

**North Central Business Education Association
Administrative Board Meeting
Wednesday, January 12, 2022
ZOOM Format**

**North Central Business Education Association
Administrative Board Meeting
Approved Minutes
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| I. | Call to Order, 7:01 p.m. | Colleen Webb |
| II. | Roll Call | Debbie Stanislawski |
| | A. Present: | |
| | Colleen Webb, President - Present | |
| | Andrew Stout, President Elect | |
| | Tom Mays, Ohio Membership Director | |
| | Sue Elwood, Regional Membership Director | |
| | Pat Pearson, Michigan Membership Director | |
| | Stella Hull, Newsletter Editor | |
| | Tonya Skinner, Missouri Membership Director | |
| | Cathy Carruthers, Illinois Membership Director | |
| | Debbie Stanislawski, NCBEA Secretary | |
| III. | Voting Privileges | Colleen Webb |
| IV. | Appointment of a Parliamentarian | Colleen Webb |
| | A. Cathy Carruthers appointed. | |
| V. | Financial Update | Andrew Stout |
| | A. Andrew relayed that amount of the checks that he holds in his possession needing to be deposited. | |
| VI. | NBEA Executive Board Update (Strategic Plan) | Andrew Stout |
| | A. The NBEA Restructuring Plan has been sent to all regions as an optional plan for their consideration. | |
| VII. | New Business | Colleen Webb |
| | A. Treasurer Position | Colleen Webb |
| | i. Matt White has resigned as our treasurer effective immediately. | |

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- ii. Andrew Stout has agreed to serve as the Interim Treasurer and has received the materials from Matt White.
- iii. An open invitation was given for others to self-nominate if they would like to serve as the treasurer.
- iv. Detailed historical financial documents are in the NCBEA Google Drive within the Treasurer folder.

B. Restructure Plan

Colleen Webb

- i. See Appendix A for NCBEA Restructure Plan
- ii. Colleen shared several talking points relative to the restructure plan:
 - 1. The NCBEA Board members are personally liable as officers of NCBEA.
 - 2. Discussion of diminished roles for NCBEA officers within the new restructure plan for NBEA.
 - 3. When we change treasurer we are supposed to have an external audit.
 - 4. All funds would transfer to NBEA; yet, it would be a phase in plan with an evaluation after 1 year of implementation.
 - a. Past Presidents will need to decide if they want to open a checking account for their funds or how to handle their funds.
 - 5. Transition year would start on July 1, 2022.
 - 6. We will maintain the NCBEA Website through 2021/2022 for approximately \$90 a year.
 - 7. Plan to get the word to the membership—newsletter, posting to website, ZOOM focus groups for state leadership, past presidents, and members
- iii. Motion to bring Restructure Plan to NCBEA Membership for a vote
 - 1. Motion Stanislawski. Second Caruthers. Motion Passed.
- iv. Dates for the Vote and Membership Meeting
 - 1. Plan for virtual NCBEA Membership Meeting on Thursday, March 3 at 7:00 p.m. Eastern Time, 6:00 p.m. Central Time.
 - 2. Plan to record zoom and use chat for voting.

C. Treasury spend down ideas

Colleen Webb

- i. Currently, each person on the board gets a flat \$100 to attend an administrative board meeting at NBEA in Chicago.
- ii. Motion to increase stipend to attend administrative board meeting to a total of \$300 to attend the administrative board meeting at in-person at NBEA in Chicago.

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1. Motion Pearson. Second Elwood. Motion Passed.
 2. Expenses related to attending NCBEA must be submitted with the request for the \$300 reimbursement.
- D. Remove Bylaw from governing documents transferring \$5.000 into treasury
- i. No vote.
- E. NCBEA Director to the NBEA Executive Board Colleen Webb
- i. Colleen is coming up with an application process that will go live the week of 1/17/2022.
- F. Attendance at NBEA Conference Colleen Webb
- i. NCBEA Administrative Board meeting at 6:00 p.m or after. on Tuesday
 - ii. Elwood motioned. Stout second. Motion passed.
- G. Bylaw Article 10 section 6. Colleen Webb
- i. Motion to document that the board has reviewed the viability of holding an NCBEA Convention as mandated by Article 10 Section 6 and determined it is not viable.
 - ii. Motion Caruthers. Elwood Second. Motion Passed.
- VIII. Adjournment Colleen Webb
- A. Meeting adjourned at 8:12 p.m. Eastern Time.

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Appendix A: NCBEA Restructure Plan Draft

Proposed Changes to NCBEA Structure

Draft - January 03, 2022

A. The leadership of NCBEA will be called the NCBEA Regional Cabinet

The NCBEA Regional Cabinet will be composed of one representative from each state (State President/Appointee) and the NCBEA Director to the NBEA Executive Board. The NCBEA Director to the NBEA Executive Board will be selected by the NBEA Board following the NBEA Policies and Procedures

- The representative from each state shall have the title of State Director
- Term of office shall be three years with a limit of two (2) three (3)-year terms
- State Directors must be a member of NBEA and a member of their state organization for a minimum of three years
- Duties of the NCBEA Regional Chair, Secretary, and Treasurer shall be elected and performed by State Directors
- The NCBEA Director to the NBEA Executive Board will become the Vice Chair
- Job Duties of the State Directors, NCBEA Regional Chair, Vice Chair, Secretary, and Treasurer will be developed by the Restructure Task Force

1. This will eliminate the current NCBEA Board positions of:

- President
- President Elect
- Past President
- Treasurer
- Regional Membership Director
- State Membership Directors
- Webmaster—still eliminate as Board position (see below)
- Newsletter Editor
- All current committees

2. The NCBEA Regional Cabinet will meet quarterly to conduct the following business:

- How the region can best serve their state business education associations
- How to connect the state business education associations to NBEA
- How to promote Business Education within the Region and within member states
- How the NCBEA Regional Cabinet can help build relationships between states and the Regional Cabinet and between the Regional Cabinet and NBEA
- Discuss common state issues and brainstorm possible solutions
- Assist NBEA in promoting Regional Symposiums

B. Timeline (December 2021 – April 2022)

1. Job responsibilities/Accountability for the State Directors and the NCBEA Director to the NBEA Executive Board will be developed by the NCBEA Restructuring Task Force (December 2021/January 2022).
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2. NCBEA will submit a name to NBEA for the person to serve as NCBEA Director to the NBEA Executive Board for the 2022-2025 term (by March 1).
 3. The use of the Past Presidents' funds will be determined by the NCBEA Past Presidents (April or earlier). The Past Presidents should be informed separately of proposed restructure.
 4. The proposed restructure plan will be shared with and voted on by the NCBEA Board (January/February 2021).
 5. Current NCBEA Bylaws will be reviewed, and proposed changes made, voted on by the NCBEA Board, distributed to the membership at least 30 days prior to the April Business meeting, and voted on at the April Business meeting (December 2021 – early March 2022).
 6. Create and implement a plan to share the restructure with the NCBEA State Presidents and current State Membership Directors (February 2021).
- C. Timeline (July 1, 2022-June 30, 2023)
1. During the Transition year beginning July 1, 2022, the proposed structure will be implemented.
 2. The NCBEA Director to the NBEA Executive Board position is to be filled with a new individual effective July 1, 2022, following the NBEA rotation schedule.
 3. Beginning July 1, 2022, the NCBEA Regional Cabinet will elect a Regional Chair, Secretary, and Treasurer from the eight NCBEA State Directors.
 4. The use of the NCBEA Website will continue as necessary at least through 2022-2023. An NCBEA member maintain the website – but this would not be a Cabinet Member.
 5. The current website would have to be updated to reflect the new changes.
 6. NCBEA will continue to offer an awards program under the Cabinet structure.
 7. The current format of the NCBEA Newsletter will cease on July 1, 2022, and will be replaced by a quarterly update to NCBEA member states written by the NCBEA Regional Chair/NCBEA Director to NBEA following each quarterly meeting.
 8. An assessment of the new Cabinet structure needs to be conducted in January 2023. Is it working? What changes need to be made? Should a return to the traditional Board structure be considered?
- D. Timeline (beyond June 30, 2023)

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1. The final step in restructure will be to dissolve as an 501(c)(3).
2. Any remaining monies will be set up by NBEA in a restricted fund for NCBEA use.