1. The meeting was called to 0rder by Colleen Webb at 7:34 p.m. ET.
2. Members Present

|  |  |  |
| --- | --- | --- |
| ⌧Josh Ebbert--IL | \_\_\_Ohio | 🞏Minnesota |
| 🞏Karen Hirchey--IN | ⌧Colleen Webb--MI | 🞏Todd Williams--WI |
| ⌧Teresa Bentz--IA | ⌧Tonya Skinner--MO | ⌧Tom Mays--–NCBEA Director to the NBEA Board |
| ⌧Sue Elwood--Guest |  |  |

1. Colleen asked the Cabinet if she could appoint Sue Elwood could serve a one-year term as Webmaster (non-voting member) until such time as NBEA offers to host regions’ websites on the national website. Cabinet members agreed.
   1. Sue was appointed to take minutes and serve as parliamentarian.
2. All members present, except for guest, Sue Elwood, have voting privileges and a quorum was established.
3. There being no additions or corrections, the agenda was approved as presented.
4. Because this is the first organizational meeting of the newly formed NCBEA Leadership Cabinet, there were no minutes to approve.
5. Financial Report: Tom Mays gave a financial update. All Fifth Third Bank Accounts have been transferred to Tom. Finances have stabilized. Balances as of 5/31/2022: Savings: $8,001.45, Savings: $1,978.01, Checking: $1,310.93. Income included interest income. Expense included NBEA Convention Travel Expenses for NCBEA board member.  
   NCBEA Director to the NCBEA Board Report: Tom reported that Joe McClary emphasized the importance of the regions. Wording in the NBEA bylaws will be updated to reflect cabinets. Ohio has become an affiliate plus state. Tom pointed out that state members should be included in membership discussions.
6. Correspondence included the Board of Directors Liability Insurance notification and a copy of the reinstatement of our non-profit status.
7. **New Business**
8. All individuals that were present gave a short introduction about themselves.
9. NCBEA Leadership Cabinet Job Duties had been distributed prior to this meeting and there were no questions.
10. Cabinet members were appointed/elected to perform the following duties:
    1. Webmaster: Sue Elwood was appointed to serve a one-year term as Webmaster.
    2. Treasurer: Karen Hirchey (IN) had expressed an interest in serving as Treasurer for a one-year term. Tom made a motion to elect Karen as Treasurer; Tonya seconded the motion. Motion carried.
    3. Awards Chairperson: The Cabinet decided that the duties of Awards Chairperson will be assigned at a future meeting.
    4. Secretary: Sue volunteered to served as secretary for a one-year term. Cabinet members approved this appointment.
11. Chairperson: Colleen volunteered to serve a one-year term as Cabinet Chairperson. Josh made a motion to elect Colleen as Cabinet Chairperson; Teresa seconded the motion. Motion carried
12. As Cabinet Chairperson, Colleen will send a Quarterly Update to all state presidents.
13. There was discussion regarding the continuation of the NCBEA Book Club. Members conveyed that since NBEA is now offering a book club NCBEA may be able to better serve our members by offering something else. Colleen asked cabinet members to think about options and the topic will be brought up at a future meeting. Colleen said that Joe McClary would host a symposium for NCBEA if requested by the Cabinet.
14. Set Quarterly Meeting Schedule
    1. Since many cabinet members did not have school commitments/schedules yet, a Doodle Poll will be sent out to set a fall meeting date.
    2. The winter meeting date can be discussed at our next meeting.
    3. Spring meeting date will be held in conjunction with the NBEA Convention, Kansas City, MO—date TBA
    4. The summer meeting date will be set in July 2023; date TBA.
15. Other: Colleen has not heard from the Minnesota Director. Colleen and Sue will continue to try to reach him about serving on the Cabinet.
16. **Unfinished Business**: There was no unfinished business to bring before the Cabinet.
17. Announcements:
    1. Colleen announced that there will be a Business Education Symposium (White Plains, New York & Virtual) 10/6/2022 to 10/7/2022. Any educator can register for the symposium. More information can be found on the NBEA Website.
    2. The 2024 NBEA Convention location will be either Myrtle Beach or Orlando with Myrtle Beach being the favored location.
18. Colleen adjourned the meeting at 8:07 p.m. ET.

Respectfully submitted,

Sue Elwood, Secretary