to get an email blast out to them this week. I plan on having a booth at the fall conference to promote membership. I have not decided what type of fundraiser I will be doing locally to help support NCBEA. I have obtained Vera Bradley product for NCBEA and NBEA already for silent auction items.

Karen gave me access to the Facebook, per Margaret's request. Feel free to send information for me to post. You too can post and send messages to our NCBEA family. Sue requested some code from Facebook for the website. I did send that information to Sue. Sue, I hope this helped you out and gave you the correct information that you needed. If not, please let me know.

I will be attending the meetings in WI at the NCBEA conference next month. I will, however, have to leave late on Thursday evening to fly back to Indianapolis. I have to be ready for the Indiana Association of Career and Technical Education conference which will be that Friday and Saturday; as acting President Elect, it is my responsibility to be acting conference chairman.

I will be presenting at the Indiana fall conference on behalf of Cengage on online working papers for Accounting. I have submitted a proposal to Michigan for their annual conference to present on mobile classrooms and technology integration. Not sure when they will let those who submitted know, maybe

Larry Pagel can give us some insight?

Finally, an email will be going out to all IBEA membership this week. The email will contain an email welcome back to school on behalf of NBEA and provide membership information. I have a really talented teaching assistant this trimester. I am trying to get him to create a video for us membership directors to use as a promo material. He was a national Business Professionals of America attendee in Digital Media Production. Keeping my fingers crossed. If I have missed anything, please let me know. Thanks everyone. Have a great week back when you all start school this year!"

#### Iowa - Lou Ann Knorr

May 2010 – submitted an Iowa article for the NCBEA Newsletter.

- IBEA Summer workshops presented by IBEA and Program Management Committee. (a) What's New in Microsoft Office 2010, (b) 101 or More Activities for Teaching Business Classes, (c) Upgrading to Microsoft Office 2010, (d) Teaching Personal Finance -New Methods and New Curriculum Ideas, (e) Open Source Software: Adding Excitement to Your Curriculum, (f) Using Google Documents and Windows Live Applications in Your Classroom, (g) Iowa JumpStart Financial Literacy Workshop
- Highlighted the three presentations given by IBEA members and those IBEA members attending the NBEA April 19-23 Annual Convention in New Orleans
- Highlighted the 2011 NBEA Yearbook: Online Business Education and Dr. Lisa G. Snyder's Best Practices for Online Business Education session that I attended at NBEA Convention.
- Highlighted Developing Soft Skills for Hard Times session that I attended at NBEA Convention and the presenters reference to February 2011 Business Education Forum article "Strengthening Students' Communication and Collaboration Skills" written by Joanne M. Lozar Glenn.
- Emphasized important upcoming Iowa Dates (a) Iowa Unified Conference 2011 – IACTE/IAAE – June 28-27, 2011 – FFA Enrichment Center, Des Moines Area Community College, Ankeny, Iowa, (b) IBEA 2011 Fall Convention – October 7-8, 2011 – Cedar Rapids Marriott, Cedar Rapids, Iowa

June 6, 2011 – called and spoke with or left messages for 18 lapsed Iowa NBEA members. July 18, 2011 – IBEA member Rhonda Schmaltz from Ames, Iowa, presented at the NCBEA – ECON Illinois Workshop.

July 21, 2011 – sent a personal note to 6 lapsed Iowa NBEA members. Making plans for the following:

- NCBEA/WBEA Fall Conference -September 29-30, 2011 – KI Convention Center/ Hotel Sierra, Green Bay Wisconsin
- IBEA 2011 Fall Convention – October 7-8, 2011 – Cedar Rapids Marriott, Cedar Rapids, Iowa. (a) Ideas for member giveaways??? (b) will donate a door prize, (c) will request NBEA ribbons, brochures, membership forms to put in registration packets, (d) will request place in program—Margaret Erthal, are you able to attend Iowa's fall conference? (e) will prepare exhibit table, (f) will conduct a 50/50 Fundraiser. Learn more at [www.ibeaonline.org](http://www.ibeaonline.org) .

#### Michigan - Larry Pagel

As Larry has just been appointed to this position, no report was given.

#### Minnesota - Bob Murray

Bob was not in attendance but did file the following report.

"Minnesota Business Educators, Inc (MBEI) held a Summer Institute for Leadership Excellence for the Business Education Leadership Team. The day-long event, which was held at the Microsoft Technology Center in Edina, MN included a discussion of leadership aspects and strategic team sessions. They also enjoyed a tour of the Microsoft Technology Center and a demonstration of cutting edge technology.

MBEI's Fall Conference, "Med City Magic...Building Business Futures Today" will be held October 13-14,

2011 at the Rochester Kahler Grand Hotel. Everyone is welcome. More information and registration forms at <http://www.mbei-online.org>.”

Bob has made arrangements to have a NBEA/NCBEA membership booth during the MBEI convention with a number of door prizes and membership incentives.

#### Missouri - Winter Owens

Winter was not in attendance but did file this report.

“Missouri held its state conference July 25-28 in Springfield, MO. Our attendance numbers were down for the conference. We felt like many factors contributed to this, but the two biggest factors were less assistance from our state department and the state’s elimination of Career Ladder (a program of extra pay for extra duties, including professional development).

On a positive note, the NCBEA/NBEA booth was extremely busy. I implemented some new strategies and had good help from Twana Hulen, and Gina McLachlan, and Michelle Lindsay.

Booth strategies that were new for me at this conference included:

- I had an electronic copy of the rosters, which allowed me to “search” for names quicker and more efficiently

Continuing Booth strategies

- I had 2 tables, as it worked well for Michelle the previous year.
- Offering a drawing for a \$50 visa card for current members, it allowed people to stop and check on their membership.
- Giving away the old versions of the Activities CDs
- Offering the 2008 and 2010 CDs free with a new NBEA/NCBEA membership (I had two new members which Michelle thought was great with the low attendance)
- Offering a small token to current members (post-it notes, sharpies, or little plastic storage boxes from Staples)
- New members were able to win a wireless mouse and 8G USB drive
- Selling the 2010 Activities CD

I’m looking to send out cards to lapsed members by Christmas to encourage membership, in the design of an app. Not sure just thinking of ideas. Looking at the slogan: “Ask for an NBEA membership for Christmas it is the gift that keeps on giving.” Then list how it keeps on giving...”

#### Ohio - Christy Culver

State Information

- Web Site Address – [www.obta-ohio.org](http://www.obta-ohio.org)
- Current NBEA Membership Figure – 145
- Target NBEA Membership Goal – 212
- Current Membership Percentage – 68.4%
- Current OBTA Membership – 208

Upcoming State Conference Information

- Date – October 14, 2011
- City – Toledo, Ohio
- Location -Davis College
- Theme: Encounter the Best in Business Education



Membership Promotion since April 2011 NCBEA Board meeting:

- Sent emails to Ohio NCBEA members regarding NCBEA newsletter posting, NCBEA July 18 event, and NCBEA/WBEA Conference in September
- Completed postcard mailing to NBEA members whose email address was incorrect or missing
- Submitted updated email addresses/info from postcard mailing to Linda Rounsavall
- Prepared 2011-12 Ohio Membership Plan of Action
- OBTA Conference preparation October 14, 2011: purchased membership incentive drawing items, purchased luggage tags for current NCBEA members, requested exhibit space, requested NBEA Booth Display Materials from Linda R., confirmed NCBEA 50/50 drawing at Friday luncheon, and requested NCBEA welcome for Margaret Erthal in OBTA conference program.
- Submitted 2011 NCBEA Awards Rubric to Linda Harper.

#### Wisconsin - Debbie Stanislowski

Debbie has been working on the conference and attending meetings. She will check when a more detailed schedule will be public and she will see when that will be posted. It is a Thursday/Friday conference. Margaret stated that NCBEA will sponsor five sessions at the Wisconsin conference.

### **STANDING COMMITTEE REPORTS**

#### Awards - Linda Harper/LouAnn Knorr

The Awards Committee has reviewed the applications for the NCBEA awards, and each committee was given a ranking sheet to return to Linda. Three plaques will be presented at the Wisconsin convention. The categories are for 1) postsecondary business teacher, 2) senior college or university business teacher, and 3) secondary/middle school business teacher. Linda is in the process of notifying the award recipients and asking them to e-mail a digital photo to Linda for printing in the award booklet and trying to find a better price for the plaques.

#### By-Laws - Margaret Erthal and Sharon Fisher-Larson

A number of suggested changes were made to the administrative board and to be shared with the membership to be voted on at the business meeting in Wisconsin.

#### Budget Twana Hulen

See Twana's information above in the treasurer's report section.

#### Legislative Cathy Carruthers

Cathy needs to know who the legislative chair for your state is. Gary Hutchinson and Cathy will be doing a session in Wisconsin and she hopes you will be able to attend.

#### Marketing/Linkages Christy Culver

Christy sent out objectives and planning a "V" meeting the end of August.

#### Membership- Sharon Fisher-Larson

No report was given due to microphone trouble.

#### Nominating - Karen Drage

One nomination has been made for President elect, but Karen has not been able to contact the nominee. We need nominations for Treasurer, President-elect, and Student Representative.

#### Program of Work - Margaret Erthal/Sue Elwood

Margaret will work with Sue to present to POW in Boston. They still have time to work on this.



Publications - Matt White

Matt will do a survey to work on the publications. Dena asked if Matt was in charge of the Facebook posts. Margaret stated that Jason was in charge of that. Karen posts to Facebook as well.

Unfinished Business - Margaret Erthal

2011 NCBEA/Wisconsin Conference Date & Plans: We need to staff the NCBEA booth. Debbie volunteered to do that.

**NEW BUSINESS**

Convention Handbook Update - Margaret Erthal

See Appendix A including Margaret's issues with the handbook in different font colors. Beth Sindt stated that the changes to the conference handbook may be voted on by the Executive Board without posting to the website or being voted on by the membership. Look for red and blue markups as explained by Margaret. She also reiterated that some of these items are not congruent with our financial policies.

Announcements - Margaret Erthal

Next meeting – Sept 29, 2011 at Green Bay, Wisconsin. Dena thanked Karen for posting on Facebook about the Indianapolis State Fair stage collapse.

Adjournment - Margaret Erthal

The meeting was adjourned by President Margaret Erthal at 8:38 p.m.

---

Submitted by:

Dena Irwin, NCBEA Secretary

## **Introduction**

This handbook has been developed to provide help to persons responsible for planning and implementing a joint NCBEA and state organization annual convention: members of the governing board of the host state organization, the NCBEA representative from the host state, and the local program chair of the host state organization. This handbook identifies the particular NCBEA activities to be handled by the NCBEA representative from the host state.

The NCBEA Administrative Board is pleased to make this handbook of recommended guidelines available to you as you go forward in your work in sponsoring a joint annual convention. It is a pleasure and privilege for NCBEA to be working with a host state organization in this important professional endeavor.

## **The NCBEA Annual Convention**

### ***Philosophy***

The philosophy of the NCBEA convention is to provide the opportunity for professional growth of the membership. This will be accomplished through active involvement of the NCBEA Administrative Board and all state associations in the region.

### ***Objectives***

1. To facilitate dialogue among all business educators.
2. To extend the knowledge of members in various aspects of education.
3. To promote a positive image of business education.
4. To provide updated information and its implication for business education.
5. To provide for closer relationships and unity among the eight member states.
6. To provide good public relations among the five regions of NBEA.

### ***NBEA Bylaw 3: Meetings***

The association will hold an annual meeting at such time and place as shall be determined by the administrative board.

### ***NCBEA Bylaw Article IX: Rotation of Meeting Sites***

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

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

Five years in advance, the administrative board should work with state organizations to schedule the dates and location of each joint convention. The publications committee should publicize this information each year in the newsletter and communicate it to NBEA and other business education organizations.

### ***NCBEA Administrative Board Responsibility***

#### President's Duties

Five years in advance, the president should compile, if known, the following dates and locations:

1. State events and state organization meetings involving business educators in the region
2. NBEA conventions
3. ACTE conventions
4. DPE meetings
5. National meetings of student organizations (Future Business Leaders of America-Phi Beta Lambda, Business Professionals of America, DECA, Pi Omega Pi)

Additional duties of the president are identified throughout this handbook.

#### NCBEA Convention Liaison

The NCBEA Representative from the host state shall be designated as the convention liaison and shall serve as liaison between NCBEA and the host state organization in planning and implementing a joint NCBEA and state organization annual convention.

#### ***NCBEA Representative from Host State Organization (NCBEA Convention Liaison)***

1. The NCBEA Representative from the host state, also known as the convention liaison, shall be the primary contact to the NCBEA Administrative Board regarding NCBEA convention matters.
2. The convention liaison shall work directly with the member state's program chair and together they shall make regular progress reports to the NCBEA Administrative Board. Reports are due to the NCBEA Administrative Board at each succeeding meeting after the appointment. Interim reports, including financial updates, should be made to the NCBEA president on at least a monthly basis or whenever information is requested or is available. These reports should be forwarded to other Administrative Board members if they involve substantial change.

#### ***NCBEA Convention Liaison Duties***

1. Provide copies of this handbook to the state convention chair and officers of the host state organization. Provide the state convention chair with copies of programs and final convention reports from previous joint conventions. These are available from the secretary.
2. Implement planning with the host state organization (from one to five years in advance) all events at the joint convention.
3. Attend all convention planning committee meetings.
4. Consult with NCBEA president-elect (president during convention year) during the entire convention planning process.
5. Facilitate communication among all groups involved in convention planning.
6. Plan all NCBEA events in cooperation with the state convention chair and appropriate NCBEA personnel. Some of these events may include but is not limited to the following:
  - A. NCBEA Administrative Board Meeting (NCBEA president)
  - B. Comprehensive Leadership Workshop and/or Open Forum, if conducted (NCBEA immediate past president)
  - C. Delta Pi Epsilon Event (if desired)
  - D. Membership Directors' Session (NCBEA membership committee chair)
  - E. NCBEA Past Presidents' Event (NCBEA president and past president)
  - F. State Presidents' Session (NCBEA president-elect)
  - G. NCBEA Business Meeting (NCBEA president)
  - H. NCBEA Awards and Recognition Event (NCBEA president)
  - I. NCBEA Legislative Session (NCBEA legislative committee chair)
  - J. Annual Business Meeting (NCBEA president)
  - K. NCBEA Fundraiser

**NOTE:** Some of these events may be combined together or combined with similar events hosted by the host state.

## **NCBEA Convention Checklist**

1. The NCBEA president shall coordinate, with the convention liaison, all of the events related specifically to NCBEA related activities. The Open Forum and NCBEA Membership Directors' Breakfast may be a combined event.
2. The NCBEA president shall suggest program participants (speakers, hosts, hostesses, recorders, committee members, etc.) to the convention liaison. The president may write to all state organization executive boards and all NCBEA Administrative Board members to obtain suggestions. Obtain name, address, phone number, and area of expertise. NCBEA Administrative Board members may, if the state convention chair desires, be available as convention speakers and/or assist in obtaining speakers from their respective states. The convention liaison shall prepare a list of potential program participants to submit to the state convention chair early in the planning process (at least one year in advance).
3. The president and convention liaison shall facilitate the planning of a program to assure representation from:
  - A. All states in the region
  - B. All levels (secondary, post-secondary, collegiate, private, etc.)
  - C. Minorities
  - D. Male/female
  - E. Student organizations (invitations sent by NCBEA president to all groups—equal treatment to those who accept)
  - F. NABTE
4. The president should be advised of and kept well informed on budgetary matters pertaining to the convention. The convention liaison should be aware of all financial transactions and must approve all items which are charged back to NCBEA for which NCBEA has assumed separate financial responsibility (see **Financial Policies Relative to Joint Conventions**). The convention liaison will keep the NCBEA Administrative Board informed of financial commitments for separate financial responsibilities during the convention.
5. The president shall work with the state convention chair to have an NCBEA exhibit space at the convention. The president should ~~provide the state convention exhibit chair with a list of previous exhibitors and other suggestions and~~ encourage NBEA members or NCBEA Board members to staff the exhibit. Provision should be made by the NCBEA Administrative Board and host state organization board to officially recognize the exhibitors at the convention.
6. The convention liaison shall work with state convention chair in arranging facilities for all NCBEA events, in consultation with the president.
7. The president shall send invitations of the convention to the regional presidents.
8. The president shall arrange complimentary rooms and registrations for guests as needed (see **Financial Policies Relative to Joint Conventions**).
9. The convention liaison shall obtain and forward convention information to the NCBEA newsletter editor for publication in at least two newsletters prior to the convention.
10. The president and convention liaison shall provide the state convention chair with information needed for printing convention programs, such as the following:
  - A. NCBEA Convention Administrative Board members and titles
  - B. NCBEA and NBEA past presidents
  - C. Information concerning speakers or dignitaries for which NCBEA is responsible
  - D. Order of events for NCBEA meal functions
11. The NCBEA president, host state president, and state convention registration chair will work together to assure all invitations to special events held during the convention are forwarded to the appropriate people or included in convention packets.
12. The convention liaison shall prepare a final written report about the convention, including financial statements, evaluation, and recommendations for improvement. Two copies of the report and two copies of the convention program booklet should be submitted to the NCBEA secretary; one for the NCBEA permanent files, and the other for the next convention liaison.

A third copy of the report and a copy of the convention program should be submitted to the NCBEA president-elect.

### ***Financial Policies Relative to Joint Convention***

NCBEA has expenses related to the convention which impacts its overall budget. In an effort to keep NCBEA financially solvent, it is preferable that a joint convention registration fee be established. The most feasible way to establish a joint convention registration fee is to incorporate a rebate in the state convention registration rate, which will be returned to NCBEA. **A \$10 per attendee rebate is suggested.** Since all attendees at the convention benefit and may participate in the NCBEA sponsored events, the joint convention rate should apply to all registrants. **The host state should inform NCBEA at least one year in advance whether or not the rebate will be provided to NCBEA. If the host state does not provide a rebate, the NCBEA administrative board may not be reimbursed for travel to joint convention. A virtual meeting may be deemed necessary by the NCBEA President instead of an Administrative Board meeting at the conference site..**

The joint convention registration fee is determined by host state organization, the NCBEA president, and the NCBEA convention liaison prior to publication. Attendees must be members of the either the state association or NCBEA. Provisions will be made for collecting state association and NCBEA dues at the convention. **If the attendee is not from the host state, he/she will pay NBEA/NCBEA dues.**

If feasible, one master account will be established with the headquarters' hotel and the state convention chair will bill NCBEA for those charges for which NCBEA has assumed separate financial responsibility. Separate financial responsibility will be assumed by NCBEA for the following:

- A. NCBEA Administrative Board Meeting
- B. Comprehensive Leadership Workshop and/or Open Forum
- C. Delta Pi Epsilon Event (if desired)
- D. Membership Directors' Session
- E. NCBEA Past Presidents' Event
- F. State Presidents' Session
- G. NCBEA Business Meeting
- H. Convention Opening Session
- I. President's Reception
- J. NCBEA Legislative Session
- K. NCBEA Awards and Recognition Event

**NCBEA will assume separate financial responsibility for:**

- i. **comprehensive Leadership Workshop and/or Open Forum Even (if conducted)**
- ii. **State Representative (State Representative, State Membership Director's) breakfast**
- iii. **Past Presidents' Breakfast**
- iv. **State Presidents' Breakfast**
- v. **Other NCBEA related expenses**

**NOTE:** Some of these events may be combined together or combined with similar events hosted by the host state.

### Complimentary Registrations

Complimentary registrations, including convention meals, are provided to the following individuals:

- A. NCBEA student representative (~~see NCBEA Financial Policy section, item 6B~~) **In most cases, the student representative can apply for the first time attendees stipends; therefore do we need to reimburse?**
- B. NBEA executive director
- C. NBEA president
- D. **Other NBEA Regional Presidents**

## **NCBEA Convention Activities**

### **NCBEA Administrative Board Meetings**

1. One meeting shall be scheduled prior to the opening of the convention and published in the program along with the time and place.

### **Comprehensive Leadership Workshop and Open Forum Event (Refer to attachments that detail the Leadership Workshop and the Open Forum Event.)**

1. It is recommended that a comprehensive leadership workshop and/or open forum event be sponsored by NCBEA in conjunction with the convention.
2. The NCBEA past president serves as director of the leadership workshop and the open forum event and is responsible for planning, scheduling, and implementing each one.
3. It is recommended that the workshop and/or forum be held on the day of the opening session of the convention, preferably immediately preceding the opening session.
4. The decision to hold the workshop and/or forum should be made prior to the early planning stages of the convention so that the activity can be included in the program planning.
5. The workshop/forum is a separate financial responsibility of NCBEA.
6. It is recommended that NCBEA state presidents' session be combined with the open forum.

### **Delta Pi Epsilon Event**

1. The event could be a brunch, breakfast, luncheon, reception, or dinner.
2. The event would be classified as a regular convention event hosted by DPE.
3. The convention liaison and the state convention chair should work with the national DPE office and/or with local chapter or combined chapters in the host state or in the NCBEA region to determine the group hosting the event.
4. The event should not be in conflict with the NCBEA scheduled events.

### **NCBEA State Membership Directors' Session**

1. While a time and place should be published for this event, it is not an open event.
2. The nature of this event should be communicated by the NCBEA membership committee chair or NCBEA president to the NCBEA convention liaison at least three months before the convention, including the facilities, etc. needed.
3. The NCBEA membership committee chair or NCBEA president should extend the invitation to the state membership directors at least three months before the event.
4. The following persons should be invited to attend:
  - A. NCBEA president
  - B. NCBEA state membership directors
  - C. NCBEA student representative
  - D. NBEA representative
  - E. NBEA executive director
  - F. NBEA president
  - G. NBEA membership director
5. This event is a separate financial responsibility of NCBEA.
6. This event may be combined with the Open Forum.

### **NCBEA Past Presidents' Event**

1. This event is typically a breakfast, dinner, or another type of social gathering.
2. The nature of this event should be communicated by the NCBEA past president to the NCBEA convention liaison at least three months before the convention, including the facilities, etc., needed.
3. While a time and place should be designated for this event, it is not an open event.

4. The NCBEA ~~president and~~ past president are responsible for planning and implementing this event.
5. The event is a separate financial responsibility of NCBEA.

### **State Presidents' Session**

1. While a time and place should be designated for this event, it is not an open event.
2. The nature of the event should be communicated by the NCBEA president-elect to the NCBEA convention liaison at least three months before the convention, including the facilities, etc., needed.
3. The event is planned and hosted by the NCBEA president-elect.
4. Minutes of the meeting should be taken and copies distributed to the following:
  - A. All state association presidents in the region
  - B. Members of the NCBEA Administrative Board.
5. Both the state president and vice-president/president-elect from each state should be invited to the event. The NCBEA president-elect is responsible for those invitations.
6. The event is a separate financial responsibility of NCBEA.

### **Convention Opening Session**

1. Both NCBEA and the host state organization should participate visibly in the opening session.
2. It is suggested that the presidents of NCBEA and the host state organization both make welcoming remarks in this order:
  - a. The host state organization president
  - b. The NCBEA president
3. The NCBEA banner should be displayed at the opening session.

### **NCBEA Business Meeting**

1. When scheduling this event, care should be taken so that it is not in conflict with other convention events, particularly the host state association business meeting.
2. The time and place of this event should appear on the convention program.
3. At least one hour should be provided for this meeting.

### **NCBEA Legislative Session**

1. It is highly recommended that a legislative session be sponsored by NCBEA in conjunction with the convention.
2. The nature of this event should be communicated by the NCBEA legislative committee chairman to the NCBEA president and NCBEA convention liaison at least three months before the convention, including the facilities, etc., needed.
3. A time and place should be designated for this event and published on the convention program.
4. The NCBEA president and legislative committee chairman are responsible for planning and implementing this event.
5. The event is planned and hosted by the NCBEA president.
6. The event is a separate financial responsibility of NCBEA unless it is combined with a host state convention event.

### **Presidents' Reception**

1. It is strongly recommended that there be just one Presidents' Reception, with NCBEA and the host state organization participating jointly. The following presidents should be recognized:
  - A. Current state presidents
  - B. Current NCBEA president
  - C. Current NBEA president



- D. Current regional presidents
- 2. The time and place of the reception should appear on the convention program.
- 3. The time and place of this event should appear on the convention program.
- 4. If this is a joint event, the host state and NCBEA shall share in the costs for this event equally.

### **NCBEA Awards and Recognition Event**

1. This event is planned by NCBEA. This is a regular convention event (usually an awards luncheon) and should be indicated on the program, along with the time and place. If it is solely an NCBEA event, it should be hosted by NCBEA. (It may be desirable to combine the NCBEA awards and recognition event and the host state's awards and recognition event with both NCBEA and the host state organization participating jointly in the following activities.)
2. The speakers' table should include, but is not limited to, the following:
  - A. The host organization president
  - B. The speaker (if there is a speaker)
  - C. NCBEA president
  - D. NCBEA president-elect
  - E. NBEA president
  - F. NBEA executive director
  - G. Award presenters
3. A second speakers' table may be used to set the NCBEA Administrative Board members. An alternative plan may be used in which members of the NCBEA Administrative Board are seated at reserved seating near the front of the room.
4. Several additional reserved tables may be requested for the following:
  - A. Past presidents and their spouses
  - B. State presidents and their spouses
  - C. State membership directors and their spouses
  - D. Representatives from student organizations
  - E. Other special guests, who might include the following
    - i. NBEA regional presidents
    - ii. NABTE president
    - iii. ISBE president
    - iv. President of the ACTE Business Education Division
    - v. DPE national president
    - vi. DPE executive director
    - vii. Spouses of those seated at head table
5. Persons to be seated at the speakers' table and other special tables should be notified in advance.
6. Persons at the speakers' table should meet as a group 20 minutes prior to the meal time and enter the dining area in the order in which they are to be seated.
7. The NCBEA president shall determine who will receive complimentary tickets. Those tickets will be a separate financial responsibility of NCBEA.
8. The NCBEA president should introduce the persons at the various tables during the program. A suggested format follows:
  - A. Persons at the speakers' table should be introduced individually
  - B. Members of the NCBEA Administrative Board should be introduced individually
  - C. Persons designated under 4E(i) to 4E(vii) above should be introduced individually
  - D. Representatives from student organizations should be introduced individually
9. A suggested program format follows:
  - A. Invocation
  - B. Introduction of persons at the speakers' table
  - C. Presentation of NCBEA Administrative Board members
  - D. Greetings from NBEA, NABTE, Regional Associations, and DPE

- E. Speaker
  - F. Presentation of persons seated at special tables(s) if special groups are designated
  - G. Announcement of new NCBEA Administrative Board members
  - H. Presentation of awards
  - I. Recognition of local convention committee members as a group
  - J. Adjournment
10. An awards brochure shall be prepared by the NCBEA awards chair for the awards event. The brochure contains the picture and biographical data of the award recipients for the Distinguished Service Award.
11. A program booklet shall be prepared by NCBEA for the awards event. The program booklet should include the following:
- A. Identify the current members of the NCBEA Administrative Board and the officers of NBEA.
  - B. List all past recipients of the NCBEA Distinguished Service Awards along with the date of the award.
  - C. List all past presidents of NCBEA. The date and the site of the convention shall be listed for each past president.
  - D. List all past recipients of the Student Representative Recognition Award. The date and institution should be included as space permits.

**NOTE:** To help maintain this past record of NCBEA history, the listing to cover items 11B, 11C, and 11D above are listed in this handbook through to the current year. The current president is responsible for keeping the listing accurate and up to date.

### **NCBEA Fundraisers**

1. NCBEA usually holds a silent auction or 50-50 raffle during its annual convention. If the silent auction conflicts with any host state association fundraisers, then NCBEA would at least like to have a 50-50 raffle conduct during one of the general sessions or throughout the convention. NCBEA fundraisers will be coordinated by an NCBEA board member to be identified one year prior to the convention. All arrangements for these fundraisers will be handled by this board member.