

**Mountain-Plains Business Education Association**  
**Executive Board Minutes**  
**October 26-27, 2013**  
**Hotel Phillips, Kansas City, MO**

**CALL TO ORDER** The fall meeting of the Mountain-Plains Business Education Association Executive Board was held at the Hotel Phillips, Kansas City, Missouri on October 26-27, 2013. President Connie Lindell called the meeting to order.

**ROLL CALL** Karen May, conducted roll call and took the minutes. The following Executive Board Members present were Connie Lindell, president; DeLayne Havlovic, president-elect; Kelly Means, treasurer; Karen May, secretary; Sheryl Piening-Keller, past president; Christine French, regional membership director; and Patricia Arneson, NBEA Representative.

Ex-Officio members present were Melinda Rangel, Newsletter Editor; Deb Wolken, Legislative Chair; Kelly Scholl, Journal Editor; and Kris Gaebel, Archivist.

State representatives in attendance included: Marilyn Jones, Kansas; Jean Condon, Nebraska; Sherrell Wheeler, New Mexico; Lori Hauf, North Dakota and Violet Snell, Texas.

Members introduced themselves on Friday night by telling what was “rocking their world.”

**APPROVAL OF MINUTES** Minutes of the Fall Board Meeting in Omaha on October 5-6 were approved with two corrections. 1) Name change in proxy from Lori Hauf to Lori Clikeman; and 2) Removed paragraph under Bylaws regarding NBEA president changes.

**APPOINTMENT OF PROXIES** President Connie Lindell appointed Deb Wolken as proxy for Carol Sessums, Colorado Representative and Kelly Scholl for Lori Clikeman, Wyoming Representative. As per the Bylaws, the NBEA Director serves as parliamentarian.

**TREASURER’S REPORT** Treasurer DeLayne Havlovic presented the current financial status of M-PBEA. He stated that we need to have a conversation regarding liability insurance since the insurance has doubled in cost from last year’s cost. The question was asked whether we could get event insurance instead. (Written Report)

**OFFICER REPORTS**

**PRESIDENT** President Connie Lindell reported that she met with DeLayne, Sheryl, Melinda, and Marilyn in August at the Hotel Phillips in Kansas City, Missouri and had a productive meeting. She also brought greetings on behalf of M-PBEA at the Kansas Business Education Conference. (Written Report)

**PAST PRESIDENT** Sheryl Piening-Keller reported that she edited the newsletter. She has started contacting members regarding running for offices. Officers needing

replacement will be a newsletter editor and treasurer since Kelly Means will fill DeLayne Havlovic's term as Treasurer. (No Written Report)

**PRESIDENT-ELECT**

President-Elect DeLayne Havlovic met in August with Connie Lindell and others at the Hotel Phillips in Kansas City, Missouri. He submitted an article to the Notes and Quotes. He revised publication documents for awards that can now be found on the M-PBEA web site. He met in Reston as he is representing NBEA as one of the program chairs. He announced he will be looking for coordinators and liaisons for the conference. (Written Report)

**NBEA DIRECTOR**

NBEA Director Pat Arneson reported that she will be meeting next Thursday in Los Angeles, California. She will take questions to the meeting regarding Policy & Procedures. DeLayne Havlovic pointed out that the auditor noted that the membership number used in calculating our rebate never matches the report. He asked Pat Arneson to ask how it is calculated so that we could clarify in our treasurer's documentation. Connie Lindell asked how our regions are notified that region members are serving in some capacity on the NBEA board. Connie Lindell requested that Pat Arneson send an electronic report once she returns from the NBEA meeting. (Written Report)

**REGIONAL MEMBERSHIP DIRECTOR**

Christine French reported that she has been contacting members a month or two months before their membership lapses. NBEA sends the list of lapsed members at the beginning of the month that they will lapse. There have been 37 new members since summer conference. She has been sending a packet out to new members. She received the information from Sue Sydow regarding Constant Contacts. (Written Report)

**EX-OFFICIO MEMBER'S REPORTS**

**M-PBEA LEADERSHIP AWARD**

Christine French reported that Sue Sydow sent the flash drive with leadership award information, but when she opened the envelope, the flash drive was smashed. She said that she would update the forms and send to Toni Landenberger to place on the web site. (Written Report)

**ARCHIVES**

Kris Gaebel announced that she added a copy of the journal to the archives. (Written Report)

**ISBE REPRESENTATIVE**

Cathy Tkacik sent word that she would continue as ISBE Representative if we want her to be the representative. Connie Lindell said that it was a 2-year term and this was her first full year. (No Written Report)

**NEWSLETTER EDITOR**

Melinda Rangel reported that the newsletter had just come out even though she had e-mailed the university in mid-September. She sent DeLayne Havlovic the bill for the post card mailing of \$131.54. Everyone agreed that the delay was worth it as the cost was a bargain. Connie Lindell said that any changes to e-mail addresses should be sent to Christine French and Connie asked Melinda Rangel to send any returned post cards to Christine French. Melinda encouraged each representative from each state to send in an article. The question was asked as to what specifically goes in each article. Melinda said there are 3 issues, and she relies on whatever she can get. Melinda

reminded everyone that the deadline for the December 20 issue is mid-December. (Written Report)

**LEGISLATIVE**

Deb Wolken reported that the speaker at the Omaha conference did a great job. She has contacted Karen May for names of possible legislative speakers in Dallas for the 2014 M-PBEA Conference. (Written Report)

**NBEA PUBLICATIONS**

(Written Report)

**WEB SITE**

Toni Landenberger was not present. DeLayne Havlovic said that the domain registration comes due at a different time than the fee for the web site. Although the budget reflected a monthly fee, it didn't reflect for the domain re-registration that happens every 1-2 years. (Written Report)

**AD HOC COMMITTEES**

**JOURNAL EDITOR**

Kelly Scholl reported that the next journal will be in 2014. She asked how much printing should be done. After discussion, it was agreed to print two copies for each author and 2 additional copies. (Written Report)

**FUNDRAISING**

Connie Lindell stated that the NBEA Director is in charge of fund-raising. Pat Arneson said that the silent auction is the major fundraiser which averages about \$1,000 profit each year. This past year the profit was \$950 because of some new supplies that were purchased. After some discussion, it was decided to continue with the current method of collecting silent auction items. Pat Arneson requested that all of the board members and state representatives sign up to work the silent auction so that everyone would have a chance to attend sessions as well. She requested that each state give something of \$50-75 value and encouraged board members to donate to the silent auction as well. [Written Report]

**STATE MEMBERSHIP REPRESENTATIVES**

**COLORADO**

(Written Report)

**KANSAS**

Marilyn Jones has agreed to represent Kansas until they can find someone to fill Gina Stanley's position as Kansas Representative. (Written Report)

**NEBRASKA**

(Written Report)

**NEW MEXICO**

Sheryl Wheeler reported that she continues to send e-mails to recruit. (Written Report)

**NORTH DAKOTA**

Lori Hauf reported that the North Dakota Business Education Association recently changed their name to NDBEA. (Written Report)

**OKLAHOMA**

No representative.

**SOUTH DAKOTA**

No representative.

## **TEXAS**

Vi Snell reported that she has attended several conferences including a Technology Conference in Houston and the CTE Conference in Austin and handed out folders to possible new members. She recruited several new members at the CTE Conference. She will be traveling to Dallas to see the venue for the 2014 M-PBEA Conference to be held in Irving June 18-21. (Written Report)

## **WYOMING**

(Written Report)

### **CONFERENCE REPORTS**

#### **2014 CONFERENCE Omaha, Nebraska**

DeLayne Havlovic reported that the Omaha Conference made \$7,000 in profit. He went over the feedback received from the conference.

- They liked the zoo tour but would have liked to have seen more of old town.
- Social received good comments. There were around 55 in attendance at the social.
- More facts rather than introductions are needed at the first-time breakfast.
- Awards session was too long. Connie Lindell suggested that we put some of the award information on a bulletin board during the conference but continue to honor our membership. (Written Report)

#### **2014 CONFERENCE Irving, Texas**

The board approved Karen May as 2014 M-PBEA Conference Coordinator and David Loper as Treasurer. Karen May reported that conference committees are in place and are getting their committee members together. Karen will travel to the venue on November 9 to tour with Connie Lindell. Karen presented the call for presentations which will be sent to Toni Landenberger for placement on the web site. Registration cost should be similar to last year's in Bismarck, maybe slightly higher. Discussion took place on whether or not to have hands-on workshops. It was suggested that any hands-on could be BYOD (Bring Your Own Device). A reminder was given that the program chair needs to make sure they will have wireless in the meeting rooms. (Written Report)

#### **2015 CONFERENCE Albuquerque, New Mexico**

Sheryl Piening-Keller suggested that Sherrell Wheeler and Carol Sessums be listed as co-chairs for the 2015 Conference. Sherrell Wheeler is willing to drive over and negotiate. Sherrell expressed concern over the dates being at the same time as ACTE. DeLayne will be treasurer of the conference. Christine French will do registration. Lori Hauf suggested that we co-chair members from New Mexico with board members to get them involved in the conference. (Written Report)

#### **2016 Conference Kansas City, Missouri**

Marilyn Jones proposed that the 2016 M-PBEA Conference be held in Kansas City. The Hotel Phillips is one option and another option is to hold it at the Airport Marriott. They are thinking of doing a tour of the Federal reserves.

## **COMMITTEE REPORTS**

### **AUDIT**

Karen May reported that the audit committee met and found the books in good order. Recommendations made by the auditor and agreed upon by the committee were:

- Include meeting minutes to support the flat rate reimbursements for fall board travel.
- Include transfer documents for transfers between banks for supporting documentation.
- Separate receipts from personal purchases if board members are going to request reimbursement.

### **EDUCATOR AWARDS**

DeLayne Havlovic reminded board members that NBEA award applications are due in about 4 weeks. Anonymous reviewers are needed for 2013-14 from Texas, Colorado, and Canada. Lori Hauf announced that she needs several anonymous judges for NBEA leadership awards.

### **BYLAWS**

Lori Hauf asked the board members about a change in title from NBEA Representative/Director to NBEA Director. The board agreed that this needed to be changed.

### **POLICIES AND PROCEDURES**

Pat Arneson asked if the Bylaws that we had were the most recent version. She reported that clarification is being sought in wording of some of the duties of the immediate past president, April 1 instead of May 1 for a date, and clarification on how a person is nominated and selected. There are some other minor edits that they are recommending. Question about whether the NBEA Director is required to keep 3 years of electronic minutes and treasury. DeLayne recommended that it should be a motion for Jan Treichel. Pat reported that she doesn't have anything electronic yet.

### **LEGISLATIVE**

Deb Wolken reported that she had nothing else to report. The committee is seeking to find out what kind of message the members want to hear at the summer conferences.

### **MEMBERSHIP**

Christine French reported that there are 714 professional members, 18 student members, 26 retired members and 35 new members. At the region, we are at 62.92%. Christine French reported that she is not sure how we are doing compared to other regions.

Sheryl Piening-Keller reported that she has sent an article to the newsletter. She needs members from state to run for treasurer and newsletter editor. She requested that anyone who may have a contact give her contact information so she can call them.

### **SHARE-AN-IDEA**

The question was asked if we are considering an honorable mention for Share-An-Idea. Pat Arneson recommended we consider it to encourage submissions. It was decided to do one winner and a runner up. The winning project is posted on the web site and "Notes and

Quotes.” This year’s judges are from New Mexico, North Dakota, and Oklahoma.

## **UNFINISHED BUSINESS**

No unfinished business.

### **NEW BUSINESS**

DeLayne Havlovic recommended that we continue to research alternative liability insurance. DeLayne received a few suggestions of other places to look. This item was placed under unfinished business until DeLayne has a chance to do further research.

Patricia Arneson, NBEA Director, made a motion that the appointment of Kelly Means to serve as M-PBEA Treasurer be confirmed, effective retroactively as of July 1, 2013. Melinda Rangel seconded the motion, and the motion carried.

DeLayne Havlovic of Executive Committee made a motion that the Albuquerque Marriott be approved as the 2016 Conference site with the following modifications:

- Room attrition/guarantee – cut in half
- Reduce meeting cost to \$0
- Bring in own AV equipment
- Catering - \$5,000 minimum
- Any modifications would require approval of the Executive Board

Kelly Means seconded the motion, and the motion carried.

Kelley Means, Treasurer, made a motion that the 2015 M-PBEA Conference in Albuquerque be held Sunday-Wednesday June 14-17. Any modifications need to be approved by Executive Committee. DeLayne Havlovic seconded the motion, and the motion carried.

Lori Hauf made a motion that the M-PBEA board accept the proposal from Kansas to host the 2016 conference in the Kansas City area. DeLayne Havlovic seconded the motion and the motion carried.

## **BYLAW CHANGES**

Connie Lindell stated that she would make the bylaw changes and send them to Karen May for them to be made officially.

## **POLICIES AND PROCEDURES MANUAL**

Connie Lindell stated that the Policies and Procedures manual is on the web site labeled as December of 2011.

## **2014 NBEA CONVENTION**

Connie Lindell reminded board members that the state president-elects need to go to the training offered at the NBEA Convention. Maurice will send this information to DeLayne Havlovic. At the last convention, this was held on Friday. Membership Directors’ training is usually held on Friday morning. Our informal board meeting will be held right after the opening session. Encourage members to apply for first-timers stipends. Apply by January 2 and get the \$200.00 at the

awards luncheon. The form is online on the NBEA web site. M-PBEA gives \$75 cash to the silent auction. The e-mail will come from Pat Gallo. The treasurer usually takes the check to the conference to give to Pat Gallo.

**NBEA  
NOMINATION/APPOINTMENTS**

Connie Lindell polled the board to find out who was volunteering in some capacity with NBEA.

Deb Wolken– Legislative National Representative

Kelly Scholl– Contributed to Teaching Methods journal.

Melinda Rangel – National Business Honor Society Governing Council

Pat Arneson – NBEA Director, Ad Hoc Partners in Industry Task Force

Karen May – Strategic Planning and Technology Committee

DeLayne Havlovic– Chair Legislative Committee, one of the four 2014 Program Committee Directors, National Business Honor Society Governing Council Member, author For 2014 yearbook

Kelly Mean – Policy Commission

Jean Condon– Policies And Procedures, co-authored On Community College Leadership for journal

Lori Hauf - NBEA Awards

Glenda Rotvold – National Publications

**2014 M-PBEA Conference**

The registration form should include what the registrant may be interested in participating in for M-PBEA. Maurice S. Henderson, Current NBEA President, should be invited by Connie and Karen to the conference.

Sheryl Piening-Keller requested that LDI sit in on membership training at the board meeting rather than just drop in whenever. The board will have a very brief meeting the night when LDI is meeting. Sheryl suggested that 4 hours of training would be enough and recommended using only the morning of the first day of the conference. She asked that Karen check that the board room had extra space for LDI participants. DeLayne asked Karen to let David Loper know that LDI participants from last year get \$50.00 off registration. They should have their certificates. It was decided that there would be no head table at any of the meetings or sessions. Sheryl Piening-Wheeler suggested that we consider designating board members to greet others at some of the doors of the presentations.

**FALL BOARD MEETING  
REIMBURSEMENT**

DeLayne Havlovik announced that the cost of the meeting is \$600 which leaves \$1,400 for Connie Lindell, President, for her meeting expenses this year.

Sherrell Wheeler made a motion that board members be reimbursed at \$200.00 for those who flew without institution support and \$75.00 to others. Kelly Means seconded the motion, and the motion carried.

**OTHER**

DeLayne Havlovic suggested that we have our executive meeting in

person but have state membership directors meet us electronically or conference call for fall board meetings. After discussion about the expense of the meeting to the members, it was decided that DeLayne Havlovic, President-Elect, will look at different venues and possibly host an electronic meeting for fall 2014.

**ANNOUNCEMENTS**

No announcements.

**ADJOURNMENT**

Connie Lindell adjourned the meeting at 2:50.

**Respectfully submitted,**

A handwritten signature in cursive script that reads "Karen May".

**Karen May**