

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION

ANNUAL BUSINESS MEETING

MINUTES Approved by Committee

Tuesday, April 27, 2021

6:30 p.m. – 7:30 p.m. (cst)

Virtual via Microsoft Teams

Welcome and Introductions 18 People in attendance	Michelle Gibson Herman
Appointment of a Minutes Approval Committee <ul style="list-style-type: none">• Colleen Webb• Stella Hull	Michelle Gibson Herman
Treasurer's Report	Diane Webber Appendix A
New account at BMO Harris (Checking, Regular Savings Account, Past President Savings Account)	
Executive Officer's Reports President	Michelle Gibson Herman Appendix B
President-Elect	Colleen Webb Appendix C
Past President	Rhonda Schmaltz Appendix D
Three officers for upcoming year: President Elect, Treasurer, and Regional Membership Director. Candidates are in place for all positions. Voting will occur prior to May 15 based on bylaws and announcements made.	
NCBEA Director to the NBEA Board	Andrew Stout Appendix E
Standing Committee Reports Awards	Debbie Stanislawski Appendix F
Budget	Diane Webber Appendix G
Bylaws & Standing Rules	Rhonda Schmaltz Appendix H
Legislative	Andrew Stout Appendix I
Marketing/Linkages/Membership	Sue Elwood Appendix J

Nominating Rhonda Schmaltz
Appendix K

Publications Stella Hull

Strategic Plan Michelle Gibson Herman/Colleen Webb
Appendix L

Technology Sue Elwood
Appendix M

New Business

NCBEA Summer Summit Update/Highlights Michelle Gibson Herman
Appendix N

The NCBEA Summer Summit will be held at Lunda Center in Lacrosse, WI. The hotel room block is Radisson, \$119 per night. The Fairfield Inn is a couple of blocks down the street if members are seeking a Marriott Hotel. On Wednesday night the plan is to have a meet and greet within the Radisson Hotel from 7:30-9:00 p.m. Snacks and beverages will be provided. Thursday evening is a Past President Reception at \$40 a person and will include beverages, appetizers, and pizza outdoors on their patio. The Leadership session will require pre registration. Attendance is included with registration. Certiport certifications will be offered (with a choice of approximately about 9). Up to two certification exams will be free for each participant. Friday will include an Awards Breakfast to start the day.

What can the NCBEA board do for regional members?

1. Web resource site
2. Social Media
3. Virtual Events
4. Other

Discussion of other: Guest speaker and presenter ideas. Forward ideas to Sue Elwood.

Preview of the Book Club for May & October Debbie Stanislawski

Virtual Bingo Winner(s)

Trivia

Announcements

State Upcoming Events

[Iowa Business Education Association Fall Convention](#) September 26-27, 2021

[Missouri MBEA/MoACTE Conference](#) July 27-28, 2021

Wisconsin BEcoME IT Conference October 21-23, 2021

[Michigan Business Education Association](#) November 10-12, 2021

NBEA

[Ongoing Events](#)

Annual Hybrid Convention-Chicago April 12-15, 2022

Other

Adjournment

Appendix A:

North Central Business Education Association

Treasurer's Report

March 30, 2021

In February, Brian mailed a check for \$12,311,54 from Regions Bank representing the payout of our checking account, savings accounts, and CDs. It was recommended I try and find a financial that was available in all eight states in our regions so that the transfer to a new treasurer would be seamless. I investigated online-only accounts and ultimately contacted Discover Bank. However, they do not offer business accounts. I then looked into larger national financials and met with a personal banker from Chase Bank. She was very helpful, but there appear to be many hoops to jump through due to regulations and she suggested we go to a smaller, local bank. Today, I met with a personal banker at BMO Harris. After reviewing the paperwork and consulting with the main office, she felt pretty confident they could help us. The paperwork has been sent to the main office for review. I am currently waiting to hear from her to see if our organization needs to file as a business entity in Wisconsin in order to open an account here.

The income and expenses for July 1, 2020, through today include:

Income:

420 Fundraisers Income	<u>\$170.00</u>
Total Income	\$170.00

Expenses:

622 Awards/Recognition	\$ 45.04
643 Liability Insurance	<u>200.00</u>
Total Expense	\$245.04

Net Loss: -\$ 75.04

Submitted,

Diane Weinheimer-Webber

NCBEA Treasurer

Appendix B:

NCBEA President Report

Submitted by: Michelle Gibson Herman, March 28, 2021

Since last report; the following activities have been either accomplished or begun:

- Facilitated communication among both the executive and administrative board
 - Held an executive board meeting on December 13, 2020
 - Held an administrative board meeting on January 11, 2021
 - Numerous meetings held to discuss upcoming Summer Summit
 - Shared emails from National Office, when pertinent
- Winter newsletter was sent out early February via Mail Chimp
- Partnered with Cisco's Net Academy to offer two free certification courses, *Entrepreneurship* and *IoT (introduction to the Internet of Things)*, to all members of NCBEA. 8 people have registered thus far. A possible summer course will be offered towards the end of May.
- Coordinated with various committee chairs to conduct virtual meetings with their colleagues
 - Awards committee is seeking nominations and are due March 1
 - Board nomination forms have been posted to the website
 - Strategic Planning committee has created NCBEA's two-year plan and is available on the Website
 - Budget committee is working on transferring paperwork to BMO Harris; created a 2021-22 budget to be proposed at the administrative meeting in New Orleans at the end of March.
 - Publications committee met via email prior to the disbursement of the winter newsletter
 - Bylaws committee met and decided to revise bylaws at a later date to align better with Nationals' bylaws and Policies and Procedures.
 - Membership, and Technology committees have yet to meet.
- Communicated with Western Technical College in LaCrosse, WI to offer a Summer Summit July 21-23, 2021. Room block has been secured at the Radisson in LaCrosse. Website is currently being created to offer registration forms, proposal forms, and schedule of events.
 - Continuous work on the summit has been the focus for the last few months.
- Online Trivia celebrating CTE month in February. Two winners were picked from those who submitted questions. Looking at another trivia opportunity in April.
- Beginning to work on creating a "brand" for NCBEA to entice individuals to join NBEA/NCBEA
- Book Club was created and is being co-hosted by Debbie Stanislawski and current NCBEA member, Stacey Ryan. Books that will be discussed are; *Start with Why*, by Simon Sinek and *Maid*, by Stephanie Land.
- Created a FaceBook and Instagram accounts trying to build community within our region.

Many exciting opportunities are being provided for our members and the board is hard at work in various committees.

Appendix C:

North Central Business Education Association

President-Elect Report

October 2020-March 26, 2021

Attended the membership directors ZOOM meeting hosted by Sue Elwood

Attended the NCBEA Executive Board meetings in December 2020 and January 2021

Attended the NCBEA Administrative Board meeting in January 2021

Attended Dr. Jill Biden's Town Hall for Educators sponsored by the AFT and NEA

Registered to attend the NBEA Convention in New Orleans, LA

- Completed room and flight reservations

Purchased the book and registered for the NCEA April Book Club

Summer Summit July 21-23, 2021, La Crosse, WI

- Attended numerous Pre-Summer planning meetings
- Contacted potential presenters for the NCBEA Summer Summit
- Contacted potential sponsors for the NCBEA Summer Summit

Membership:

- Contacted Regional Membership Director Sue Elwood and told her I would be attending the Membership Focus meeting and would be happy to ask any questions she has—she indicated she needed to think about that and would get any questions to me

Fielded numerous telephone calls and emails from other NCBEA Officers on various topics

As President-Elect, requested to be on the Budget Committee and a meeting was held on Friday, March 26, 2021

Respectfully submitted,

Colleen L. B. Webb
President-Elect

Appendix D:

MARCH 2021.pdf

Open with Google Docs

PAST PRESIDENT'S REPORT

RHONDA SCHMALTZ, PAST PRESIDENT

MARCH 30, 2021

As Past President, I completed the following items listed below:

- Served on the budget committee and provided input into this year's budget with committee members via zoom meeting and emails..
- Served as chair of the By-laws and Standing Rules committee. Work done by last year's committee has been uploaded to our NCBEA website. After discussion among committee members, it was decided to wait on further editing of bylaws and procedures until after the NBEA conference and word from NBEA about possible changes in the structure of our organization, particularly at the regional level.
- Served as chair of the nominating committee. As of this date, we are still searching for a president-elect candidate(s). Diane Webber has agreed to run for treasurer for the next 3-year term. She is currently completing the term of Brian Wolfe. Sue Elwood has agreed to serve another term as Regional Membership Director. Although not elected positions, our current membership directors from Michigan (Pat Pearson), Minnesota (Justin Wittrock) and Ohio (Tom Mays), have all agreed to serve another three-year term as their respective state's membership directors.
- Served on the Legislative Committee.
- Served on the Publications Committee, and I submitted information to Stella Hull, Newsletter Editor.
- Served on the Strategic Planning Committee, and have worked with members of the committee to develop a strategic plan for 2021-2022.
- Serving on the Summer Summit Committee, and have provided input to the committee. Work will continue to create and promote the summit to be held in July.

Appendix E:

NCBEA Director Report
March 30, 2021
Submitted by: Andrew R. Stout

2021 NBEA HYBRID Convention — March 30th - April 2nd

- IN PERSON: New Orleans, La.
- VIRTUAL: Sessions will be broadcast live via ZOOM. All attendees will have access to session broadcasts, and most concurrent sessions will be recorded and posted for later viewing (only available convention registrants).
- [Tentative Schedule](#)

A summary of the significant changes to NBEA's bylaws, policies, and procedures that went into effect January 1 are below (updates likely to follow Spring Board meeting):

- **Transition governance of NBEA divisions** (National Business Honor Society, Association for Business Teaching and Research, and International Society of Business Education-USA) to 5-7 member appointed councils. The transition lowers NBEA legal risk by ensuring subsidiary NBEA groups are directly accountable to the NBEA Executive Board and aligned with its strategic plan. Subsequently, entities formerly known as divisions will be renamed as follows:
 - The Association of Business Teaching and Research becomes The Council for Business Teaching and Research.
 - The National Business Honor Society maintains the same name and is governed by the NBHS Council.
 - The International Society for Business Education-USA becomes the Council for International Business Education (CIBE) and ends the formal relationship with the LA SOCIÉTÉ INTERNATIONALE POUR L'ENSEIGNEMENT COMMERCIAL/THE INTERNATIONAL SOCIETY FOR BUSINESS EDUCATION (additional announcements about this change will be sent to individual members of ISBE-USA.)
- **Provides the opportunity for regional associations to appoint their own NBEA Executive Board member representatives.** It was important to the NBEA Executive Board to give those who work well at the state and regional levels to move up to the national level. The regional associations offer a tremendous preparatory experience for serving on the NBEA Executive Board.
- **Creates a regional governance model** regardless of whether there is a regional business education association. All NBEA regions will have the opportunity to have an Executive Board representative. Essentially, this change opens an opportunity for someone from the Eastern region to be on the Executive Board. The Eastern Region does not have a regional association. Nonetheless, members from the Eastern Region will now have NBEA Executive Board representation.

- **Modifies committee appointment terms** to one year, respectively.
- Additional changes include new policies for investments, whistleblowers, scholarships, and more.

*<https://nbea.org/news/540825/NBEA-Announces-Major-Changes-to-Its-Governing-Documents>.

[htm](#)

Updated NBEA Governing Documents:


- [NBEA Bylaws Effective January 1, 2021](#)
- [Policies and Procedures Effective January 1, 2021](#)
- [NBEA 2020-2022 Strategic Plan](#)

More to come...

Appendix F:
March 2021 Awards Committee Report
Prepared by Debbie Stanislawski

- 1) Timeline for Awards Committee
 - a) Three nominees have been notified of their nomination.
 - b) Due date for applications April 9, 2021.
 - c) The Awards Committee will review applications starting on April 10, 2021 and notify applications of the outcome of the review by early May.
 - d) Awards will be presented at the NCBEA Summer Summit in Lacrosse, WI in July, 2021.
- 2) Debbie will order plaques from local vendor.

Appendix G:

					
NCBEA Budget Preparation					
Prepared	3/26/2021	2020-21	2020-21	2020-21	2021-22
Approved	3/30/2021	Budget	Actual	Difference	Budget
			7/1/20 - 3/26/21	7/1/20 - 3/26/21	7/1/21 - 7/30/22
INCOME:					
420	Fundraisers Income	500.00	170.00	330.00	\$ 500.00
422	Interest Income	2.00		2.00	\$ 2.00
	CD Income	50.00		50.00	\$ 50.00
435	Conference Income				\$ 5,100.00
445	Transfer from Savings Account	2448.00		2,448.00	\$ -
	TOTAL INCOME	\$ 3,000.00	\$ 170.00	\$ 2,830.00	\$ 5,652.00
EXPENSES:					
611	Electronic Communications (web site, domain)	100.00		100.00	\$ 100.00
	COMMITTEES			0.00	
630	Membership/Marketing/Linkages	1200.00		1200.00	\$ 800.00
633	Awards/Recognition	0.00	45.04	-45.04	\$ 200.00
	OFFICERS			0.00	
641	President's Travel Expense	0.00		0.00	\$ 200.00
643	Liability Insurance	200.00	200.00	0.00	\$ 200.00
644	Treasurer's Audit Expense	0.00		0.00	\$ 200.00
668	NCBEA Board Meeting at NBEA	1500.00		1500.00	\$ 1,300.00
670	Conference Expenses				\$ 2,000.00
	TOTAL EXPENSES	\$ 3,000.00	\$ 245.04	2754.96	\$ 5,000.00
	NET INCOME (LOSS)	\$ -	\$ (75.04)	\$ 75.04	\$ 652.00

Appendix H

NCBEA BY-LAWS AND STANDING RULES COMMITTEE REPORT

RHONDA SCHMALTZ, BY-LAWS AND STANDING RULES COMMITTEE CHAIR

MARCH 30,, 2021

As chair of the By-laws and Standing Rules Committee::

- We have communicated this year via email and sharing of documents.
- The work last year's committee did has been updated on the NCBEA website.
- The committee had a great deal of discussion about the remaining bylaws, policies and procedures that need to be updated. Because NBEA may be doing some restructuring over the next few months, the committee agreed to postpone any further editing of by-laws, policies, and procedures until it is known what direction NBEA will be taking, specifically as it impacts NCBEA.

Appendix I

NCBEA Legislative Report

Andrew Stout, Legislative Chair

March 30, 2021

The NBEA legislative report was released in the Fall and is provided below. Included in the report contains legislative updates for each state that reported. The NCBEA Legislative Committee is waiting for more information from the NBEA Legislative Committee regarding it's initiatives and any directives they have for regional legislative committees. The report is linked [here](#).

The NCBEA legislative committee will be meeting to discuss NBEA's legislative initiatives and how we as a region can align. More to come after guidance from NBEA Legislative committee

Additionally, in the Fall:

- An email was sent to members of the NCBEA subcommittee regarding a request to contact each state in the fall for information that includes:
 - A legislative representative on their state board
 - If a legislative session is held at their state convention
 - Legislative activities
- A legislative survey was sent to members of the NCBEA subcommittee — more discussion will be forthcoming.
- With a new US Secretary of Education to be appointed, the legislative committee will be monitoring changes and impacts to business education in the Region.

Marketing/Membership/Linkages Committee

Report Spring Board Meeting

April 30, 2021

Committee Members:

- Sue Elwood, Chair
- Andrew Stout
- Karen Drage
- Karen Hirschy
- Andrew Thonstad
- Pat Pearson
- Justin Whittrock
- Tonya Skinner
- Tom Mays

Recent Activities:

- The committee met virtually in the fall.
- The spring newsletter and the news releases regarding the NCBEA Book Club, nominations, and awards were sent out via Mail Chimp.
- Work continues on the Summer Summit. So far information has been included in the NCBEA newsletter and posted on the NCBEA Website.

Duties of the Committee:

The committee shall

1. Develop innovative strategies to enhance the image of business education and NCBEA.
2. Work with comparable committees of member states to assist them and notify them of NCBEA's activities to enhance public relations.
3. Submit regular announcements regarding NCBEA for publication in the current business periodicals and the NCBEA Newsletter, and the newsletters of member states. This shall include, but is NOT limited to the NCBEA Administrative Board directory and photograph and the NCBEA award recipients and photographs.
4. All members of the Marketing/Membership/Linkages Committee should review and follow the duties listed in Section 2, Administrative Board Duties that support the

efforts of this committee. Complete other tasks as directed by the president or NCBEA Administrative Board.

5. Work with the NBEA Membership Committee Chair and NCBEA Regional Membership Director in developing procedures and materials to help NCBEA increase membership.

Appendix K

NCBEA NOMINATING COMMITTEE REPORT

RHONDA SCHMALTZ, NOMINATING COMMITTEE CHAIR

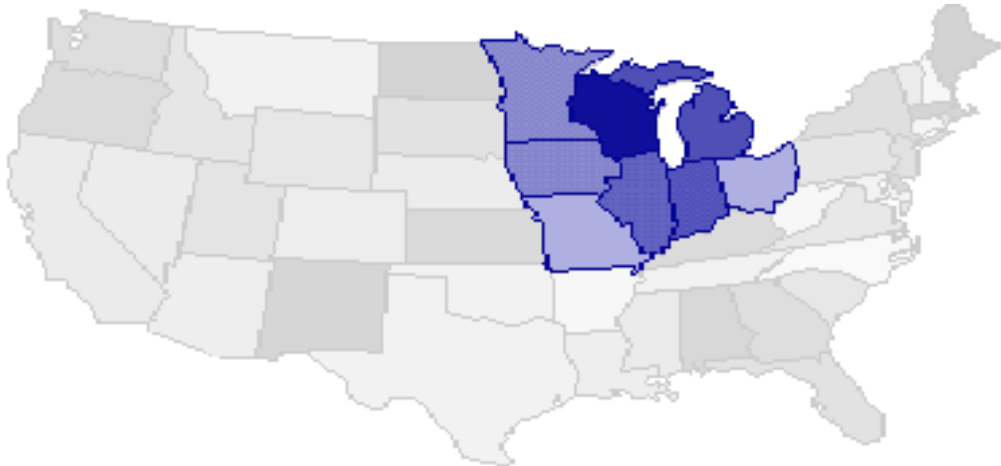
MARCH 30, 2021

As chair of the Nominating Committee:

- Identified positions up for nominations this year:
 - President Elect
 - Treasurer
 - Regional Membership Director
- Identified state membership directors positions open
 - Minnesota
 - Michigan
 - Ohio
- Sent several emails to NCBEA board members soliciting nominations for the three elected positions.
- Contacted the current membership directors in Minnesota, Michigan, and Ohio. All three have agreed to continue their responsibilities for the next three years.
 - Elected positions will still take nominations until April 15, 2021. The committee still encourages current board members to consider one of the three elected positions.
 - Per nominating procedures, nominating papers will be completed by candidates between April 15 and April 30. Ballots will be sent out to NCBEA members on May 1 via email. Voting will take place between May 1 and May 15. Elected candidates will be notified by May 31, 2021.

North Central Business Education Association

Strategic Plan 2020-2022



Submitted by

NCBEA STRATEGIC PLAN FOR 2016-2017

Purpose

According to the NCBEA Bylaws, a strategic plan should be in place for a minimum of a two year period. The strategic plan should be used as a primary document to prepare the annual Program of Work. Both the strategic plan and the program of work should be reviewed on an annual basis. The program of work should be updated with new dates and timelines as needed. However, the strategic plan may not require a multitude of updates since the primary focus of the strategic plan is to set the initiatives for the association.

Vision of NCBEA

The North Central Business Education Association is the regional affiliate of NBEA which is the professional organization that *represents* education for and about business, *supports* instruction for preparing individuals to function effectively within the global and competitive economy, and *provides* leadership for the direction of business education.

Mission of NCBEA

The North Central Business Education Association serves individuals and groups involved in instruction, administration, research, and dissemination of information for and about business in the states of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin. NCBEA serves its members by providing leadership training, conferences, and publications to assist them to:

- Prepare individuals for successful careers in business and industry
- Prepare a competent workforce that will enable business and industry to be competitive in a global economy.
- Prepare individuals to manage personal business affairs so that they are successful and productive citizens.
- Provide support and reinforce basic skill instruction.
- Develop leadership qualities.

Communication

Communication is an integral component for the success of the NCBEA Strategic Plan. We value effective communication with all members in NCBEA. It is the responsibility of all members in leadership positions to communicate effectively with their respective constituents.

Accountability

The NCBEA Strategic Plan provides direction to NCBEA for accomplishing its mission. The plan outlines the actions, the responsible person/group for each action, and the completion date. It is important to the success of the organization that all responsibilities be fulfilled and all deadlines met.

Initiatives

To fulfill this vision and mission, NCBEA will accomplish the following initiatives:

INITIATIVE 1: EFFECTIVE PROFESSIONAL DEVELOPMENT AND LEADERSHIP

Develop and nurture professionalism and leadership in business education.

INITIATIVE 2: EFFECTIVE COMMUNICATION

Increase awareness of and membership in NCBEA

INITIATIVE 3: EFFECTIVE GOVERNANCE

Make every effort to provide a strong organizational structure and financial stability for NCBEA.

INITIATIVE 1: EFFECTIVE PROFESSIONAL DEVELOPMENT AND LEADERSHIP

Develop and nurture professionalism and leadership in business education.

Objective

- A. Promote leadership and provide member opportunities

Action	Person/Group	Completion Date
1. Promote NCBEA Summer Summit	All Members of the Board	
2. Increase the number of professional development opportunities	NCBEA Administrative Board President Professional Development Committee	
3. Provide leadership training within Summer Summit	Summit Committee	

INITIATIVE 2: EFFECTIVE COMMUNICATION

Increase awareness of and membership in NCBEA

Objectives

- A. Increase membership, advocacy for business education, leadership opportunities, and attendance at NCBEA events
- B. Increase communication from the region to the state levels (to ultimately strengthen the communication from the state level to their members)

Action	Person/Group	Completion Date
1. Develop and implement NBEA/NCBEA membership branding campaign	Executive Board Membership Committee	Feb. 2021
2. Disseminate updates to each state president regarding what is happening in NCBEA and NCBEA events, programs, and services	President (cc: to all NCBEA Board Members) (contact NBEA committees and leaders for updates) (send to state presidents, state supervisor at departments of education, state membership directors)	Dec. 2020 Feb. 2021 May 2021
3. Revise Website and align to Social Media Outlets to promote NCBEA	Administrative Board	Feb. 2021

INITIATIVE 3: EFFECTIVE GOVERNANCE

Make every effort to provide a strong organizational structure and financial stability for NCBEA.

Objective

A. Grow and maintain NCBEA

Action	Person/Group	Completion Date
1. Develop sources of outside funding	Marketing/Linkages President-elect	
2. Align NCBEA strategic plan to NBEA's Policies & Procedures	Legislative Chair Technology Committee Chair	Mar. 2021
3. Create plan to secure a strong framework within the region to support the Mission & Vision of NCBEA	Administrative Board	Mar. 2021

Technology Committee Report

Spring Board Meeting

March 30, 2021

Committee Members:

- Sue Elwood, Chair
- Michelle Herman Gibson
- Colleen Web
- Stella Hull

- Sue has kept the Website updated with information sent by board members and recommended by the president.
- Michelle set up a NCBEA LinkedIn Group. There has been very little activity and only eight members. Members can request to join at this link: <https://www.linkedin.com/groups/8315818/>
- Sue has been working with MailChimp resources. An NCBEA contact list has been added each time a new message is send.
- Since there is no budget for technology, beyond the Website hosting, no technology purchases have been considered.

Duties of the Committee:

The committee shall:

1. Propose and recommend technical needs of the NCBEA board and its membership.
2. Encourage and support training of new technology when appropriate.
3. Review significant technology investments and expenditures and make budget recommendations to the Administrative Board.
4. Review the Duties of the Technology Committee and, when necessary, recommend changes to the Administrative Board.
5. Review the Website Policy Statement, and when necessary, recommend changes to the Administrative Board. Policy can be found at this link: <https://www.ncbea.com/wp-content/uploads/2018/06/Section-19.pdf>
6. Complete other tasks as directed by the president or Administrative Board.

Appendix N



July 21-23, 2021

LaCrosse, WI

Hotel Accommodations:

Radisson Hotel LaCrosse
200 Second Street South
LaCrosse, WI 54601
608.668.2448
Promo Code: NCBEA1
\$119 per night

Other locations nearby:

Fairfield Inn & Suites LaCrosse Downtown
434 3rd Street South
LaCrosse, WI 54601
1.844.631.0595

*NCBEA does not have a room block at this location

Event Space:

Lunda Center-Western Technical College
319 7th Street, North
LaCrosse, WI

Summit Information:

Schedule of Events-Located [Here](#)

Registration Form-Located [Here](#)

Presenter Proposal-Located [Here](#)

Evening Events:

Wednesday, July 21, 2021 from 7:30-9:00 p.m.

Free! All Attendees Meet n' Greet @ Radisson Hotel (Hospitality Room-look for the signs)
Snacks and Beverages will be served

Thursday, July 22, 2021 from 6:00-9:30 p.m.

\$40 per person will included various beverages crafted by Pearl Street Brewery,
appetizers, and pizza