

***NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION***

***ADMINISTRATIVE BOARD MEETING MINUTES*** approved 11/15/18

Thursday, March 29, 2018 7:00-9:30 p.m.

Marriott Baltimore Waterfront Hotel Galena Room (4<sup>th</sup> Floor) Baltimore, MD

President Jason Hendrickson called the meeting to order at 7:02 p.m. Jason welcomed all members and asked everyone to introduce themselves. There were no guests.

President Hendrickson appointed Matt White to serve as parliamentarian

**Roll Call**

X	Jason P. Hendrickson, President
X	Tina Trumbrower, President-Elect
X	Matt White, Immediate Past President
	Cathy Carruthers, Secretary
X	Stella Hull, Treasurer
X	Colleen L. B. Webb, NCBEA Director to the NBEA Executive Board
X	Sue Elwood, NCBEA Regional Membership Director
X	Kathy Mountjoy, Illinois Membership Director
X	Brian Wolfe, Indiana Membership Director
	Rhonda Schmaltz, Iowa Membership Director
	Patricia Pearson, Michigan Membership Director
X	Robert Murray, Minnesota Membership Director
X	Theresa Bynum, Missouri Membership Director
X	Matt White, Ohio Membership Director
X	Michelle Gibson Herman, Wisconsin Membership Director
X	Sue Elwood, Newsletter Editor
X	Sue Elwood, Web Master
X	David Gilberstadt, ISBE Representative (ex-officio)
	Janet M. Treichel, NBEA Executive Director (ex-officio)
	Diane J Fisher, NBEA President (ex-officio)

**Approval of Minutes:** Colleen Webb made a motion to approve the Fall Administrative Board Minutes for September 28, 2017—Ohio Convention (Appendix A); Tina Trumbrower seconded the motion. Motion carried.

**Treasurer's Report** (Appendix B – Parts 1 and 2)

Stella Hull submitted her report and financial statement to the Dropbox.

**President's Report** (Appendix C)

Jason Hendrickson submitted in Dropbox. Jason announced that since the proposed bylaw change was not published for the membership 30 days in advance, it will have to be voted on at next year's business meeting.

**President-Elect's Report** (Appendix D)

Tina Trumbrower submitted in Dropbox. Tina said her POW (Appendix E) draft is in the drop box and asked board members to look it over and contact her with any question or comments. She will add dates of the state conferences.

**Past President's Report** (Appendix E)

Matt White submitted in Dropbox. Matt reported that he would like to move forward with the proposed change to the bylaws.

**Secretary's Report** (Appendix F)

Cathy Carruthers submitted in Dropbox.

**NCBEA Director to the NBEA Board** (Appendix G)

Colleen Webb submitted in Dropbox. Colleen said that NBEA membership is down by 360 members. NBEA is looking at membership.

**Regional Membership Director** (Appendix H)

Sue Elwood submitted in Dropbox. Sue asked state membership directors to review Colleen's report because there is a tally of directors who submitted their reports during the past year.

**Newsletter Editor/Webmaster** (Appendix I)

Sue Elwood submitted in Dropbox. The next newsletter deadline is July 15.

**ISBE Representative**

David Gilberstadt reported that he attended every conference except Minnesota and Missouri. ISBE is also experiencing declining membership. David announced the international conference will be held July 29 – August 3 in Reykjavick, Iceland. It was mentioned that some high schools in the US start the end of July, which conflicts with the international conference.

**Illinois Membership Director** (Appendix J)

Kathy Mountjoy submitted in Dropbox. Illinois Business Education Association Convention – November 7-9, 2018 in Springfield, Illinois

**Indiana Membership Director**

Brian Wolfe reported that Indiana currently has 54 members. The Indiana Conference will be held November 16-17 at the Wyndham Indianapolis West Hotel in Indianapolis, Indiana.

**Iowa Membership Director**

No report.

**Michigan Membership Director** (Appendix K)

Pat Pearson submitted in Dropbox. Colleen reported that Pat picked up 11 new members at their fall Michigan conference.

**Minnesota Membership Director** (Appendix L)

Bob Murray submitted in Dropbox. Bob asked everyone to read his report. Minnesota membership is down. There are currently 96 members; 75 are NBEA members. The Minnesota Membership Director's position may be vacant next year.

**Missouri Membership Director** (Appendix M)

Theresa Bynum submitted in Dropbox. Theresa said there are currently 133 members. The summer conference will be held July 23-26 at the University Plaza Hotel in Springfield, Missouri.

**Ohio Membership Director** (Appendix N)

Matt White submitted in Dropbox. Ohio currently has 64 members.

**Wisconsin Membership Director** (Appendix O)

Michelle Gibson Herman submitted in Dropbox. Michelle set up a booth and had a 50/50 raffle at the fall Wisconsin conference. There were 135 members at the conference.

**Awards Committee** (Appendix P)

Matt White submitted in Dropbox. Matt reminded everyone to pass along members who are award recipients at the state level. The forms will be updated on the Website. It was suggested that perhaps the awards process needs to be revisited.

**Budget Committee** (Appendix Q)

Stella Hull presented the proposed budget found in Dropbox. There were no questions. Colleen made a motion to approve the budget as presented. Matt White seconded. Motion carried.

**Bylaws & Standing Rules Committee** (Appendix R – Parts 1 and 2)

The committee made a motion to accept the changed wording of the proposed bylaws regarding discontinuing the fall NCBEA conference rotation. Matt explained that he shared the proposed change with the past presidents and it was recommended that a final item be added to reflect that this change will be revisited in the future to determine if it is working. Motion carried.

**Legislative Committee** (Appendix S)

Colleen Webb submitted the committee report in the Dropbox. Colleen reported that Dr. Wooten, NBEA Standards, will be reviewing the bylaws.

**Marketing/Membership/Linkages Committee** (Appendix T)

Sue Elwood shared items that will be included in the New Member Welcome Packet. It was decided that the welcome letter should be generic instead of updating it every year to come from the current president

**Nominating Committee** (Appendix U)

Matt White said he had received two nominations so far. The open positions include President-elect, Treasurer, and Regional Membership Director. State directors for Michigan, Minnesota, and Ohio will be appointed by the state association. Two nominations have been submitted so far; one for Treasurer and one for Regional Membership Director. Nominations will be extended to April 15.

**Program of Work Committee** (Appendix V)

Jason Hendrickson and Tina Trumbower (co-chairs) announced that the Program of Work for 2018-19 is in Dropbox and must be approved by the Board. Bob Murray made a motion to approve the POW; Brian Wolfe seconded the motion. Motion carried.

**Publications Committee** (Appendix W)

Sue Elwood reminded all members that the next newsletter deadline is July 15.

**Strategic Planning Committee** (Appendix X)

Jason Hendrickson and Tina Trumbower (co-chairs) reported that the committee had not met since the fall conference. The strategic plan will be revisited in the fall and presented at the next board meeting.

**Technology Committee** (Appendix Y)

Sue Elwood is updating the Website and it will be ready in June.

## **Unfinished Business**

### **NCBEA Joint Conference Rotation**

Jason Hendrickson lead a discussion regarding the rotation of NCBEA conferences held in conjunction with state conferences. With Tina Trumbower's input, it was decided that Indianapolis will be the site of the 2018 fall NCBEA conference. The Board will meet on November 15.

### **NCBEA Summer Fundraiser**

Jason Hendrickson announced that the 2018 Disney professionals development fundraiser (Disney Youth Education Series) will be considered a soft launch to test out the event. There must be at least 10 participants to make it go. NCBEA will move to full launch in 2019 for the professional development event. The dates for 2018 are June 20-21; travel day is June 19. NCBEA will not lose money no matter how it turns out.

## **New Business**

### **Approval of Proposed Budget 2018-19**

Approval of the budget took place during the Budget Committee report.

### **2018 NCBEA Board Meeting/Training/Orientation**

November 15, 2018 in Indianapolis, Indiana

## **Other**

Jason Hendrickson led a discussion on how NCBEA can add value to the membership. Ideas included creating an email each month and share links to teaching ideas, tips, and other items of interest to business teachers. This could be set up in advance through Constant Contact. The 2018-2019 Marketing/Linkages/Membership Committee would be the group to work on it and present to the Board at the fall meeting.

## **Announcements, Jason Hendrickson (Appendix Z)**

2018 State Conference Schedule – November 16-17, 2018

Board Rotation

2018-2019 Regional & International Conferences

NCBEA 2018: TBA/TBD

NBEA 2019: Chicago, Illinois-April 16-20, 2019

## **Adjournment**

President Jason Hendrickson adjourned the meeting at 9:46 p.m.

Jason awarded certificates to the following members in recognition of their service to NCBEA

Brian Wolfe, Indiana Membership Director

Pat Pearson, Michigan Membership Director

Bob Murray, Minnesota Membership Director

Tina Trumbower, Wisconsin Membership Director

Matt White, Ohio Membership Director

Stella Hull, Treasurer

Sue Elwood, Regional Membership Director, Newsletter Editor, and Webmaster

Respectively submitted,

Sue Elwood, Secretary Pro-tem

*Administrative Board Meeting Minutes:*

*3/29/2018*

Appendices of Submitted Reports  
to support the  
NCBEA Administrative Board Minutes  
Thursday, March 29, 2018  
Baltimore, Maryland

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION  
ADMINISTRATIVE BOARD MEETING  
Minutes (unapproved)**

Columbus State Conference Center, Room 407

Columbus, Ohio

Thursday, September 28, 2017

1. **Call to Order** – President Jason Hendrickson called the meeting to order at 1:13 p.m.
2. **Welcome and Introductions** – President Jason Hendrickson welcomed the Board members. Minnesota has appointed Robert Murray to complete the current term of their State Membership Director.
3. **Appointment of Parliamentarian/Determination of Voting Privileges** – Jason Hendrickson appointed himself to serve as Parliamentarian for this meeting.
4. **Roll Call** - Secretary Cathy Carruthers - With 13 voting members, 1 vacant positions, and 8 required for a quorum, a quorum was established.

X	Jason Hendrickson	President
X	Tina Trumbower	President-Elect, Wisconsin Membership Director
X	Matt White	Past President, Interim Ohio Membership Director
X	Colleen Webb	NCBEA Director on the NBEA Board
X	Stella Hull	Treasurer
X	Cathy Carruthers	Secretary
X	Sue Elwood	Regional Membership Director, Newsletter Editor, Webmaster
Absent	Kathy Mountjoy	Illinois Membership Director
X	Brian Wolfe	Indiana Membership Director
X	Rhonda Schmaltz	Iowa Membership Director
X	Patricia Pearson	Michigan Membership Director
X	Robert Murray	Minnesota Membership Director
X	Theresa Bynum	Missouri Membership Director
	Vacant	Wisconsin Membership Director
X	David Gilbertstadt	ISBE Representative (Ex-Officio)
X	Dr. Jan Treichel	NBEA Executive Director (Ex-Officio)
X	Dr. Diane Fisher	NBEA President (Ex-Officio)

5. **Approval of April 13, 2017, Administrative Board Minutes**

Robert Murray moved to accept the minutes as presented. Colleen Webb seconded. Motion carried. (Appendix A and A2)

### **Approval of the September 3, 2017, Electronic Board meeting minutes**

Pat Pearson moved to accept the minutes as presented. Colleen Webb seconded. Motion carried. (Appendix A3)

#### **6. Treasurer's Report**

Treasurer Stella Hull presented the Treasurer's Report. There is a checkbook balance of \$2,503.63, savings balance of \$8,015.06, and CD balance of \$5,004.24. Total funds are \$15,522.93, which includes past presidents' monies of \$1,425.00. The treasurer's report will be filed for audit. (Appendix B)

#### **7. Executive Officer Reports**

##### **a. President – Jason Hendrickson**

Jason Hendrickson asked that the Board members review his report in Dropbox and look at recommendations made. Difficult decisions need to be made today. Going in the direction we have been going in cannot continue – cannot put off until tomorrow. (Appendix C)

##### **b. President-elect – Tina Trumbower – no written report submitted**

Tina is looking forward to diving in, using veterans in the room, and working as a team. She hopes for better communication of what is going on in our various states – what we have in common and what could we learn from other states.

##### **c. Past President – Matt White (Appendix D)**

##### **d. Secretary's Report – Cathy Carruthers (Appendix E)**

#### **8. Other Officer Reports**

##### **a. NCBEA Director to the NBEA Board Colleen Webb (Appendix F)**

##### **b. Regional Membership Director - Sue Elwood (Appendix G)**

##### **c. Newsletter Editor – Sue Elwood (Appendix H)**

Sue announced the deadline for newsletter article submission is October 20 for a November 1 publication date. She asked for articles about conference information, awards, and from the president and state membership directors.

- d. Webmaster - Sue Elwood (Appendix H)

Sue reminded Board members to send her any updates to post to the NCBEA website. The domain will need to be renewed in April 2018 (Appendix H)

- e. ISBE Representative - David Gilberstadt – no written report submitted

David reported on Puerto Rico. He discussed the updated mailing list, lack of budgets, and that he had no invitations to bring greetings. He is working to get members to join both NBEA and ISBE. There is a \$300 budget from ISBE for marketing, etc.

## 9. State Membership Director Reports

- a. Illinois - Kathy Mountjoy - no written report submitted

- b. Indiana – Brian Wolfe – no written report submitted

- c. Iowa - Rhonda Schmaltz (Appendix I)

- d. Michigan - Patricia Pearson (Appendix J)

- e. Minnesota – Robert Murray (Appendix K)

- f. Missouri - Theresa Bynum – no written report submitted

Theresa announced that the Missouri Summer conference in July will be July 23-25 at the University Plaza Hotel in Springfield, Missouri. The Missouri conference is in conjunction with MOACTE and includes all CTE divisions. Theresa ordered imprinted mugs and filled with candy and highlighters for their conference. She gave \$25 gift cards to new members and \$25 gift cards for renewing members.

- g. Ohio - Matt White (Interim) – (Appendix L)

- h. Wisconsin – Open – no written report submitted

Tina Trumbower announced that Michelle Gibson Herman will be the new Wisconsin membership director on a trial basis. Michelle is the Wisconsin state conference coordinator.



## 10. Standing Committee Reports

- a. Awards Chair – Matt White – (Appendix M)
- b. Budget – Treasurer Stella Hull (Appendix N)
- c. Bylaws and Standing Rules – Matt White (Appendix O)
- d. Legislative - Colleen Webb announced the publication of the fall legislative newsletter (Appendix P)
- e. Marketing/Membership/Linkages - Sue Elwood (Appendix Q)

It was discussed that NCBEA prepare a welcome packet to be sent to new members. The goal will be to have access to this by November 1.

- f. Nominating Chair – Matt White (Appendix R)
- g. Program of Work – Jason Hendrickson and Tina Trumbower – no written report submitted
- h. Publications - Sue Elwood (Appendix S)
- i. Strategic Plan - Jason Hendrickson and Tina Trumbower – no written report submitted
- j. Technology - Sue Elwood (Appendix T)

## 11. Unfinished Business

Audit Adhoc Committee Report – Matt White

Jason Hendrickson, Matt White, and Cathy Carruthers completed an internal audit for July 1 to June 30, 2017. General recommendations resulting from the audit were discussed. (Appendix U)

## 12. New Business

- a. NCBEA Joint Conference Rotation - Jason Hendrickson

Jason asked the Board, “What is benefit of NCBEA going to each state?” Discussion followed and included the following: face-to-face opportunities, exposure to membership, less burden of planning conference, fresh professional development,

networking opportunities. Some disadvantages include the cost to individual members and time out of classroom for secondary teachers

Jason asked, "What is the benefit to the state? Speakers provided from NCBEA and income from registrations.

Jason asked, "How would this look to have one board meeting face-to-face per year? To present NCBEA Awards at NBEA.

Cathy Carruthers made the motion, "I move that the NCBEA board have one face-to-face meeting each year to be held in conjunction with the NBEA Annual Convention and a minimum of two additional electronic Board meetings to conduct the business of NCBEA. The Board members would be reimbursed \$200 per member for the one face-to-face meeting per year." Brian Wolfe seconded. Motion carried.

Colleen Webb made the motion, "I move that the motion be effective July 1, 2018." Brian Wolfe seconded. Motion carried.

It was suggested that President Jason Hendrickson construct an email to send to the NCBEA State Boards that NCBEA would no longer be following the conference rotation schedule. Proposed changes to the bylaws will be voted on at the NCBEA business meeting to be held during NBEA in Baltimore.

b. NCBEA Summer Fundraiser - Jason Hendrickson

Jason discussed the possibility of Disney leadership workshops as a fundraiser for NCBEA. He explained that Disney offers teacher/members at no cost for 2-day workshop. We could charge small registration fee to generate income. Participants would receive discounted tickets. Disney would take care of planning housing. Disney takes care of everything and we pay - typically value properties – \$125-175/night could get down to \$75 range. Possible dates were discussed. A higher rate charge for nonmembers was discussed. The possibility of a dessert reception was discussed. The Board asked Jason to proceed with getting details for summer 2018 professional development/fundraiser.

c. Proposed Changes to NCBEA Policies & Procedures - Cathy Carruthers

Approved changes have been posted on NCBEA website. If the proposed bylaws change is approved at the business meeting in March, policies and procedures would need to be updated to reflect the bylaws change.

d. NCBEA Board Meeting at NBEA (to be determined) - Jason Hendrickson

- e. 2017-2018 Annual Business Meeting-Baltimore (to be determined) - Jason Hendrickson

### 13. Announcements

#### a. 2017 Upcoming State Conferences

- 1) Illinois—November 8-10, 2017, Wyndham, Springfield ([www.ibea.org](http://www.ibea.org))
- 2) Indiana— November 17-18, 2017, Wyndham, Indianapolis (<http://ind-ibea.org>)
- 3) Iowa – October 22-23, 2017, Holiday Inn & Suites West, Urbandale ([www.ibeaonline.org](http://www.ibeaonline.org))
- 4) Michigan – November 8-10, 2017, Bavarian Inn and Conference Center, Frankenmuth ([www.mbea-online.org](http://www.mbea-online.org))
- 6) Wisconsin—October 5-6, 2017, Holiday Inn Convention Center, Stevens Point (<http://www.webitonline.org/>)

#### b. Board Rotation

- 1) July 1, 2018 – President Elect, Regional Membership Director, Treasurer, Minnesota, Ohio, & Michigan
- 2) July 1, 2019 – President Elect, Secretary, NCBEA Director on the NBEA Executive Board\*, Webmaster, Illinois, Indiana, & Iowa

#### c. NBEA – March 27-31, 2018 – Baltimore Marriott Waterfront ([nbea.org](http://nbea.org))

14. **Adjournment** - President Jason Hendrickson adjourned the meeting at 5:12 p.m.

Respectfully submitted,

*Cathy Carruthers*

Cathy Carruthers, Secretary

## North Central Business Education Association

### Treasurer's Report

March 18, 2018

The Income and Expense report for 2017-2018 to date is shown below. All checks and deposits have cleared. The net amount received for Membership from NBEA was \$75.36 for 152 members. Expenses for the year have outweighed income by \$1,798.68. An amount of \$1,525.00 is earmarked for the NCBEA New Professional Development fund. As you know this account is funded by Past Presidents. The \$5,000 CD at U.S. Bank is doing okay, it matures in June.

Respectfully submitted,

**Stella Hull**

Stella Hull  
NCBEA Treasurer

### NCBEA

**July 1, 2017 to March 18, 2018**

### Income and Expense Report

Beginning savings account balance, July 1, 2017	\$13,014.72
Beginning checkbook balance, July 1, 2017	<u>2,553.59</u>
Total checkbook and savings account balance, July 1, 2017	\$15,568.31
Income to March 18, 2018	1,931.26
Expenses to March 18, 2018	-3,729.94
Withdrawal to purchase CD, July 25, 2017	<u>- 5,000.00</u>
Checkbook and Savings balance, March 18, 2018	<b><u>\$ 8,769.63</u></b>

0

### Account Balances to Date

Savings account balance as of March 18, 2018	\$ 8,015.86
Checkbook balance as of March 18, 2018	<u>753.77</u>
Total Funds Available as of March 18, 2018	<u>\$ 8,769.63</u>
CD balance as of March 17, 2018	<u>5,029.26</u>
Total Overall Funds as of March 18, 2018	<b><u>\$13,798.89</u></b>

Appendix B - Part 2

NCBEA FINANCIAL STATEMENT							
July 1, 2017 to March 18, 2018							
INCOME				EXPENSE			
Account	Account Title	Amount		Account	Account Title	Amount	
410	Membership (152 Prof. @ 5.00)	\$ 760.00		610	Administrative Board	\$ 1,774.07	
415	NCBEA Convention Rebate	235.00		615	Share of NBEA Board Expenses	684.64	
418	NCBEA Past President's Stipend	100.00		630	Membership Committee	758.05	
420	Fundraisers	835.00		633	Awards - Recognition Committee	184.58	
422	Interest Income	1.26		643	Treasurer's Expense	200.00	
	CD Interest	29.26		644	Treasurer's Audit Expense	28.60	
				661	Memorials/Gift Expense	100.00	
	<b>TOTAL INCOME</b>	<b>\$ 1,960.52</b>			<b>TOTAL EXPENSES</b>	<b>\$ 3,729.94</b>	
					<b>NET Loss March 18, 2018</b>	<b>\$ (1,769.42)</b>	

## Appendix C

NCBEA Spring Administrative Board Meeting  
Thursday, March 29, 2018

NCBEA President Report  
Submitted By: Jason Hendrickson

Since our last meeting in Fall of 2017 (September 29, 2018), several things have happened over the past months. Below is a list of action items that have taken place and I would like to report.

The following is not a comprehensive list of duties that I have completed thus far for the organization/division:

- Communicate email, phone conversations, and texts
- Held a conference call with board mentors regarding a fundraising opportunity for the upcoming Summer 2018
- Assisted with questions and concerns regarding NCBEA, membership, and daily operations
- Reached out to invite all State affiliate presidents to the NCBEA conference
- Made travel arrangements to attend meetings
- Held executive committee virtual meetings
- Provided recommendations to the board through electronic communication while upholding parliament procedure
- Worked with NCBEA Ohio conference planning staff on upcoming events
- Checked in with board members and their assignments
- Assisted with discussion on committees
- Assisted with Audit Committee on audit of the books for the 2016-2017 fiscal year
- Completed Audit Committee service under Chair, Matt White
- Continued service on Budget Committee to try to balance budget or find financial freedoms for our ongoing stressed budget
- Attended the Indiana Business Education Association Conference
- Review email communication from Sue Elwood to the State Membership Directors
- Created Agendas for Spring Board and Business Meeting
- Discussed with Matt White why our By-Laws committee missed communicating our board recommendation to amend current By-Law language regarding the NCBEA joint state convention
- Submitted Spring Board Report from NCBEA to NBEA for their Spring meeting
- Assisted with incoming membership director Michelle Gibson Harmon with examples reports for her to use as template for the upcoming Spring meeting
- Registered for NBEA and made travel arrangements
- Worked with Laura Sutherland to secure location and times for our Administrative, Business, and Past-President's meeting
- Registered for the Region President and State Membership Director Breakfast at NBEA
- Worked on-going with Ryan Workman at Disney to try to put something in place for 2018, with direction now focused on 2019 for a full scale PD opportunity
- Discussed with Tina Trumbower regarding her Program of Work
- Communicated with the board at upcoming meetings at NBEA

I recommended the following discussion to take place at the NCBEA Fall meeting:

- Brainstorm NCBEA traveling conference
- Fundraising Ideas for generation of income
- Reminder of board responsibilities
- Other action items as needed

Action items:

- Board still needs to focus on responsibilities, that even includes myself
- Continue efforts on Fundraising
- Continue following of recommendation of NCBEA traveling conference

I appreciate the hard work and dedication of the board and wish NCBEA the best this upcoming year as we journey together making hard decisions for the right reasons.

Jason P. Hendrickson  
2017-2018 NCBEA President

## Appendix D

### President Elect Report For March 29, 2018 By Tina Trumbower

#### Program of Work

- Previous format was used and the Program of Work is uploaded to the Dropbox for business meeting/board meeting using the NBEA template.

#### Focus March-July

- Create a monthly outline of tasks by cross referencing the bylaws, program of work, and other documents.
- Explore revenue options besides Disney for 2019 and work with committee to have promotional materials ready for summer/fall conferences.
- Connect with other regions on what is working for them and if there is anything that can be accomplished collaboratively.
- Communicate with board members regarding other topics, such as vacant positions.
- Set up a list and letter to let board member schools (administrators/deans) and newspapers to acknowledge participation of board members on the NCBEA board.
- Ask questions of previous presidents who are on the board—some of this communication is started.

#### Question/Topic List To Date

- Is there a list of timelines and reports that need to be submitted to NBEA?
- Deadlines moving forward to make changes to bylaws.
- What is the expectation of attending state conferences (possibly in the summer)?
- Are there other meetings with NBEA personnel throughout the year (besides Friday at NBEA)?
- Central location of bylaws and other documents—is it the NCBEA website?
- Putting together a binder of relevant documents—any suggestions.
- Committees—we restructured committees officially, right? Example: Marketing/Linkages/Membership
- Newsletter schedule and deadlines.
- Program of work vs. strategic plan?



**PAST PRESIDENT REPORT  
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION  
ADMINISTRATIVE BOARD MEETING  
MARCH 29, 2018**

Since September 28, 2017, the following items have been completed:

- ❖ Attended the 2017 OBTA/NCBEA Professional Development Conference in Columbus, OH
- ❖ Submitted 2017 NCBEA awards program info and 2018 nominations info to Sue Elwood, NCBEA Newsletter Editor, for inclusion in the Winter 2018 NCBEA Newsletter
- ❖ Various communications with Jason Hendrickson and NCBEA Executive Committee regarding 2018 Disney Summer Professional Development opportunity
- ❖ Various communications with Jason Hendrickson and NCBEA Executive Committee regarding NCBEA conference rotation with member states decision and steps needed to update association bylaws
- ❖ Prepared various messages to NCBEA membership regarding various membership updates via Constant Contact on behalf of NCBEA
- ❖ Communicated with NCBEA President Jason Hendrickson, and NCBEA Secretary Cathy Carruthers (ongoing)

Respectfully submitted,

Matt White  
2017-2018 NCBEA Immediate Past President

**NCBEA SPRING BOARD REPORT**  
**Secretary Cathy Carruthers**  
**Baltimore, Maryland - March 29, 2018**

Since the September 28, 2017, Board meeting, I have:

- Been in contact with President Jason Hendrickson and NCBEA Director to the NBEA Board Colleen Webb
- Registered for and will be attending the NBEA Convention in Baltimore, Maryland
- Participated in phone calls and e-mail exchanges regarding NCBEA business
- Uploaded President files to Dropbox; created folders in Dropbox for Baltimore meetings
- Sent past approved minutes to Sue Elwood for posting on the NCBEA website
- Participated in the Disney summer professional development/fundraiser discussions and vote
- Suggested to the NCBEA Executive Committee that it was too late to vote on proposed bylaws change regarding no longer having joint conferences and only having business meetings to be held during NBEA. Because this was not published at least 30 days prior to March 29, NCBEA will need to have a fall joint conference in 2018 with a business meeting.



## NCBEA Director to the NBEA Board Report

March 10, 2018

Since September 28, 2017 I have:

- Attended the Webinar hosted by Maurice Henderson held on January 29, 2018
- Continued to read all correspondence on Membership coming in from Maurice Henderson and Sue Elwood
- Summarized all Regional Director reports that I had copies of and created the spreadsheet found on the next page from March of 2017 to March 2018. I sent the spreadsheet to Regional Membership Director Sue Elwood for verification and Sue responded and updated some missing reports
  - It is interesting to note that the number of reports turned into NBEA Membership Chairperson Maurice Henderson during this 12-month period ranges from 0%-75%
  - NOTE: Sue Elwood cannot turn in her Regional Director report if she does not have State Membership Directors sending her their reports to summarize
- Continue to recruit NBEA members as an NBEA Board member through the charge given to all Board members...50 new members (11/50 to date) over a two-year period
- Continue to work to get lapsed members back through the NBEA Board Renewal program

Respectfully submitted,

*Colleen L. B. Webb*

Colleen L B. Webb  
NCBEA Director to the NBEA Board



Colleen Webb  
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 810 247 0133

**NCBEA State Membership Director Participation**

**March 2017 - February 2018**

**Based on State Membership Directors Turned In**

	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	Percentage of Months Reported
Illinois, Mountjoy													0%
Indiana, Hendrickson/Wolfe (7/1/2017)													17%
Iowa, Schmaltz													8%
Michigan, Pearson													75%
Minnesota, Murray													50%
Missouri, Bynum													33%
Ohio, White													8%
Wisconsin, Trumbower/Gibson													17%

No Reports Submitted to Sue Elwood

No Reports Submitted to Sue Elwood

No Reports Submitted to Sue Elwood

**Regional Membership Director Report**

Sue Elwood

Baltimore, MD April 29, 2018

One-year Membership Comparison		
Membership	Feb 2017	Feb 2018
Current NCBEA Membership Goal	1660	1660
Current NCBEA Membership	803	715
Percent Reached	48.37%	43.07%

Iowa is up by 1 member. Michigan is up by 8 members.

**Membership Report:**

Worked closely with the NCBEA Director to the NBEA Executive Board, Colleen Webb and the NBEA Membership Committee Chair, Maurice Henderson regarding membership recruitment and retention activities.

Send recruitment communication, lapsed member list, and NBEA membership report to state membership directors.

Prepare monthly regional membership reports and sent to Maurice Henderson, NBEA Membership Committee Chair.

Attended the NBEA Membership Directors Web Meetings.

Will attend the annual Breakfast and Membership Directors Meeting at NBEA.

NCBEA February 2018

**NBEA MEMBERSHIP REPORT  
NORTH-CENTRAL REGION**

*President: Jason Hendrickson*

*Membership Director: Sue Elwood*

STATE, TERRITORY, or PROVINCE	MEMBERSHIP DIRECTOR	PROFESSIONAL				STUDENT	RETIRED
		2017-2018 GOAL	CURRENT	PERCENT REACHED	UNDER/ (OVER)		
Illinois	Kathy Mountjoy	345	135	39.13%	210	1	14
Indiana	Brian Wolfe	177	54	30.51%	123	0	6
Iowa	Rhonda Schmaltz	122	93	76.23%	29	1	4
Michigan	Patricia Pearson	207	94	45.41%	113	0	4
Minnesota	Robert Murray	144	70	48.61%	74	2	5
Missouri	Theresa Bynum	301	133	44.19%	168	5	6
Ohio	Matt White	170	64	37.65%	106	0	8
Wisconsin	Michelle Gibson Hermar	194	72	37.11%	122	1	5
<b>TOTALS</b>		<b>1660</b>	<b>715</b>	<b>43.07%</b>	<b>945</b>	<b>10</b>	<b>52</b>

## Appendix I

### Newsletter Editor and Webmaster Reports

Sue Elwood

Baltimore, MD – March 29, 2018

#### Newsletter Editor:

- Collected articles and published the newsletter in February.
- Worked closely with the president to determine publication dates and request articles from board members.
- Serving as chair of the Publications Committee. Discussion was held at our Ohio board meeting addressing timely publication of newsletters, social media, and other types of publications.
- Sent the newsletter to Matt for distribution through Constant Contact. Published the newsletter on the NCBEA Website.
- The next issue should go out in August (July 15 deadline) and will include upcoming state conventions, regional convention, a letter from the president, news from membership directors, membership information, and anything else of interest to NCBEA members.
- Target publishing months are August, November/December, and February/March.
- There are no direct costs involved in publishing the newsletter.

#### Webmaster:

- Kept the Website current by updating:
  - Board members names/email addresses current.
  - Adding the monthly membership recruitment infographic.
  - Keeping the Policies and Procedures section up to date.
  - Updating forms.
  - Maintaining an NCBEA award winner's page.
  - Advertising conferences and other activities of interest to NCBEA members.
- Serving as chair of the Technology Committee. Discussion was held at the Ohio board meeting on how we can update and expand NCBEA's online presence.
- The newsletter domain name and hosting are renewed very two years and will come due again in June 2019. There are no other direct costs for maintaining the website.

## Appendix J

NCBEA Administrative Board Meeting  
Thursday, March 29, 2018  
Chicago, Illinois

As the Illinois Membership Director to NCBEA, I have done the following:

- Promoted NCBEA/NBEA at the annual Illinois Business Education Conference
- Provided a raffle prize at IBEA as an incentive for a new or renewal membership into NCBEA/NBEA (thanks to Cathy Carruthers).
- Held a 50/50 raffle at IBEA. Half of the 50% that went to IBEA was forwarded to NCBEA.

### Future Convention Dates

Illinois Business Education Association – November 7-9, 2018 in Springfield, Illinois. For more information, visit [www.ibea.org](http://www.ibea.org)

Respectfully submitted,

Kathy Mountjoy  
Illinois Membership Director to NCBEA

NBEA/NCBEA Board Report

March 20, 2018

- Attended the Fall NCBEA Board Meeting in Ohio
- Worked at the registration desk and the NCBEA Membership table at the MBEA Conference in November 2017
- Initiated a Membership Blast contacting all schools in the state who were not members of MBEA or NBEA
- Contacted and sent NBEA flyers every month
- Participated in one NBEA Membership Webinars
- Communicated with the other NCBEA Membership Directors
- Sent a marketing flyer to all MBEA members who are not presently members of NCBEA/NBEA and all lapsed members with a personal note
- Tracked all members on lapsed membership list from month to month
- Increased NCBEA/NBEA membership in the state of Michigan -94 members
- Michigan is now ranked 2<sup>nd</sup> in percentage of membership

Respectfully submitted,

Patricia Pearson-Michigan NCBEA/NBEA Membership Director

[Ppearson66@comcast.net](mailto:Ppearson66@comcast.net) 810-987-5917 Home 810-357-8252 cell





## Appendix L

### Minnesota State Membership Director Report Submitted by Robert Murray

On February 21, 2018 Minnesota had 75 NBEA members and as of March 26, 2018 there were 96 MN MBITE members. My report to the September 2017 Board meeting showed that Minnesota had 64 NBEA members, which is an increase of 11 members.

After the Membership Director's meeting in Ohio, I decided to check out high-school.com. All I found was a list of cities that had schools. The site listed 543 cities for Minnesota. To date I have attempted to find schools in 241 of the cities. The schools have closed in some of the cities listed, some only have elementary (some private), many that have middle/high schools do not have business education teachers, some school Websites do not have staff directories, to find the correct email address is a challenge for some. Many of the schools that list business education teachers only have one teacher. So, I think you can see to find 50 new names each month is a very big challenge involving a lot of time.

Since September, 2017 I have sent 500 plus emails to lapsed and non-members of NBEA encouraging them to renew or join (I hope to send 26 more before our meeting on March 29.). January, 2018, I emailed the current members from Minnesota thanking them for being members, reminding them of the upcoming convention in Baltimore, and providing a link to the Council for Econ Education Website. February, 2018, I emailed the current members from Minnesota with information about the Professional Development Opportunity Survey.

Minnesota is struggling to get members to serve on the MN MBITE Board. Currently we do not have a President-elect, which means July 1, we will not have a President. We are looking for persons to fill the President-Elect, Treasurer, Legislative, NCBEA Representative positions, as well as filling the two positions to represent each of the four regions of the state.

I have enjoyed being part of the NCBEA Board and I cherish the friends I have made through the 14 years of serving. Thank you.

Bob

## Appendix M

### Missouri Membership Director Report NBEA Conference-(Baltimore) March 26, 2018

Missouri has 133 national members as of February 2018.

As membership director, I have continued to contact members on the renewal list to remind them to send in their renewal fee to continue as an active member of their professional organization and to assure no lapse in their professional liability insurance. I have also contacted members from the lapsed list that is provided each month and encouraged those members to renew.

I have continued the offer in Missouri of members renewing will receive a \$5 rebate. This has helped encourage some to renew or become a new member of NBEA. Members also are receiving the NBEA mug that we all ordered (filled with candy!).

The MoACTE summer conference, which includes the Missouri Business Education Association conference, will be **July 23<sup>rd</sup>-26<sup>th</sup>** in Springfield, Missouri.

**OHIO STATE MEMBERSHIP DIRECTOR REPORT  
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION  
ADMINISTRATIVE BOARD MEETING  
MARCH 29, 2018**

- ❖ Ohio currently has 64 professional members, 0 student members, and 8 retired members in NBEA
- ❖ I have been actively reaching out to lapsed members on a consistent monthly basis since our last meeting at the 2017 OBTA/NCBEA Professional Development Conference on September 28, 2017 in Columbus, OH
- ❖ Unfortunately, due to professional obligations at a new school this school year, I have not been as active in reaching out to potential new members or in submitting monthly membership update reports to the NCBEA Regional Membership Director. I have made the NCBEA Regional Membership Director aware of this as of January 2018
- ❖ I am planning on stepping up the membership efforts in Ohio following the 2018 NBEA Annual Convention and Trade Show in Baltimore, MD and have ordered some materials from NBEA Headquarters to assist in this process
- ❖ I also plan to submit accordingly a membership update report for March 2018 to the NCBEA Regional Membership Director by the deadline in early April 2018 and continue these efforts through the end of this membership year in June 2018

Respectfully submitted,

Matt White  
2017-2018 NCBEA Ohio Membership Director (Interim)

## Appendix O

NCBEA-NBEA Membership Director Report

Wisconsin Membership Director Michelle Gibson Herman

Submitted: March 28, 2018

Membership Activities: Email communication has been sent out via our Google+ community on a monthly timeline. Individual emails have been sent to individuals with lapsed memberships from the years 2016 and 2017. Emails will be sent to current members of our state organization in the upcoming months.

Wisconsin Educators of Business and Information Technology (WEBIT) held its annual convention at the Holiday Inn Convention Center in Stevens Point, WI. This was the first time the convention was jointly held with the Wisconsin Marketing Education Association. The following activities were held as part of the conference:

1. Tina Trumbower, President-Elect of NCBEA, brought greetings to our attendees.
2. NCBEA-NBEA Membership table was in the exhibit hall space for this year.
3. Tina Trumbower assisted with the NCBEA/NBEA table during the convention
4. Requested membership materials were sent from NBEA for booth space and for our current members. These items were on display throughout the conference.
5. Included NBEA Membership as part of the registration process for the conference if attendees were not already a part of WEBIT.

Other activities:

Promote NBEA and NCBEA membership on a monthly basis.

Promotion of NBEA is promoted on our Facebook page, WEBIT webpage, and Google+ Community.

Planning for upcoming October Convention in LaCrosse, WI: October 3-5, 2018

**NCBEA AWARDS COMMITTEE REPORT  
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION  
ADMINISTRATIVE BOARD MEETING  
MARCH 29, 2018**

- ❖ 2017-2018 NCBEA Awards Committee Members:
  - Matt White, Chair
  - Kathy Mountjoy
  - Brian Wolfe
  - Rhonda Schmaltz
  - Patricia Pearson
  - Bob Murray
  - Theresa Bynum
  - Tina Trumbower
- ❖ NCBEA presented two awards at the 2017 OBTA/NCBEA Professional Development Conference in Columbus, OH on September 29, 2017 as follows:
  - Dr. Debbie Stanislawski – Outstanding Contributions to Business Education By a Senior College or University Business Teacher
  - Dr. Patrice Boyles – Outstanding Contributions to Business Education By an Administrator or Supervisor of Business Education
- ❖ Recognition for these two outstanding award winners was published in the Winter 2018 NCBEA Newsletter
- ❖ The next awards program will be presented at the Fall 2018 NCBEA Convention (Location TBD)
- ❖ Updates to the awards forms for inclusion on the NCBEA website will be made ASAP and submitted to Sue Elwood, NCBEA Webmaster once the committee has met to determine submission deadline and other administrative details
- ❖ A planned meeting of this committee will be scheduled following this 2018 NBEA Annual Convention and Trade Show in Baltimore, MD (tentative plan: conference call in April 2018)

Respectfully submitted,

Matt White  
2017-2018 NCBEA Awards Committee Chair

## Appendix Q

<b>NCBEA Budget Preparation</b>							
<b>Prepared 3/18/18</b>				<b>2017-18</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Accepted</b>				<b>Budget</b>	<b>Actual</b>	<b>Difference</b>	<b>PROPOSED</b>
					7/1/17-3/18/18	7/1/17-3/18/18	7/1/18-6/30/19
<b>INCOME:</b>							
410	Membership			\$ 3,000.00	\$ 760.00	\$ 2,240.00	\$ 3,000.00
415	NCBEA Convention Rebate			250.00	235.00	15.00	
418	NCBEA Past Presidents' Sponsored Stipend			225.00	100.00	125.00	300.00
419	Contributions to NBEA						
420	Fundraisers Income			750.00	835.00	(85.00)	2900.00
422	Interest Income			2.25	1.26	0.99	2.00
	CD Income				29.26		
430	Special Publications (CD ROM's)						
445	Transfer from Savings Account			3,000.00			5,683.00
	<b>TOTAL INCOME</b>			<b>\$ 7,227.25</b>	<b>\$ 1,960.52</b>	<b>\$ 2,295.99</b>	<b>\$ 11,885.00</b>
<b>EXPENSES:</b>							
610	Administrative Board Meeting @NCBEA			\$ 3,400.00	\$ 1,774.07	\$ 1,625.93	\$ 3,400.00
611	Electronic Communications (web site, domain)			120.00		120.00	100.00
612	NCBEA Workshop, meals for attendees					-	
613	NCBEA Worskhop Speakers travel and meals					-	
614	NCBEA Workshop, Misc (Copies, etc.)					-	
615	Share of NBEA Board Expenses			1,500.00	684.64	815.36	1,500.00
620	Newsletter Expense					-	
621	Electronic Communications (Constant Contact)			408.00		408.00	410.00
	<b>COMMITTEES</b>					-	
630	Membership/Marketing/Linkages			2,400.00	758.05	1,641.95	2,400.00
632	Handbook/Bylaws					-	
633	Awards/Recognition			250.00	184.58	65.42	225.00
635	Program of Work					-	
	<b>OFFICERS</b>					-	
639	Past President's Expense					-	
640	President's Expense			100.00		100.00	100.00
641	President's Travel Expense			600.00		600.00	500.00
642	Secretary's Expense					-	
643	Treasurer's Expense			200.00	200.00	-	200.00
644	Treasurer's Audit Expense			20.00	28.60	(8.60)	100.00
645	Regional Membership Director Expense					-	
655	Legislative Expense					-	
661	Memorial/Gifts Expense				100.00	(100.00)	
667	NCBEA Convention Expense for Guests					-	
668	NCBEA Board Meeting at NBEA			2,550.00		2,550.00	2,550.00
669	NBEA Conv. Past Presidents Event (Breakfast)						
672	NCBEA New Prof. Dev. Stipend (Past Pres.)			400.00		400.00	400.00
674	NCBEA Meeting Facilities at NBEA						
685	Special Publications Expense						
	<b>TOTAL EXPENSES</b>			<b>\$ 11,948.00</b>	<b>\$ 3,729.94</b>	<b>\$ 8,218.06</b>	<b>\$ 11,885.00</b>
	<b>NET INCOME (LOSS)</b>			<b>\$ (4,720.75)</b>	<b>\$ (1,769.42)</b>	<b>\$ (5,922.07)</b>	<b>\$ -</b>

**NCBEA BYLAWS AND STANDING RULES COMMITTEE REPORT  
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION  
ADMINISTRATIVE BOARD MEETING  
MARCH 29, 2018**

- ❖ 2017-2018 NCBEA Bylaws and Standing Rules Committee Members:
  - Matt White, Chair
  - Jason Hendrickson
  - Cathy Carruthers
  - Colleen Webb
  - Stella Hull
- ❖ A proposal to amend the NCBEA Bylaws and Policies and Procedures in reference to ceasing the NCBEA convention rotation with member states was made at the September 28, 2017 NCBEA Administrative Board Meeting
- ❖ Due to a committee chair oversight and timing necessary for this change to be made, the NCBEA Administrative Board will discuss plans at its meeting on March 29, 2018 – steps should include: (1) Committee meeting to finalize necessary changes to Bylaws and Policies and Procedures as appropriate; (2) Publication of suggested changes to Bylaws and Policies and Procedures a minimum of 45 days (to comply with 30-day minimum requirement per NCBEA Bylaws); and (3) Voting on suggested changes to Bylaws and Policies and Procedures at next NCBEA Business Meeting (currently planned for Fall 2018)
- ❖ A planned meeting of this committee will be scheduled following this 2018 NBEA Annual Convention and Trade Show in Baltimore, MD (tentative plan: early June 2018)

Respectfully submitted,

Matt White

2017-2018 NCBEA Bylaws and Standing Rules Committee Chair



Please find below the approved wording for publication of the recent bylaws change recommended by the Bylaws and Standing Rules Committee and approved by the NCBEA Administrative Board.

Proposed Changes to the

**BYLAWS  
OF THE  
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION, INC.**

Article X – MEETINGS

SECTION 1. The association shall hold a general membership business meeting at each ~~NCBEA~~ **NBEA** convention, which shall be known as the annual **business** meeting.

SECTION 2. The administrative board shall meet at least once a year.

~~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.~~

SECTION ~~5~~ **3**. The Administrative Board, Executive Committee, Standing Committees, and Special Committees are authorized to meet by telephone conference or through other electronic communications media so long as all members may simultaneously hear each other and participate during the meeting. Electronic voting may be used for NCBEA business as needed.

SECTION ~~6~~ **4**. A quorum shall be a majority of members for any NCBEA Administrative Board meeting.

SECTION ~~7~~ **5**. A quorum at an NCBEA business meeting shall be the number of members present at the time of the NCBEA business meeting. The date, time, and location of the business meeting must be published at least 30 days prior to the business

**SECTION 6. The Administrative Board will review the viability of holding an NCBEA convention with and at the invitation of a state organization according to a rotation plan every three years.**

## NCBEA Legislative Advocacy Committee Report

March 10, 2018

**Members present:** Jason Hendrickson, Cathy Carruthers, Tina Trumbower (came in later), and Matt White was in and out with his OBTA Convention responsibilities.

The NCBEA Legislative Committee convened at 10am and attempted to have a meeting prior to the start of the NCBEA Board Meeting on September 28, 2017, but was rather difficult with the constant interruptions, and interjections from others present in the room and not a member of this committee.

**SUGGESTION:**

- Time be set aside so that committee meetings can be held face to face
- A designated meeting place so that the committee can meet without interruptions to conduct their business

As NO timeline could be agreed on by the committee members for the semi-annual Legislative Newsletter Updates, no newsletter came out in the Winter of 2018

The time lapse between sending the Newsletter to the President (who forwarded it on immediately) and getting it out on Constant Contact was over 2 weeks...should not happen. When items are sent to Constant Contact, they should be sent out immediately.

State Legislative Contacts and Presidents were reconfirmed during the month of October

Committee Chair attempted to add a post for current Board Rosters in each state on the NCBEA Website---was told by NBEA Webmaster that it couldn't be done as there are already links to the individual States, and in the past it was a problem posting personal contact info on our Website.

Another part of my duties on the NBEA is that of Legislative Chairperson. In this roll I am responsible for getting the legislative speakers for the annual convention. I have attached my report.

NOTE: As of June 30, 2018, I will serve on this committee but will no longer serve as Chairperson.

Respectfully submitted,

*Colleen*

Colleen L. B. Webb  
NCBEA Legislative Chair



# Legislative Advocacy Committee Report

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March 9, 2018

## COMMITTEE MEMBERS

Eastern Region— [Position Open](#), (2018)

Mountain-Plains Region— [Position Open](#), (2018)

North Central Region—Marlene Stout, (2019)

Southern Region—Joan Belk, (2019)

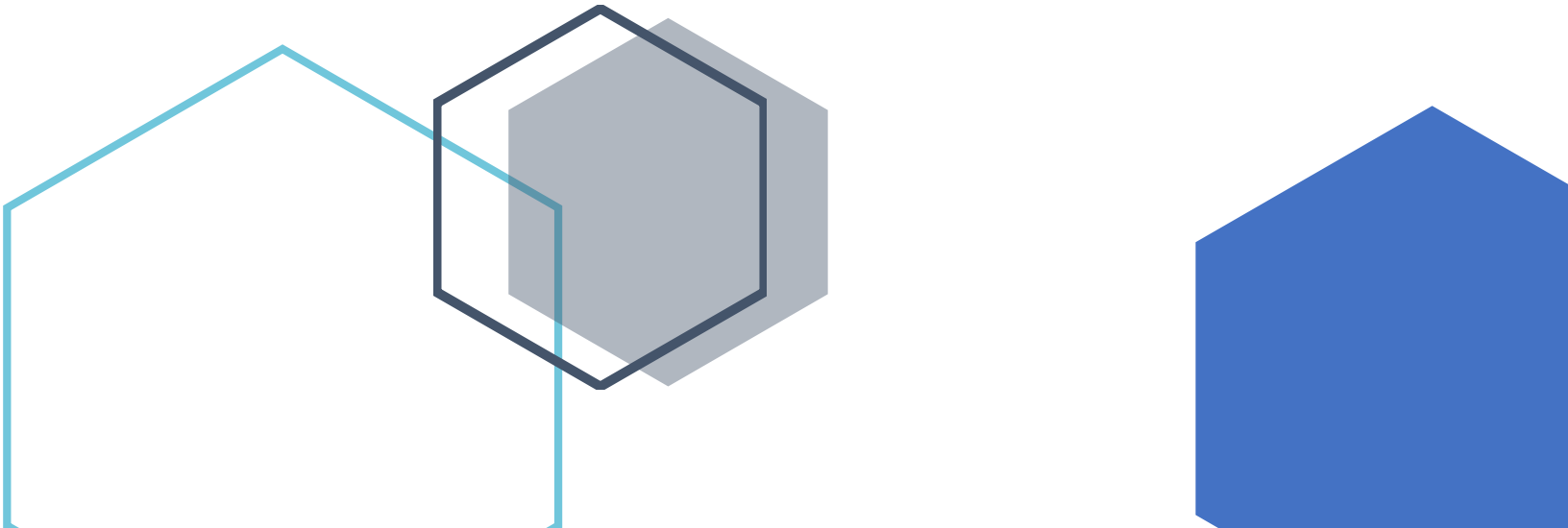
Western Region—Tina Fulks, (2017)

Member at Large—Stephen Lewis, Sr, (2017)

Diane J. Fisher, ex officio

Janet M. Treichel, ex officio

Colleen L. B. Webb, (2020), Chairperson



## Category 4: Business Education Advocacy

Goal 1: Develop and implement a plan that will advance the importance of business education in strengthening the country's economy.

Goal 2: Advocate the importance of business education to the membership and external stakeholders.

<b>ACTION</b>		<b>Person(s) Responsible</b>	<b>Completion Date</b>	<b>Completed Yes/No</b>	<b>Report Submitted Yes/No</b>
A.	Assess the effectiveness of the legislative sessions held during the 2016 and 2017 NBEA Conventions.	Legislative/Advocacy Committee Executive Committee Executive Director	July 2017	YES	November, 2017
B.	Review, update, and disseminate promotional and/or advocacy materials.	President Executive Director Legislative/Advocacy Committee Chair	March 2018	In progress	Agenda item to be reported November 2018
C.	Identify and develop avenues of support for business education programs at all levels of education (e.g., legislative, business)	Legislative/Advocacy Committee Business Partnership Task Force	March 2018	In progress	Agenda item to be reported November 2018
D.	Develop partnerships with business and industry at the national level.	Business Partnership Task Force	ONGOING		
E.	Provide legislative training sessions at all regional conventions.	S/T/P Presidents Legislative/Advocacy Committee Regional Presidents	M-PBEA, NCBEA, and SBEA 2017; WBEA 2018	Yes—NCBEA* No—SBEA Yes—M-PBEA Yes--WBEA	Yes
F.	Hold Legislative sessions at national, regional, and S/T/P conventions.	Legislative/Advocacy Committee Chair and Committee Regional Presidents Regional Legislative Chairs S/T/P Presidents and Legislative Chairs	ONGOING	2018—NBEA Convention--2 sessions scheduled	Yes

\*NCBEA will no longer have a regional convention beginning in 2018 pending a ByLaw changes was suppose to be voted upon at the 2018 NBEA Convention—as of March 10, 2018, no proposed changes have been published.

## 2017-2018 Committee Composition

The NBEA Legislative Advocacy Committee is composed of

Name	Region	Term	Comments
	EBEA	2018	Position Open
	M-PBEA* **	2018	Position Open
Todd, Marlene	NCBEA**	2019	
Belk, Joan	SBEA	2019	
Fulks, Tina	WBEA**	2017	
Lewis, Stephen	At Large**	2017	
Webb, Colleen	Chairperson	2020	
Fisher, Diane J.	Ex Officio		
Treichel, Janet	Ex Officio		
*Deb Wolken has moved to the Membership Director for Nebraska, M-PBEA seeking replacement			
**Region Report submitted			

Appeals for the committee meeting agenda items, ideas for presenters for the two scheduled sessions at the NBEA Convention in Baltimore, and legislative regional updates went out to committee members on January 13, 2018 specifying the upcoming deadlines for the submission of the information requested. A follow-up reminder was also sent on February 15, 2018. The responses to the requests are as indicated above. Joan Belk, SBEA, indicated that she would not be able to attend the convention this year. Dana, the SBEA President will be attending her in place.

## Individual Regional Reports

### Mountain-Plains Business Education Association

Carol Sessums, MPBEA President

February 21, 2018

A Legislative Committee meeting was held during our regional convention.

A Legislative Session was held during the M-PBEA regional convention.

Currently working on getting a legislative contact person in each state and forwarding those names to NBEA Legislative Chairperson, Colleen Webb.

NCBEA  
LEGISLATIVE REPORT  
Marlene Todd Stout  
February 20, 2018

Colleen Webb, NCBEA Legislative Representative, and Cathy Carruthers, have published and distributed a Fall 2017 Newsletter entitled “Constant Communications with All Legislators in our Changing Political World is a Must” The newsletter provides information to members regarding working and communicating with legislators and lobbying techniques and strategies. In addition, all states but Iowa, Minnesota and Wisconsin provided information on legislative activities and bills to be aware of within their states.

Marlene Todd Stout, NBEA Legislative Committee for NCBEA

*NCBEA STATES REPORTING TO DATE*

*Illinois—Karen Drage*

The Governor's proposed budget keeps the CTE line item level. All bills will be put on hold until after the primary and possibly until after the election.

*Indiana – Jason Hendrickson*

The NCBEA Newsletter is distributed and referenced. In addition, bills and legislative activities are tracked through the ISTA (Indiana State Teachers Association).

*Iowa – Barb Bielenberg*

WA--There is a lot of work being done writing guidance for the CTE Redesign (HF 2392). The biggest impact for Business education is that all CTE programs will now be required to go through the state approval process. This will happen over the next 5 years. Here is the final report from the work of the CTE Redesign team.

<https://www.educateiowa.gov/sites/files/ed/documents/cte%20redesign%20report%201-15-17.pdf>

While the issue of state approvals for CTE programs is not unique across the country, it is a new educational requirement for Iowa.

HF 2392 set forth a forward-looking policy framework for secondary career and technical education (CTE), replacing an archaic vocational education law adopted in 1989 and building off exceptional practices implemented around the state. With technological change and globalization changing the economy within the state and nationally, education and training beyond high school has become the new minimum threshold for economic security. Through the Future Ready Iowa initiative, Governor Branstad and Lt. Governor Reynolds called for 70 percent of Iowans in the workforce to have postsecondary education or training by 2025. As expressed in Iowa’s unified state plan for implementation of the Workforce Innovation and Opportunity Act (WIOA), the CTE redesign is an essential strategy for addressing this moral and economic imperative by supporting students in exploring and pursuing rewarding careers, closing skills gaps faced by employers hampering growth, and enhancing the vitality of communities.

The Department's goals, as reflected in the State Board of Education's priorities, are to ensure all students have consistent and equitable access to high quality CTE programs and facilitate efficient delivery of curricula aligned with regional economic demand.

Passed with overwhelming bipartisan support in both chambers of the Iowa General Assembly and signed into law by Governor Branstad in May, 2016, HF 2392 implements the vision for CTE proposed in the final report of the Secondary Career and Technical Education Task Force.

The three main themes of the law include:

1. Career guidance: Shifting to a more holistic approach with school teams developing district plans to enhance how students explore career and academic opportunities and develop individualized plans.
  2. High quality programs: Raising expectations for CTE programs, employer engagement, and alignment with high demand areas. Setting a vision for curricula that starts foundational and leads to occupationally-specific college credit opportunities, integrates work-based learning, and aligns with a modernized career cluster framework.
  3. Regional planning: Establishing regional CTE planning partnerships of schools, community colleges, business, and community partners to ensure efficient and effective delivery of high-quality programs.
- Kelli Diemer, Iowa Dept., of Ed.

#### *Michigan – Colleen Webb*

Teachers in MI are finally receiving the 3% medical contribution that was illegally withheld from their paycheck. The MEA filed suit and won, the case was appealed by the governor 2 times and the original ruling was upheld.

Legislators are in the process of reducing the college credit hours required for substitute teachers from 90 to 60 to address the substitute shortage.

The proposed state budget includes an increase in per pupil spending for the next budget year, the amount is being negotiated. The governor is also pumping over a million and a half into CTE.

The Microsoft Certification program was renewed by the state legislators for another 3 years and had been expanded to include middle school, and colleges and universities as well as high schools and community colleges. The middle schools, high schools and public post-secondary institutions have access to 500 free testing vouchers for their students. Teachers in these institutions have access to all the free teaching materials. MTA tests have also been included in this certification program.

Licensing changes are still being considered in our state, but no other specifics have been announced.

#### *Missouri - Theresa Bynum*

The following has/is taking place in the Missouri legislation: Week of February 15, 2018 - HB 1942, which allows institutions of higher education to designate one or more faculty or staff members as campus protection officers. The Council on Public Higher Education and Missouri Community College Association testified in favor of the bill. This week the bill was voted favorably out of committee and is on its way to the Rules Committee before heading to the House Floor! Week of February 8, 2018 - HB 1528, voted out of the Higher Education Committee. The bill states that students at public institutions of higher education should demonstrate proficiency in the provisions and principals of American civics as a

condition of graduation, voted out of the Higher Education Committee. The bill is now in the Rules Committee and, hopefully, in the coming days be brought up on the House Floor for consideration. Week of February 1, 2018 - Lawmakers approved a bill this week that would provide young people with greater access to highly-skilled, experienced instructors in areas such as health care, manufacturing, and engineering. The legislation would allow the State Board of Education to issue a visiting scholar certificate as a license to teach in public schools. The visiting scholar certificate provides that a professional may be employed in a content area in which the individual has an academic degree or professional experience. The visiting scholar would only teach classes for ninth grade or higher and the hiring school district must verify that the individual will be employed as part of a business-education partnership initiative designed to build career pathways for students. The certificate would last for one year and the applicant could renew it a maximum of two times if certain requirements are met.

*Ohio - Stephen M. Lewis, Sr.*

The Ohio Department of Education and the state legislative body have adopted a new vision for preparing youth for high-demand careers through a program referred to as New Skills for Youth. NSFY is an innovative program that capitalizes on using cross-sector partnerships to assist youth in preparing for life after high school. A \$2MM grant was provided by the Council of Chief State School Officers (CCSSO) and JPMorgan Chase & Co. to fund the NSFY program. Ohio is one of 10 states to receive a New Skills for Youth (NSFY) grant, which directly aligns with many of Gov. John R. Kasich's Executive Workforce Board's initiatives and many Ohio Department of Education activities geared toward creating a comprehensive strategy to make sure Ohio's students are ready for the workforce of the future.

Through programs such as the NSFY, the State of Ohio seeks to increase the percentage of students graduating with industry-recognized credentials to 15 percent; ensure cross-institutional alignment of career-focused pathways resulting in seamless transitions for students and minimize institutional barriers through expanding the opportunity for transcripted credits and statewide articulation agreements.

Another program designed to help prepare students for remedial free higher education and careers of their choice is Success Bound. Ohio high school students now can earn recognition by showing they are prepared to contribute to the workplace and their communities. The OhioMeansJobs-Readiness Seal is a formal designation students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience that businesses need. To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community. The OhioMeansJobs-Readiness Seal is available for the graduating classes of 2018 and beyond and printed directly on Ohio diplomas and transcripts. The Ohio Legislature through the authorization of House Bill 49 established the OhioMeansJobs-Readiness Seal. The Ohio Department of Education and the Governor's Office of Workforce Transformation drafted the language in the bill through a combined effort. The Ohio Department of Higher Education identified an initial list of 15 professional skills based on reports by the National Association of Colleges and Employers, in partnership with The Conference Board, Partnership for 21st Century Skills, the Society for Human Resource Management and Corporate Voices for Working Families.



The state house assembly is also considering HB 108, the Informed Student Document Act. The bill is currently in the Business and Career Readiness Committee of the Ohio State Assembly. Once finalized and written into law by Governor Kasich, the bill will direct all school districts in the State of Ohio to include within the high school curriculum a one-half credit in financial literacy as a requirement for graduation. Currently the bill remains stuck in committee and if action is not taken, the bill will once again die in committee and not even reach the assembly for a vote. I will attend the fifth hearing on the bill tomorrow and will speak on behalf of OBTA as a proponent of the bill. The sponsors of HB 108 are Representative Christina Hagan (Primary Sponsor) and the Chair of the Business and Career Readiness Committee, Representative Andrew Brenner.

## WBEA

Tina Fulks

February 21, 2018

A Legislative Committee meeting was held during the WBEA Regional Convention. A Legislative Session was also held during the WBEA Regional Convention.

## 2018 NBEA Convention Speakers

Wednesday, March 28 1:30 p.m.- 2:30 p.m., Grand Ballroom IX (3rd floor)

The Legislative Advocacy session this year will focus on “how to” advocate for Business Education, our profession and our programs. The session presenter will be Ms. Rashage Green, Deputy Chief Counsel at U.S. Senate Special Committee on Aging, Washington, DC. Ms. Green he previously served as Director of Higher Education and Oversight Strategy in the Office of Legislative and Congressional Affairs at the U.S. Department of Education and currently works as Deputy Chief Counsel at U.S. Senate Special Committee on Aging. Also, she previously served as Senior Counsel to Congressman Bobby Scott.

Thank you, Marlene Stout, for your efforts to get Ms. Green to lead this session.

Thursday, March 29, 9:45 a.m. – 10:45 a.m., Grand Ballroom III & IV (3rd floor)

The Legislative Update session will be delivered by Dr. Michael Wooten, Deputy Assistant Secretary and Acting Secretary for the Office of Career, Technical and Adult Education is confirmed as our Legislative Update Speaker. He will focus on ways in which business educators can strengthen business education, initiatives at the US DOE and how these initiatives impact business education and the states, and Perkins funding.

A flyer has been prepared for each of the two sessions and has been emailed to our Region Presidents. We requested that they send the flyers out via their listserves as well share it with their State Presidents. Copies of both flyers are at the end of this report.

Both Legislative Sessions were showcased by NBEA via mass email on March 9, 2018.

## Summary

- An appeal for individual Regional Reports went out to the Legislative representatives and are included in this report

- Speakers for both Legislative Sessions have been confirmed
- Both Legislative Sessions were showcased on March 9, 2018, the NBEA in a mass email to membership
- An Agenda has been prepared for the Legislative Committee meeting on March 28, 2018. All members have had the opportunity to have any items included on the Agenda
- The Program of Work has been updated to reflect what the committee has completed and the items that still need to be completed along with a timeline for reporting back to this Board

Respectively submitted,

*Colleen L. B. Webb*

Colleen L. B. Webb, Chair  
NBEA Legislative Advocacy Committee



**“Navigating the Political Waters ...  
Advocating for our Profession” aka “Advocating 101”  
with**

**Rashage Green**

**Deputy Chief Counsel**

**U.S. Senate Special Committee on Aging**

- ▣ Learn how congress really works
- ▣ Learn how to talk to a congressional staffer
- ▣ Learn how federal agencies interact with congressional offices

March 28, 2018

1:30—2:30 p.m.

Baltimore Marriott Waterfront Hotel  
Grand Ballroom IX 3rd floor

Ms. Green previously served as Director of Higher Education and Oversight Strategy in the Office of Legislative and Congressional Affairs at the U.S. Department of Education and currently works as Deputy Chief Counsel at U.S. Senate Special Committee on Aging. Also, she previously served as Senior Counsel to Congressman Bobby Scott.





# U. S. Department of Education

Acting Assistant Secretary

and

Deputy Assistant Secretary

in the

Office of Career, Technical, and Adult Education

## Dr. Michael Wooten

will deliver the

### Legislative Update

Thursday, March 29

9:45 a.m. – 10:45 a.m.

Baltimore Marriott Waterfront Hotel  
Grand Ballroom III & IV (3rd floor)

A SPECIAL DOOR PRIZ E WILL BE GIVEN





## NCBEA Director to the NBEA Board Report

March 10, 2018

I attended the Webinar held on January 29, 2018.

I have continued to read all correspondence on Membership coming in from Maurice Henderson and Sue Elwood.

I summarized all Regional Director reports that I had copies of and created the spreadsheet found on the next page from March of 2017 to March 2018. I sent the spreadsheet to Regional Membership Director Sue Elwood for verification and Sue responded and updated some missing reports. It is interesting to see that the number of reports turned in during this 12-month period range from 0-75%.

Through my NBEA Board position, I continue to recruit NBEA members through the charge given to all Board members 50 new members (11/50 to date) over a two-year period. Also, I continue to work to get lapsed members back through the NBEA Board Renewal program.

Respectfully submitted,

*Colleen L. B. Webb*

Colleen L B. Webb  
NCBEA Director to the NBEA Board

**NCBEA State Membership Director Participation  
 March 2017 - February 2018  
 Based on State Membership Directors Turned In**

	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	Percentage of Months Turned In
Illinois, Mountjoy													0%
Indiana, Wolfe									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			17%
Iowa, Schmaltz								<input checked="" type="checkbox"/>	<input type="checkbox"/>				8%
Michigan, Pearson	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	75%
Minnesota, Murray	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50%
Missouri, Brynum					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			33%
Ohio, White	<input checked="" type="checkbox"/>												8%
Wisconsin, Gibson	<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>	17%
		No Reports Submitted		No Reports Submitted		No Reports Submitted							

## **Marketing/Membership/Linkages Committee**

Sue Elwood

Baltimore, MD March 29, 2018

- Sue Elwood, Chair
- Colleen Webb (MI)
- Kathy Mountjoy (IL)
- Brian Wolfe (IN)
- Rhonda Schmaltz (IA)
- Patricia Pearson (MI)
- Bob Murray (MN)
- Theresa Bynum (MO)
- Tina Trumbower (WI)

Based on the suggestions from our fall meeting in Ohio, the committee has agreed that having a summer event in Orlando, Florida will be our next fundraiser. The committee will assist in marketing the event along with any other duties required to make this a successful event. Because of the late date getting information finalized, this year will serve as a trial year and the event will be highly publicized for the summer of 2019.

It was also recommended in our committee meeting that the membership brochure should be updated and a welcome packet should developed and distributed at state conferences to new members who join. A November 1, 2017 date was established to have the welcome packet ready; however, it was too short a time to get everything together. The packets will be ready for fall 2018 state conferences.



**NCBEA NOMINATING COMMITTEE REPORT  
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION  
ADMINISTRATIVE BOARD MEETING  
MARCH 29, 2018**

- ❖ 2017-2018 NCBEA Nominating Committee Members:
  - Matt White, Chair
  - Jason Hendrickson
  - Cathy Carruthers
  - Sue Elwood
  - Tina Trumbower
- ❖ Positions to be filled for 2018-2019 are President Elect, Treasurer, Regional Membership Director, Michigan State Membership Director, Minnesota State Membership Director, and Ohio State Membership Director
- ❖ Nominations information submitted to Sue Elwood for inclusion in the Winter 2018 newsletter and on the NCBEA website
- ❖ Nominations form posted on the NCBEA website updated to reflect my contact information
- ❖ Additional discussions with committee will be had during the 2018 NBEA Annual Convention and Trade Show in Baltimore, MD
- ❖ If you have any suggestions for nominees for any of these open positions, please let myself or any one of the committee members know

Respectfully submitted,

Matt White  
2017-2018 NCBEA Nominating Committee Chair

## Appendix V

NCBEA Spring Administrative Board Meeting

Program of Work Committee

Submitted By: Jason Hendrickson and Tina Trumbower

The Program of Work Committee has continued to follow the Program of Work plan approved in the Spring Administrative Board meeting held in Chicago at NBEA in March of 2017. Tina Trumbower, President-Elect has been working on updating along with additions and subtractions based on the Program of Work from the National Business Education Association and the needs and wants of the organization. Tina will present her Program of Work to the board for approval at the spring meeting.

Throughout the process, Tina has asked very good questions clarifying the role of the Program of Work and her role in creating the living document.

The Program of Work committee thanks Tina for her efforts in continuing efforts in keeping our organization par the course with her updated plan known as the Program of Work.

Jason Hendrickson and Tina Trumbower

Program of Work Committee Co-Chairpersons

## Appendix W

### Publications Committee Sue Elwood Baltimore, MD March 29, 2018

Sue Elwood, Chair  
Colleen Webb  
Matt White

It was recommended that the Marketing/Membership/Linkages Committee should develop/update the NCBEA Brochure. Sue did update it. It will need to be updated yearly.

The Legislative Newsletter was published in Fall 2017.

Holiday Greetings have been sent out by Matt White through Constant Contact: Thanksgiving, Christmas, Easter, etc.

Articles must be submitted for the newsletter. We need more than just reports. We need “value added” articles.

## Appendix X

NCBEA Spring Administrative Meeting

Strategic Planning Committee

Submitted By: Jason Hendrickson and Tina Trumbower

The Strategic Planning Committee has not formally met since our Fall Administrative Board meeting and training in Ohio. Our committee has been focused on ensuring the current Program of Work is being followed along with duties of offices being carried out. Colleen Webb and Cathy Carruthers have been such a vital role in our organization and board. Both have offered guidance and feedback throughout the year.

In addition, both Colleen and Cathy have ensured that many officers stay par to the course and complete duties as assigned through our Policies and Procedures. We as a committee thank them both.

Tina Trumbower is actively preparing her Program of Work for review and approval at the Spring Administrative Board meeting. She will prepare highlights and answer questions that the board may have about the direction she wants to lead NCBEA in the near future.

At the Fall Board meeting it was discussed at length that the NCBEA joint convention rotation coming to a close would financially free up funds not only for NCBEA, but for those states who host. In addition, take other planning burdens off of the state convention planners. It was voted and the board's recommendation to move forward to have it voted on my membership at the Spring Business meeting. However, the By-Laws and Standing Rules committee did not notify our membership in the 30 days as mentioned in our current By-laws for amendment purposes. Although this information was shared by our State Membership Directors to the State Presidents, it was not put in writing.

The intentions moving forward, will be, to inform the recommendation at the Spring Business meeting to the members. Information regarding the recommendation will be sent out through Constant Contact, the Spring Newsletter, and even within the nominating/election information this spring. Following, that information, we will need to hold a Business meeting at the next joint NCBEA state convention, given our current policy and By-Laws.

Jason Hendrickson and Tina Trumbower

NCBEA Strategic Planning Committee Co-Chairpersons

**Technology Committee**  
**Sue Elwood**  
**Baltimore, MD    March 29, 2018**

1. Sue Elwood, Chair
2. Jason Hendrickson
3. Tina Trumbower

**Social Media Presence**

The committee discussed NCBEA's Facebook page. There is a challenge keeping it updated. It was suggested that upkeep and updating may be the task of Marketing/Membership/Linkages Committee. No decision was made.

**The Website**

The Website is kept up-to-date with current dates and convention information. Items are updated and added as board members send items. It was suggested to have a calendar that can push out upcoming information. The committee also discussed a members-only area; however, it need to be determined what would be housed there. We are still trying to determine how we can add value to our Website.

The Website is currently undergoing a facelift and is being designed in WordPress. It will include a Board link for Board members only and it will include a calendar of events. If there are other suggestions, please contact Sue.

# Conferences at a Glance/Membership Director Rotation Schedule

State, Region, National, and International Conference dates and State Membership Director Rotations

## State Conference Dates

State Convention	Dates	Location
Illinois	November 7-9, 2018	Springfield, IL
Indiana	November 16-17, 2018	Indianapolis, IN
Iowa	September 30-October 1, 2018	Urbandale, IA
Michigan	November 7-9, 2018	Mt. Pleasant, MI
Minnesota	TBA	TBA
Missouri	July 23-26, 2018	Springfield, MO
Ohio	TBA	TBA
Wisconsin	October 3-5, 2018	La Crosse, WI

## Regional Conference Dates

Region	Dates	Location
Southern Business Education Association	October 17-20, 2018	Mobile, Alabama
Western Business Education Association	February 15-19, 2018 <i>(Already Occurred)</i>	Boise, Idaho
Mount-Plain Business Education Association	June 10-13, 2018	Omaha, Nebraska

## National Conference Dates

National	Dates	Location
NBEA 2019	April 16-20, 2019	Chicago, Illinois
NBEA 2020	April 7-11, 2020	Boston, Massachusetts
NBEA 2021	March 30-April 3, 2021	New Orleans, Louisiana
NBEA 2022	April 12-16, 2022	Chicago, Illinois

## International Conference Dates

International	Dates	Location
SIEC/ISBE Conference	July 29-August 3, 2018	Reykjavik, Iceland

## State Membership Director Rotation Schedule

Wisconsin and Missouri	(2017, 2020, 2023, 2026, 2029, 2032)
Minnesota, Ohio, and Michigan	(2018, 2021, 2024, 2027, 2030, 2033)
Illinois, Indiana, and Iowa	(2019, 2022, 2025, 2028, 2031)