

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION
ADMINISTRATIVE BOARD MEETING
MINUTES
SUNDAY, JANUARY 26, 2014

The NCBEA Administrative Board Meeting was called to order via conference call by President Maurice S. Henderson at 7:04 p.m. EST on Sunday, January 26, 2014. Sue Elwood was appointed secretary pro-tem.

ROLL CALL

PRESENT

Maurice S. Henderson, President
Cathy Carruthers, President-Elect
Sue Elwood, Immediate Past President

Kathy Mountjoy, Illinois Membership Director
Jason Hendrickson, Indiana Membership Director

Larry Pagel, Michigan Membership Director
John DeWeese, Missouri Membership Director
Tina Trumbower, Wisconsin Membership Director
Matthew White, Newsletter Editor

ABSENT

Colleen L. B. Webb, Secretary
Stella Hull, Treasurer
Debbie Stanislawski, NCBEA Director on the NBEA Board
Rhonda Schmaltz, Iowa Membership Director
Karen Williamson, Minnesota Membership Director
Mary Deloe, Ohio Membership Director
John Dawson, Webmaster
H. Roger Fulk, ISBE Representative
Janet Treichel, NBEA Executive Director
Marlene Stout, NBEA President
Open position, Student Representative
Open position, Regional Membership Director

APPROVAL OF JULY 2013 AND NOVEMBER 2013 ADMINISTRATIVE BOARD MINUTES

There being no corrections or additions, the minutes of the July 22, 2013 Administration Board Meeting were approved as presented.

Minutes of the November 24, 2014 Administrative Board Meeting were approved as corrected.

OFFICER REPORTS

President Maurice S. Henderson

President Henderson provided an oral report that highlighted the following:

1. Participated in a conference call regarding the NCBEA Summer Workshop hotel contract; per discussion with Margaret Erthal he will have the "Save the Date" postcard printed.
2. Submitted an article for the upcoming NCBEA newsletter.
3. Working with Sue concerning upcoming changes for the NCBEA Website.
4. Relayed to the board that within the next couple of weeks, regions should receive a copy of the 2014-2015 NBEA Strategic Plan. The Strategic Plan will be shared with NCBEA board members after which a Strategic Planning Committee meeting will be scheduled to review the NCBEA Strategic Plan to assure alignment with the NBEA Strategic Plan and recommend bylaw changes for officer elections based on changes at the NBEA level.

MEMBERSHIP DIRECTOR REPORTS

Illinois - Kathy Mountjoy

Illinois Membership Director Mountjoy provided an oral report that highlighted the following:

1. The 2014 Illinois/NCBEA conference will be held November 12-14, 2014 at the Marriott Hotel and Convention Center in Bloomington-Normal.
2. Cathy Carruthers reminded board members that she has sent out a request for presenters at the Illinois/NCBEA conference, and she will follow up individually on her request. Cathy will also send a link for conference lodging since the hotel fills up quickly. She anticipates the NCBEA Administrative Board Meeting to be held either in the afternoon or evening on Wednesday, November 12.

Indiana - Jason Hendrickson

Indiana Membership Director Hendrickson provided an oral report that highlighted the following:

1. The 2014 Indiana conference will be held November 21-22, 2014 at the Wyndham Hotel in Indianapolis.
2. Indiana membership recruitment begins this week.
3. Jason is working with Margaret Erthal on NCBEA Summer Workshop planning.

Iowa - Rhonda Schmaltz

Iowa Membership Director Schmaltz was unable to attend, but did provide the following by e-mail:

1. There will be an IBEA board and conference planning meeting on February 2, and the date for the 2014 conference will be announced after that meeting.
2. Iowa is offering three business teacher collaboration days this school year. The second one is scheduled January 27 in Iowa City. A business teacher from Des Moines and Rhonda are planning the third day for March 31 at the Des Moines Area Community College. These are days for teachers to share ideas in courses they teach. There will also be a panel of business people or entrepreneurs talking about employees and what they are looking for.

Michigan - Larry Pagel

Michigan Membership Director Pagel provided an oral report that highlighted the following:

1. The 2014 Michigan conference will be held November 5-7, 2014 at the Kellogg Center, which is part of Michigan State University in East Lansing.
2. Larry has been working with state membership directors on member recruitment.
3. The Michigan board will meet this weekend.

Missouri - John DeWeese

Missouri Membership Director DeWeese provided an oral report that highlighted the following:

1. The 2014 Missouri summer conference will be held July 21-24, 2014 at the University Plaza Hotel in Springfield. The fall conference date has not been announced yet.
2. An e-mail was sent to business teachers to promote NBEA/NCBEA and recruit members.
3. Missouri will host NCBEA in the summer of 2015.

Ohio - Mary Deloe

In absence of Ohio Membership Director Deloe, Newsletter Editor Matt White provided an oral report that highlighted the following:

1. The 2014 Ohio conference will be held October 2-3, 2014 at the R.G. Drage Career Technical Center in Massillon (south of Akron).
2. Matt and Mary met to discuss ideas for membership recruitment.
3. Matt is the chair of the Ohio Strategic Planning Committee and has sent out information to all state members about joining or renewing their membership with NBEA/NCBEA and will continue to combine NBEA/NCBEA promotion along with state promotions.

Wisconsin - Tina Trumbower

Wisconsin Membership Director Trumbower provided an oral report that highlighted the following:

1. The 2014 Wisconsin conference will be held October 16-17, 2014 in Eau Claire.
2. A Wisconsin member contacted Tina about a promotion NBEA was having for new members. This member was to receive a free methods book with her NBEA membership, but has not heard anything from NBEA yet. Tina will follow up on it.

Cathy Carruthers sent out membership reports to the board and mentioned that NCBEA is down 71 members in the last six months.

STANDING COMMITTEE REPORTS

Awards - John DeWeese

The following oral report was provided:

1. John has been in touch with Beth regarding awards.
2. John will update forms and send to Sue to be posted on the Website.

Without objection, the board moved to agenda item New Business/2014 NCBEA Summer Workshop report by Jason Hendrickson

2014 NCBEA Summer Workshop – Jason Hendrickson

The following oral report was provided:

1. Jason has been working with Margaret Erthal to plan the summer workshop.
2. The NCBEA Summer Workshop will be held June 18 at the Wyndham Hotel in Indianapolis.
3. The hotel cost is \$93 plus tax per night.
4. The contract will be sent to President Henderson to be signed.
5. Colleen Webb has put together a Save the Date postcard, which will be sent out. Postage can come out of the operational fund. Maurice will have the postcards printed in Michigan.
6. Jason had created a Google site so participants will be able to access information, registration, and presenter proposal forms.
7. Margaret has sent out a request via e-mail to board members to consider presenting at the summer workshop. Jason will follow up with Margaret about the format of presenter proposal form.

Without objection, the board agreed to holding the 2014 NCBEA Summer Workshop at the Wyndham Hotel in Indianapolis on July 18, 2014. (NOTE: The planning committee has the go-ahead to distribute marketing materials to promote the workshop. Promotion will include the use of Constant Contact, flyers distributed at the NBEA convention in April, and the NCBEA Website, which will include a link to the workshop Google site.)

Without objection, the board moved to agenda item Standing Committee Reports/Program of Work (Approval) by Maurice S. Henderson

Program of Work (Approval) – Maurice S. Henderson

President Henderson distributed the 2014-2015 Program of Work (POW) by e-mail in November and asked members to review the document and contact him with any questions, comments or feedback.

Without objection, the Program of Work for 2014-2015 was officially approved.

Nominating - Sue Elwood

The following oral report was provided:

1. March 1 is the deadline for the nominations.
2. Nomination forms are posted on the NCBEA Website and will appear in the upcoming newsletter.
3. Current open positions include Student Representative and Regional Membership Director. NCBEA is looking for someone to serve the last year of a three-year term for Regional Membership Director.
4. Open positions for 2014-2015 are President-Elect and Student Representative.
5. Memos have been sent to NABTE schools requesting nominations for Student Representative.
6. Teresa Bynum will replace John DeWeese as Missouri's Membership Director when John's term ends June 30. Tina Trumbower will serve another term as Wisconsin Membership Director pending approval from her school to have the release time to attend meetings.
7. Nominating Committee members are Chairman Sue Elwood, John Dawson, Mary Deloe, Debbie Stanislawski, and Colleen Webb.

Publications - Matt White

The following oral report was provided:

1. The Winter issue of News & Views is in progress and should be out February 1 for review so it can be published and distributed by February 15.
2. The Spring issue article deadline is May 1 with a publication date of June 1.

NEW BUSINESS

Program of Work/Strategic Plan - Maurice S. Henderson

The following oral report was provided:

1. Once the NBEA Strategic is received, it will be distributed to board members. The NCBEA Strategic Planning Committee will convene to align our Strategic Plan with the NBEA Strategic Plan and the Bylaws will be updated to reflect changes in officer elections.
2. President Henderson asked board members to periodically review the Program of Work and continue working on POW goals.

Website – Maurice S. Henderson/Sue Elwood

President Henderson gave a brief overview of plans to move our current Website, which is designed with DreamWeaver, to a Content Management System called WordPress. The plan is to use the redesigned Website as a portal for general information for all members as well as a password protected area for Board files. Sue will be consulting with the Technology Committee in regards to developing a Site Map.

ANNOUNCEMENTS

1. Cathy Carruthers, who is on the 2014 Illinois/NCBEA conference planning committee, reminded members that she is looking for presenters and will be contacting individuals.
2. Matt White announced that he will be starting a new job on February 3.
3. Tina Trumbower said that Michelle Lindsay contacted her to say she was out of flash drives for distribution of the Electronic Toolkit. Sue Elwood will investigate prices and have flash drives sent to Michelle.
4. Members were reminded to put NBEA/NCBEA membership information and upcoming NCBEA event opportunities on their state Websites and send out information to their state members.

ADJOURNMENT

President Henderson thanked everyone for attending the meeting and adjourned at 8:23 p.m. EST.

DRAFT 1/27/2014