

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ANNUAL BUSINESS MEETING (2nd of year)
NEW ORLEANS, LOUISIANA**

**MINUTES (Approved)
April 21, 2011**

Note: All documents mentioned as appendixes were distributed to NCBEA members and are attached to the original set of these minutes, which are filed in the Secretary's Handbook.

The NBEA-NCBEA annual business meeting was held in the Marriott Hotel in New Orleans, Louisiana during the NBEA annual conference. The meeting was called to order at 1:32 p.m. by President Karen Drage. There were approximately 28 members present.

WELCOME AND INTRODUCTIONS

President Karen Drage welcomed everyone to the meeting and introduced the NCBEA board members who were present. Karen stated that Jan Treichel, NBEA Executive Director, sends greetings but was unable to attend this meeting due to another obligation.

APPOINTMENT OF PARLIAMENTARIAN/DETERMINATION OF VOTING PRIVILEGES

For this meeting, President Karen Drage appointed Jason Hendrickson as parliamentarian.

All NCBEA members present are eligible to vote. Throughout the meeting, votes will be taken by voice vote. A majority vote is required for adoption of all motions unless otherwise required by our bylaws or parliamentary authority. Motion sheets should be submitted to the secretary if any member would like to make a motion. All motions must be written and submitted to the Chair.

APPROVAL OF SEPTEMBER 24, 2010 MINUTES

The minutes of the September 24, 2010 Annual Business Meeting were approved by the Minutes Approval Committee prior to this meeting. A copy of the minutes can be obtained online at the NCBEA website at www.ncbea.org.

President Drage will appoint a committee that will be responsible for approving the minutes of this business meeting.

OFFICERS' REPORTS

President-Karen Drage stated that running today's meeting was her last official duty. She has sent her report to NBEA that included information about our initiatives to add value to membership by the offering of two webinars, utilization of a Facebook account and the addition of conference speakers. Karen talked about the declining membership in our region and that membership should be a priority.

President-elect-Margaret Erthal was absent.

Immediate Past-President-Beth Sindt reported that seven past-presidents attended a breakfast here at NBEA and donations for first-timers stipend is growing. We can now offer four stipends to attend the NCBEA/WBEA joint conference from September 29-30, 2011 in Wisconsin.

Treasurer-Twana Hulen could not be here but a copy of her report was provided to all members present. Karen stated that it looks like we will finish this year in the black due to careful spending, the Minnesota conference rebate, and the CD sales. (Appendix A)

Secretary-Dena Irwin had nothing to report.

NBEA Representative-Cathy Carruthers was not present.

NCBEA Regional Membership Director-Sharon Fisher-Larson said it is all our responsibility to get new members too. The NBEA board has been charged with getting 10 new members by October 15. Karen stated that the new budget was created based on each state adding 14 new members.

STANDING COMMITTEES' REPORTS

Awards-Linda Harper reminded everyone to submit nominations for the NCBEA awards by the June deadline. Additionally, Linda presented a plaque to Beth Sindt as past-president and will mail Andrea Michetti a plaque for service as the student representative. Karen added that Debbie Stanislawski, Michelle Lindsey and Sue Elwood received certificates for their service to the NCBEA board since their terms are ending or they are taking on other leadership roles.

Bylaws and Standing Rules-Beth Sindt (and Sharon Fisher-Larson) reported that it is the past-president's charge to update the bylaws and Policies and Procedures as voted on by membership. Beth stated that any motions for changes to the bylaws would be distributed before the September conference (next business meeting) in Wisconsin via the newsletter at least 30 days prior to the event. Sharon explained the suggested bylaw changes that can be found in Appendix B. Karen stated that the budget for the Regional Membership Director's position would be \$1,000 to work on membership initiatives. Barb Bielenberg asked for a clarification about whether the position was an appointed or elected position. Karen has appointed Sharon to this position for one more year then it becomes a voted position next spring (2012).

Legislative-Cathy Carruthers was not present.

Marketing and Linkages-Michelle Lindsey was not present but Christy Culver from Ohio reported that we are offering Combo CDs (2008 and 2010) for \$8 or the 2010 CD alone for \$5. We have sold many CDs this year.

Membership-Sharon Fisher-Larson had nothing new to add regarding membership.

Nominating-Beth Sindt announced that Sue Elwood is the new president-elect for NCBEA, Winter Owens is the new Missouri Membership Director, and Debbie Stanislawski from Wisconsin will let us know who

is voted to the position at their conference in September. The new student representative will be notified next week.

Publications-Sue Elwood asked that we help decide what goes in the newsletter and to please submit articles that could appear in the newsletter and/or on the website. Matt White, Ohio, will be taking over the newsletter position starting July 1, 2011.

Strategic Planning- Karen Drage explained that the board members participated in an activity at our board meeting two days ago that had the team brainstorm three posed questions: What is NCBEA doing well? Emerging issues? What is one thing NCBEA could do better? We then divided into teams and rotated through the questions. After a sharing period and clarification on some items the lists were condensed and those lists were brought to the membership today to vote via smiley face stickers for what they feel we need to work on to make NCBEA better. Each member was given five smiley face stickers and were instructed to vote for what should be our highest priorities.

The outcomes of the votes are as follows (photos of the posters are at the end of this document):

Poster Topic	Action Item	Votes
What is one thing NCBEA could do better?	Identify member needs and meet those needs (survey)	15
	Communicate and promote NCBEA (Welcome Packet)	12
	“Grow Our Own Leadership: through leadership sessions/programs	2
What is NCBEA doing well?	Free webinars	16
	Activity CD	15
	Virtual meetings	5
Emerging Issues	Create and promote a brand for NCBEA	18
	Continue Social Networking	10
	Create a commercial for NCBEA (contest) Vodcast/Podcast	2

UNFINISHED BUSINESS

Regional Membership Directors Position: Already discussed by Sharon, her position, elected after next year.

Conference rotation: Our region is the only region that does not make money off conference. Conference rotation allows relationships to be built with states. NCBEA appreciates the states’ funding their membership director position.

Summer Workshop: The July 18 summer workshop in Chicago is to raise funds for NCBEA. There was discussion about whether the summer workshop would replace the current conference rotation for NCBEA. Many members provided opinions. Formal feedback will need to be gathered after the summer workshop to determine its future.

NEW BUSINESS

Policies & Procedures Revisions: President moved to next line item. See officer's report above for details.

NCBEA Bylaws: President moved to next line item. See officer's report above for details.

Appointment of DPE representative to the board:

Motion: A motion was made by Linda Harper stating that "a representative that is ex-officio receives no reimbursement."

Second: John Dawson

Discussion: How? DPE would suggestion someone for this position? Do other regions follow this policy? Does DPE have an NBEA board member position? NBEA and ISBE possibly would be adding a position to our board. No reimbursement for travel.

Motion Amendment:

Linda Harper moved to amend her main motion as stated: "I move to make an amendment that the DPE representative have line item in the budget and be ex-officio, add DPE representative to the NCBEA board."

Second: None

Motion to Postpone:

Beth Sindt moved to postpone the decision on the DPE board addition and its details.

Second: Jason Hendrickson

Motion carried.

Adjournment: Colleen Webb moved to adjourn the business meeting. Jason Hendrickson seconded.

Adjournment: 2:14 p.m.

Appendix A Treasurer’s Report

As we draw near to the close of the 2010-11 fiscal year I am pleased to report that we are currently within our planned budget amount. I also feel confident that we will be able to maintain our positive budget through the end of the year.

Our current income stands at \$12,105.50 and current expenses, \$9,067.68. This is a current net income of \$3,037.82. We also have an invoice outstanding for CD’s sold to Nebraska Department of Education for \$1,160. I am estimating our remaining expenses at \$4,000. If my estimates are close we will be able to finish this fiscal year in the black, and this is without using any of the funds that we had in the bank at the beginning of the year on July 1, 2010.

Seven states, Illinois, Indiana, Iowa, Michigan, Missouri and Ohio, participated in the NBEA Professional Development Partnership Program with a check for \$200. Wisconsin participated with a check for \$100. I sent Janet Treichel a check for \$1,200 for six \$200 stipends. This leaves a balance of \$100 in the fund.

The NCBEA Past Presidents fund has a balance of \$995. Checks totaling \$240 have been received this fiscal year.

CDs are continuing to sell with the Nebraska Department of Education recently submitting an order for \$1160.

This has been a good year for NCBEA financially. We are currently still within our budget and I expect it to close without going over the budgeted amounts and show a net income on June 30, 2011.

**July 1, 2010 to April 15, 2011
Income and Expense Report**

Beginning balance July 1, 2010	\$15,434.81
Income to April 15, 2011	12,105.50
Total funds available	27,540.31
Expenses to April 15, 2011	9,265.59
Checkbook balance April 15, 2011	18,274.72

Appendix A Continued (Twana Hulen NCBEA 2010-11 Budget & Income Statement)

NCBEA 2010-2011 Budget & Income Statement For Presentation April 19, 2011				
Prepared	4/15/2011			
Approved:	3/30/2010	2010-11 Budget	2010-11 Actual	Difference
		7/1/10-6/30/11	7/1/10-3/29/2011	3/29/2011
INCOME:				
410	Membership	\$ 8,000.00	\$ 6,727.50	\$ 1,272.50
415	NCBEA Convention Rebate		\$ 1,160.00	\$ (1,160.00)
418	NCBEA Past Presidents' Sponsored Stipend	\$ 400.00	\$ 240.00	\$ 160.00
420	Fundraisers Income	\$ 1,500.00	\$ 1,027.50	\$ 472.50
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
440	NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,300.00	\$ 300.00
442	NBEA President's Reception at NBEA	\$ -		\$ -
445	Transfer from Checking Accounts/Investments	\$ 1,935.00		\$ 1,935.00
	TOTAL INCOME	\$ 15,985.00	\$ 12,105.50	\$ 3,879.50
EXPENSES:				
610	Administrative Board Meetings	\$ 3,200.00	\$ 2,865.29	\$ 334.71
615	Share of NBEA Board Expenses	\$ 1,000.00	\$ 1,346.38	\$ (346.38)
620	Newsletter Expense		\$ -	\$ -
	Committees			\$ -
630	Membership	\$ 2,600.00	\$ 883.31	\$ 1,716.69
631	Marketing/Linkages	\$ 200.00	\$ -	\$ 200.00
632	Handbook/Bylaws	\$ 100.00	\$ -	\$ 100.00
633	Awards/Recognition	\$ 300.00	\$ 339.59	\$ (39.59)
635	Program of Work	\$ 50.00	\$ -	\$ 50.00
	Officer's		\$ -	\$ -
639	Past President's Expense	\$ 75.00	\$ -	\$ 75.00
640	President's Expense	\$ 100.00	\$ 22.00	\$ 78.00
641	President's Travel Expense	\$ 2,500.00	\$ 890.17	\$ 1,609.83
642	Secretary's Expense	\$ 10.00	\$ -	\$ 10.00
643	Treasurer's Expense	\$ 150.00	\$ 108.80	\$ 41.20
644	Treasurer's Audit Expense	\$ 25.00	\$ -	\$ 25.00
655	Legislative Expense	\$ 25.00	\$ -	\$ 25.00
660	Miscellaneous Expense	\$ 100.00	\$ -	\$ 100.00
665	NBEA Election Ballots Expense	\$ -	\$ 884.77	\$ (884.77)
667	NBEA Convention Expense (Guests)	\$ 300.00	\$ -	\$ 300.00
668	NCBEA Board Meeting at NBEA	\$ 2,400.00	\$ -	\$ 2,400.00
669	NBEA Conv. Past Presidents Event (Breakfast)	\$ 250.00	\$ -	\$ 250.00
670	NBEA Conention Expense		\$ 26.82	
671	NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,200.00	\$ 400.00
672	NCBEA New Prof. Dev. Stipend (Past Pres.)	\$ 400.00	\$ 200.00	\$ 200.00
673	NBEA Presidents Reception at NBEA Expense		\$ -	\$ -
674	NCBEA Meeting Facilities at NBEA	\$ 100.00	\$ -	\$ 100.00
685	Special Publications Expense	\$ 500.00	\$ 300.55	\$ 199.45
	Transfer to CD		\$ -	\$ -
	TOTAL EXPENSES	\$ 15,985.00	\$ 9,067.68	\$ 6,944.14
	NET INCOME	\$ -	\$ 3,037.82	\$ (3,064.64)
Balance Statement				
15-Apr-11				
	CHECKING ACCOUNT BALANCE	\$18,274.72		
	MONEY MARKET ACCOUNT BALANCE	\$ -		
	CERTIFICATE OF DEPOSIT	\$ -		
		\$18,274.72		

Appendix B

Proposed Bylaw Changes April 19, 2011

Recommended Change #1

Current Wording

NBEA Representative

Proposed Wording

NBEA Regional Director

Change all occurrences of NBEA Representative to NBEA Regional Director

Recommended Change #2

Current Wording

Article VI

Executive Committee and Administrative Board

SECTION 1. The executive committee shall consist of:

- a. president
- b. president-elect
- c. secretary
- d. treasurer
- e. immediate past president
- f. NBEA representative

Proposed Wording

Article VI

Executive Committee and Administrative Board

SECTION 1. The executive committee shall consist of:

- a. president
- b. president-elect
- c. secretary
- d. treasurer
- e. immediate past president
- f. NBEA regional director
- g. regional membership director

Recommended Change 3

Current Wording

Article VI

Executive Committee and Administrative Board

SECTION 4. The representative selected by each state association shall serve a three-year term.

Proposed

SECTION 4. The state membership directors selected by each state association and regional membership director shall serve a three-year term

Recommended Change #4

Current wording:

State representative

Proposed wording:

State membership director

Change all occurrences of "state representative" to "state membership director" throughout bylaws.

Recommended Change #5

Current Wording

Article VIII

Nominations and Elections

SECTION 2. The following officers and NCBEA Representative to the NBEA Executive Board shall be elected by ballot for their respective terms:

- a. The president-elect shall be elected to serve consecutive one-year terms as president-elect, president, and past president. The nominee must have previously served on the NCBEA administrative board.
- b. The secretary and treasurer shall each be elected for three-year terms. The nominees need not have previously served on the NCBEA Administrative Board.
- c. The NCBEA Representative to the NBEA Executive Board shall be elected for a three-year term. The nominees must have previously served on the NCBEA administrative board.

Proposed Wording

SECTION 2. The following officers and the NCBEA Regional Director to the NBEA Executive Board and Regional Membership Director shall be **elected by ballot** for their respective terms:

- a. The president-elect shall be elected to serve consecutive one-year terms as president-elect, president, and past president. The nominee must have previously served on the NCBEA administrative board.
- b. The secretary and treasurer shall each be elected for three-year terms. The nominees need not have previously served on the NCBEA Administrative Board.
- c. The NCBEA Regional Director to the NBEA Executive Board shall be elected for a three-year term. The nominees must have previously served on the NCBEA administrative board.
- d. The Regional Membership Director shall be elected for a three-year term. The nominees must have served as a state membership director on the NCBEA administrative board.

Recommended Change #6

Current Wording

Article VIII

Nominations and Elections

SECTION 3. No person shall be elected to the same administrative board office for two consecutive terms.

Proposed Wording

The President, President-elect, and Past President shall not be elected to the same administrative board office for two consecutive terms.

Appendix C Budget Proposal #1

NCBEA 2011-2012 Budget & Income Statement		Budget #1			
Prepared :	4/15/2011				
Approved:		2010-11 Budget	2010-11 Actual	Difference	
		7/1/10-6/30/11	7/1/10-4/15/11	7/1/10-4/15/11	
				2011-12 Budget	
				7/1/11-6/30/12	
INCOME:					
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
	TOTAL INCOME	\$ 15,985.00	\$ 12,105.50	\$ 3,879.50	\$ 19,700.00
EXPENSES:					
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		\$ -	\$ -	
	TOTAL EXPENSES	\$ 15,985.00	\$ 9,067.68	\$ 6,944.14	\$ 19,700.00
	NET INCOME	\$ -	\$ 3,037.82	\$ (3,064.64)	\$ -
Balance Statement, April 15, 2011					
	CHECKING ACCOUNT BALANCE	\$18,274.72			
	MONEY MARKET ACCOUNT BALANCE	\$ -			
	CERTIFICATE OF DEPOSIT	\$ -			
		\$18,274.72			
	ACCOUNTS RECEIVABLE (NEBRASKA)	\$ 1,160.00			

Appendix D Budget Proposal #2

NCBEA 2011-2012 Budget & Income Statement		Budget #2			
Prepared : 4/15/2011					
Approved:		2010-11 Budget	2010-11 Actual	Difference	
		7/1/10-6/30/11	7/1/10-4/15/11	7/1/10-4/15/11	
				2011-12 Budget	
				7/1/11-6/30/12	
INCOME:					
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445	Transfer from Checking Accounts/Investments	\$ 1,935.00		\$ 1,935.00	\$ 400.00
	TOTAL INCOME	\$ 15,985.00	\$ 12,105.50	\$ 3,879.50	\$ 18,500.00
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620	Newsletter Expense		\$ -	\$ -	
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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	
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685	Special Publications Expense	\$ 500.00	\$ 300.55	\$ 199.45	\$ 500.00
	Transfer to CD		\$ -	\$ -	
	TOTAL EXPENSES	\$ 15,985.00	\$ 9,067.68	\$ 6,944.14	\$ 18,500.00
	NET INCOME	\$ -	\$ 3,037.82	\$ (3,064.64)	\$ -

Balance Statement, April 15, 2011	
CHECKING ACCOUNT BALANCE	\$18,274.72
MONEY MARKET ACCOUNT BALANCE	\$ -
CERTIFICATE OF DEPOSIT	\$ -
	<u>\$18,274.72</u>
ACCOUNTS RECEIVABLE (NEBRASKA)	\$ 1,160.00

What is one thing
NCBEA could do
better ³

1. ¹⁵ Identify members
needs ~~and~~ meet those
needs (survey)

2. ¹³ Communicate +
Promote NCBEA
(welcome packet)

3. ² "Grow Our Own Leaders
through Leadership
sessions/programs"

What is NCBEA
doing well?



1) Free Webinars



2) Activity CD



3) Virtual Meetings

Emerging Issues

1. ⑩ Continue Social Networking
2. ⑱ Create + promote a Brand for NCBEA
3. ⑲ Create a commercial for NCBEA (contest)
 - Vodcast
 - Podcast