

Mountain-Plains Business Education Association
Executive Board Minutes
June 17 – 18, 2014
Hilton Garden Inn DFW South, Irving, TX

CALL TO ORDER

The June meeting of the Mountain-Plains Business Education Association Executive Board was held at the Hilton Garden Inn DFW South, Irving, TX on June 17th 2014. President Connie Lindell called the meeting to order at 6:00 pm.

ROLL CALL

Lori Hauf, conducted roll call and took the minutes. The following Executive Board Members present were Connie Lindell, President; DeLayne Havlovic, President Elect; Sheryl Piening-Keller (LDI), Past-President; Pat Arneson, NBEA Director; and Christine French, Regional Membership Director.

Ex-Officio members present were Kris Gaebel, Archivist; Deb Wolken, Legislative Chair; Cathy Tkacik, ISBE representative; Glenda Rotvold, NBEA Publications.

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

Jan Treichel, NBEA Executive Director and Marlene Stout, NBEA President were guests at the board meeting.

APPROVAL OF MINUTES

Minutes of the October meeting in Kansas were approved with one correction noted by Marilyn Jones. Correction was made: Melinda should be omitted under the President report as attending the meeting at the Hotel Phillips in Kansas City.

APPOINTMENT OF PROXIES

President Lindell appointed Cathy Tkacek as proxy for Lori Clikeman, Deb Wolken for Kelly Means; Kris Gaebel for Sheryl Piening-Keller; Glenda Rotvold for Karen May. As per the Bylaws, the NBEA Director served as parliamentarian.

TREASURER'S REPORT

Treasurer DeLayne Havlovic presented the current financial status of M- PBEA. DeLayne handed out financial reports and reported that the current checking account balance is \$6,951.76 and the CD balance as of October 4, 2012 is \$ 20,598.42 with a total of \$ \$ 27,550.18. (Reports on File)

OFFICER REPORTS

PRESIDENT	President Connie Lindell – Prepared the MPBEA report, stating which goals we have accomplished this year from the NBEA Program of Work and submitted the report to NBEA in late February. Other activities include writing articles for Notes and Quotes, and prepared the spring board agenda, forwarded reports to members, and prepared agenda's and scripts for the June 2014 conference. (Written Report)
PAST PRESIDENT	Past President Sheryl Piening-Keller – Worked with Karen May and DeLayne Havlovic in planning the LDI. Other activities include editing Notes 'N Quotes, serving as Leadership Award Judge, and writing several articles for Notes 'N Quotes. (Written Report)
PRESIDENT-ELECT	President-elect Delayne Havlovic –Delayne has been working on M-PBEA award nominations as well as securing Lori Chambers as the Newsletter Editor and looking for someone to serve a one year remaining term for Secretary. (Written Report)
NBEA DIRECTOR	NBEA Director Pat Arneson - Pat reported on the mobile app at NBEA. The success of the NBEA Connections desk at NBEA and the philanthropy project. Pat highlighted how her first year as NBEA director has been as well as being the program director for 2015 and 2016 NBEA convention. (Written Report)
REGIONAL MEMBERSHIP DIRECTOR	Membership Director Christine French- Chris promoted the Conference through constant contact. The constant contact mailing went out to 988 contacts --155 bounces --246 people opened email. (Written Report)

EX-OFFICIO MEMBERS' REPORTS

M-PBEA LEADERSHIP	Leadership Award Chairman Chris French. – There were no new nominees. Nominees from last year were contacted and two resubmitted. Winners will be announced at the awards banquet. (Written Report)
ARCHIVIST	Archives Chairman Kris Gaebel— Kris needs the LDI participants to add to the archives. (Written Report)
ISBE REPRESENTATIVE	ISBE Representative Cathy Tkacik- Expense of ISBE convention was discussed. Looking at breaking down the costs as much as possible. (Written Report)
NEWSLETTER EDITOR	Newsletter Editor Melinda Rangel (Written Report)
LEGISLATIVE	Legislative Chair Deb Wolken-- Deb looked for a presenter for the

June conference. It didn't work out to bring in a speaker so Deb and DeLayne will report on legislative updates during a breakout session. DeLayne reported on Perkins allocations and how they are distributed. (Written Report)

NBEA PUBLICATIONS

Publication Chair Glenda Rotvold—The Yearbook for 2014 has been published and is titled: *Leadership in Business Education*. The 2016 Yearbook will be based on *Innovative Instructional Strategies for Business Education*. The Forum and Yearbook are available online, but need to access them through a University. (Written Report)

WEB SITE

Webmaster Toni Landenberger-- Voting was again held online. There was only one candidate for President-elect and one candidate for Treasurer. A total of 43 votes were cast. Three of those votes did not have an NBEA account # listed (two had names instead). Recommend a 2nd constant contact message towards end of voting period as a reminder. We need to remind members that they need their membership number in order to vote. (Written Report)

AD HOC COMMITTEES

M-PBEA JOURNAL

Journal Editor Kelly Scholl -- Kelly is requesting the names of possible reviewers. It would be beneficial to have at least two names from each state in the region. If you have extra recommendations, please provide more! Reviewers will be contacted to request their participation. Those agreeing to participate will receive manuscripts in July with completed reviews to be submitted in early August 2014. Discussion was held on ensuring that authors are members of NBEA. (Written Report)

FUNDRAISING/RAFFLE

Fundraising Chair Pat Arneson--During the June 2013 Conference in Omaha, eight of the nine regional states also made contributions to the M-PBEA Raffle. The total raffle Income was **\$985**. After \$44.66 in expenses for raffle tickets and gift bags, M-PBEA realized a profit of **\$941.34.** (Written Report)

STATE MEMBERSHIP REPORTS Written State membership reports from Carol Sessums, Colorado; Marilyn Jones, Kansas; Lori Hauf, North Dakota; Violet Snell, Texas; Sherrell Wheeler, New Mexico; Jean Condon, Nebraska were placed on file.

Christine French conducted membership training for board members on Wednesday evening, June 17, 2014.

CONFERENCE REPORTS

2014 M-PBEA CONFERENCE 2015 M-PBEA CONFERENCE

Irving, TX--61 Registries; As of June 18, 2014 invoices totaled \$7,483. Albuquerque, NM: June 14-17, 2015. The conference will be held in Albuquerque at the Marriott. The room rate is set at \$129/night.

Registration fees will be set at the fall board meeting. The following conference board positions have been set:

- Chair: Carol Sessums
- Program: Sherrell Wheeler
- Registration: Chris French
- Treasurer: Kris Gaebel
- Publicity: Lori Hauf

2016 M-PBEA CONFERENCE

The following Hotels have been proposed for the conference: Embassy Suites; Holiday Inn Plaza; Hotel Phillips; Crown Plaza. Connie and Marilyn will do more research and report back at the Fall Board Meeting.

COMMITTEE REPORTS

AUDIT

Books were audited by an outside auditor and recommended a few minor changes. Delyane Havlovic reported on behalf of Carol Sessums who was absent from the Fall board meeting.

BYLAWS

A change will be made in the wording of “NBEA Representative/Director” to reflect “NBEA Director”. Changes will be voted on during the Policy and Procedure changes.

POLICIES AND PROCEDURES

Pat Arneson—Pat shared the proposed amendments that were presented at the Fall 2013 NBEA Executive Board meeting. The Bylaws/Policies and Procedures committee presented three conforming amendments needed so the wording of these Bylaw sections reflect the passed Bylaw changes from April 2013 and eliminates conflict wording. These conforming amendments were voted on at the April 2014 NBEA Board meeting in Los Angeles.

#1 & #2, Article II Membership, Part D—Membership Dues and Allocation, Section 6—Allocation of Professional Dues, (b) (2) and (3) by changing the following wording:	
Current Wording (b2)	Proposed Wording (b3)
(b2) If at the end of the region’s second consecutive fiscal year there continues to be a negative cash balance as determined by the year-end financial statement, the ten percent allocation of professional dues shall cease to be allocated to the region.	b2) If at the end of the region’s second consecutive fiscal year there continues to be a negative cash balance as determined by the year-end financial statement, the ten percent allocation of professional dues shall cease to be allocated to the region. If at the end of the region’s second consecutive fiscal year there continues to be a negative cash balance as determined by the year-end financial statement, <u>percentage</u> allocation of professional dues shall cease to be allocated to the region.

Current Wording (b3)	Proposed Bylaw Wording
<p>(b3) The region shall continue to file quarterly reports and the year-end financial statement. If at the end of any subsequent fiscal year, it has been determined that the region has returned to a positive cash balance, ten percent of the dues of each professional membership, except promotional members, shall be allocated to the region in which the membership is vested.</p>	<p>(b3) The region shall continue to file quarterly reports and the year-end financial statement. If at the end of any subsequent fiscal year, it has been determined that the region has returned to a positive cash balance, ten percent of the dues of each professional membership, except promotional members, shall be allocated to the region in which the membership is vested.</p> <p>The region shall continue to file quarterly reports and the year-end financial statement. If at the end of any subsequent fiscal year it has been determined that the region has returned to a positive cash balance, <u>all professional membership dues, except promotional members, shall be allocated to the regional association in accordance with the procedures outlined in the National Executive Board Procedures.</u></p>

#3, Article IV Executive Board and Officers, Part B—Composition of the Executive Board Section 2—Directory of Executive Board Members	
Current Wording	Proposed Wording
<p>(Section 2) Each regional association shall notify the executive director as to the name of the director to the National Executive Board from their respective region. This written notification shall be forwarded to the executive director 60 days prior to the beginning of the fiscal year. Upon receipt of such notification, the executive director shall publish the official directory of Executive Board members for distribution. This directory shall include the term of office for each member.</p>	<p>(Section 2) Each newly elected officer, regional and divisional director, and the at-large director association shall provide written postal and electronic contact information to the executive director notify the executive director as to the name of the director to the National Executive Board from their respective region. This written notification shall be forwarded to the executive director 60 days prior to the beginning of the fiscal year. Upon receipt of such notification, the executive director shall publish the official directory of Executive Board members for distribution. This directory shall include the term of office for each member.</p> <p>(Section 2) Each newly elected officer, regional and divisional director, and the at-large director shall provide written postal and electronic contact information to the executive director 60 days prior to the beginning of the fiscal year. Upon receipt of such notification, the executive director shall publish the official directory of Executive Board members for distribution. This directory shall include the term of office for each member.</p>

Article III—Membership Services, Part B—National Convention	
Current Wording	Proposed Wording
Section 1—Annual Meeting. The Association’s annual meeting (hereinafter referred to as the National Convention) shall be held on a rotating basis among the five regional associations comprising the National Business Education Association.	Section 1—Annual Meeting. The Association’s annual meeting (hereinafter referred to as the National Convention) shall be held on a rotating basis among the five regional associations comprising the National Business Education Association. Section 1—Annual Meeting. The Association’s annual meeting (hereinafter referred to as the National Convention) shall be determined by the NBEA Executive Board.
Current Wording	Proposed Wording -- Strike Section 2
Section 2—Rotation Schedule. The National Convention rotation schedule shall be as follows: For Year ending in: Host Region 1 or 6 Southern 2 or 7 Eastern 3 or 8 Mountain Plains 4 or 9 North Central 5 or 0 Western	Section 2—Rotation Schedule. The National Convention rotation schedule shall be as follows: For Year ending in: Host Region 1 or 6 Southern 2 or 7 Eastern 3 or 8 Mountain Plains 4 or 9 North Central 5 or 0 Western

Chris French proposed that the wording on 5000-5030 # 9 on page 8 of the Policy and Procedures Manual to be changed from:

9. Present the Payne/Porter Award at the annual M-PBEA conference to the S/P membership director who has the greatest increase in membership over the previous year (**June 30** to May 31).

to read

9. Present the Payne/Porter Award at the annual M-PBEA conference to the S/P membership director who has the greatest increase in membership over the previous year (**June 1** to May 31).

Changes will take place at the Fall Board Meeting.

MEMBERSHIP

Chris French—As of May 31, 2014: 778 professional members, 31 student members, and 29 retired members. New professional members since July 1, 2013 is 117 (Written Report)

NOMINATIONS

Sheryl Piening Keller--Karen May has been elected as President Elect and Kelly Means has been elected as Treasurer.

PUBLICATIONS: Glenda Rotvold-A concern is to get enough authors to submit. Glenda suggested pairing up individuals or groups to feel ownership in publications. (Written Report)

SHARE-AN-IDEA: Diane Karlsbratten-there were no submissions for Share and Idea this year so there will be no award presented. SD, TX, WY are on for voting next year. (Written Report)

STRATEGIC PLANNING Connie Lindell-Connie presented her report to Marlene in March and and the M-PBEA has met many of our goals that were set forth by the NBEA

UNFINISHED BUSINESS

LIABILITY INSURANCE Delayne Havlovic-Reviewed the budget and reported that insurance is very unpredictable, but has been adjusted to reflect a lower balance for the 2014-2015 proposed budget. President Lindell, suggested that the budget be adjusted to ensure that Chris French has enough resources for Membership.

POLICIES AND PROCEDURES CHANGES

2014 NBEA CONVENTION Connie reported the informal board meeting was a success at the NBEA. Attending the membership training was beneficial to all who attended.

NBEA NOMINATIONS/APPTS. All positions are current and no appointments need to be made at this time.

NEW BUSINESS

MOTION TO APPROVAL 2014-2015 BUDGET Motion to approve the budget as presented.
Glenda Rotvold/Cathy Tkacik
Motion Carried

BOARD INITIATIVE Chris French asked for ideas that membership directors will implement in their perspective states. The deadline is August 1st. The initiatives will be passed on to the NBEA. The following ideas were presented:
1)Back to School Drive—"Packing your Backpack"-Back to School Blast.
Chris asked members to get new contacts to her by July 11th, 2013.

FALL BOARD MEETING Will be held at the Residence Inn by Marriott in Denver on Sept. 26-27, 2014. Meals will be on your own.

OTHER

Pat handed out raffle tickets for members to sell or buy. 13 for \$10 or 6 for \$5.

ADJOURNMENT

The M-PBEA Board meeting was adjourned at 2:15 p.m.

Recorded and submitted by

Lori Hauf in absence of Karen May, Executive Secretary