

M-PBEA EXECUTIVE BOARD MEETING

September 23-24, 2016

LaQuinta Denver Airport

Denver, CO 80249-6327

Minutes

Friday, September 23, 2016

Board Members convened at 6:00 pm in the LaQuinta Denver Airport meeting room. Lori Hauf presided over the meeting. Board members introduced themselves.

Membership Training

Chris French presented membership training titled "MEbership begins with ME." She started with a quote and a chart showing membership from January – September. Total regional goal is 1067 members with current membership at 672 as of September 15. The region needs 395 additional members in order to reach 100% goal. Chris stated that the focus needs to be on lapsed renewals and new members.

She stated that it is important to contact the lapsed renewals. Lapsed list is for the past 3 years. We have 100 lapsed members since June 1. Membership promotion focuses on recruit, retain, and reinstate.

State representatives shared their membership incentive/recruitment ideas:

Carol Sessums, Colorado – Most of the time, Carol recruits in face-to-face conferences. She gives Starbuck's gift cards. Don Moore of Colorado is a tremendous help in identifying new teachers and sends them forward to Carol.

Lori Henneburg, Kansas – In May Lori sent out a message to teachers with student teachers to ask them to give them a membership as a gift for graduation. She has drawings at conferences for those members who pay their membership at the conference.

Vickie Volk, North Dakota – Vickie relies on e-mail lists. She sends e-mails to current members. She obtained a list from Career and Tech Education and sent e-mails to those who were not yet members.

Vi Snell, Texas – Vi has obtained the list for new CTE teachers since the conference in Austin. She continues to give forever stamps for forever members, gift cards, a drawing at the state conference in July.

Jean Condon, Nebraska – Jean has obtained the list of new teachers from 2014-15 and 2015-16. She received this from the Department of Education. She has send e-mails to these new members. She has also sent e-mails to those on the student membership list to see if they will have a position or if they will be a position.

Chris French reminded members to:

- Take membership forms with them to conferences
- Use 50 reasons to Join NBEA, insurance brochure, flyer, National Honor Society brochure
- Use promotion form to order materials
- Use convention flyers when we receive them

Chris asked the board what they were doing with the infographic created by Maurice and gave ideas of how they could use it.

Chris asked the state membership directors how they were using their money.

Friday night, the meeting ended with committee meetings taking place. Committees were to report back on their meetings Saturday morning.

Committee Meetings:

The Audit, Archives, and Nominations committee met from 7:30 – 8:15.

The Bylaws, Educator Awards, Policy and Procedures, and Legislative committees met from 8:15 – 9:30.

The Website, Publications, and Share-an-Idea committees did not meet due to the absence of members. The Strategic Planning committee met from 9:30 -10:15.

Saturday, September 24:

Call to Order

The meeting was called to order by Lori Hauf at 8:35 a.m.

Roll Call

Present: Lori Hauf, Carol Sessums, Kelly Means, Karen May, Christine French, DeLayne Havlovic, Matt Maw, Denise Parr, Cathy Tkacik, Lori Henneberg, Jean Condon, Vickie Volk, Violet Snell

Appointment of Proxies

Lori Hauf appointed the following proxies: Sherrell Wheeler's absence – Denise Parr; Laura de la Cruz's absence – Matt Maw; Kara Hill's absence – Cathy Tkacik

Reading & Approval of Minutes

Minutes were presented and approved with corrections.

Treasurer's Report

The treasurer's report was presented by Kelly Means.

Kelly expressed concern that we do not have a budget approved for the current year and stated that it should have been approved in June. DeLayne Havlovic suggested from the audit committee that we could vote on whether to approve the last year budget for this year. It was stated that changes may need to be made that were discussed in June and included the leadership award, web site cost, and professional stipends.

Kelly said that state promotions may be over budget, because the report included items from the fiscal year. The report includes one change made from the audit committee report.

Officer Reports

9.1 – President – Report provided. Lori has accepted invitation to present at NBEA 2017, written an article for the Notes & Quotes, made travel plans to other regional conferences, and worked on filling vacancies in state representatives.

9.2 – Past-president –Report provided. Preparing invitation for LDI in June in Bismarck.

9.3 – President Elect – Report provided. No location yet for next year's board meeting. Discussed the date and ideas for places. Carol asked what the budget was for the board meeting and was told that it is \$1,500 that includes travel, stipends, and the board meeting in June. A reception for Priscilla Romkema

was discussed. It was decided no line item was needed. Discussion and vote on expenses incurred would take place at June meeting.

9.4 – NBEA Director’s Report – Report provided. DeLayne provided an extensive report on M-PBEA members who were serving NBEA on committees, in leadership positions, and presenters. He also provided a list of those members who had been awarded at the national and regional level. The question was asked about who was on the Policies Commission. Kelly Means just left the Policies Commission and stated that the conversation provided great professional growth while serving on this committee. Kathleen McCune and Sue Sydow have also just completed their term on the Policies Commission.

9.5 – M-PBEA Membership Director’s – Report provided. Chris French stated that she is waiting the new convention flyer to include before sending packets of information out to membership directors.

Ex-Officio Member’s Reports

9.6 – Leadership Award – Report provided. Nominations are due March 1 to Toni Landenberger for the Leadership Award.

9.7 – Archives – Report provided. Jan Treichel requested some extra journal copies so Kris sent extra copies. According to Matt Maw, the hard drive to store the archives that have now been scanned was not purchased yet. They are on a flash drive and saved in the cloud.

9.8 – ISBE Representative – Report provided. Cathy Tkacik looked at the web site for ISBE and provided suggestions for improvement. ISBE is down to 385 members. Lori Hauf told Cathy that NBEA needs a report on ISBE prior to the November meeting.

9.9 – Newsletter Editor – Report provided. Matt Maw thanked everyone who sent in articles for the last newsletter. Matt stated that the next newsletter issue will be posted online mid-December. Middle of November is deadline for articles. He will send out a request.

9.10 – Legislative – Deb Wolken was unable to attend the board meeting. Lori Hauf presented her report. Deb has agreed to serve another 3-year term.

9.11 – NBEA Publications – Report provided. Jean Condon stated that there had been no communication from NBEA to report on since the June M-PBEA meeting.

9.12 – Website – Report provided. Toni Landenberger was not in attendance. Consideration may be given to having a social media person in charge of all social media. Cost is an issue in having another member to attend the board meetings. Karen May suggested that more than one person needed to do the posting.

Ad Hoc Committees Reports

9.14 – Journal Editor – Report provided. Six articles were accepted, revised and in the process of being published. Publication has been posted to the web site.

9.15 – Fundraising – Report provided. Delayne stated that the goal is \$1,000. Funds go to LDI development leadership institute. He stated there are no plans for change at this time. Lori Hauf reminded everyone to also bring an item to the NBEA Convention in Chicago.

State Membership Representatives Reports

10.1 – Colorado – Report provided. Carol Sessums stated that she is working on a replacement for the state membership chair.

10.2 – Kansas – Report provided. Lori Henneberg stated that Kansas currently had 125 members with a goal of 191 members. They are preparing for their state conference the first weekend of October.

10.3 – Nebraska – Report provided. Jean Condon provided information on several upcoming conferences as well as a list of their officers for their state organization.

10.4 – New Mexico – Report provided. Laura de la Cruz was not in attendance.

10.5 – North Dakota – Report provided. Vickie Volk reported that North Dakota has 53 members. She stated that they were continuing monthly recruiting efforts, and listed the current officers.

10.6 – Oklahoma – No report and no representation.

10.7 – South Dakota – No report and no representation.

10.8 – Texas – Report provided. Vi Snell reported on the summer conference, fall new teacher conference, and upcoming conferences in Texas. She listed the state officers. Vi reported that she sent in 33 memberships to NBEA after the July summer conference.

10.9 – Wyoming – Lori Hauf stated that Kara Hill, the state representative from Wyoming, got married this summer and started a new position. She is in the process of creating a video for marketing business education in Wyoming.

Conference Reports

7.5 – 2016 Conference – Kansas. Report provided. Lori Henneberg reported that there was \$648 in the conference checking account. There are two items that haven't been paid yet for a total of \$1,500. The recommendation from Connie and Marilyn is to keep registration at the same price but to look at other venues in serving the members. Lori Hauf stated that we would vote on covering the shortfall in new business.

7.6 – 2017 Conference - North Dakota – Report provided. Lori Hauf stated that there would need to be a motion in new business to vote on the names of those on the conference committee.

7.7 – 2018 Conference - Nebraska – Report provided. DeLayne Havlovic said that they will bring forth 2 proposals to the board meeting at NBEA in April. There is a hotel with a university across the street that they are considering. The positives are that we will save on technology, get out of the required food contracts. Drawbacks are that we may not have a place to host the banquet and travel to the hotel to the site of the conference could be more expensive. Kelli Means stated that another negative is that you couldn't easily run up to your room between sessions.

Committee Reports

9.16 – Audit – The audit committee notes one error in the books. The deposit transaction from NBEA on June 27, 2016 was entered in the amount of \$1,018.60. The correct amount should have been

\$1,806.00. The difference (\$787.40) was also expenses as a separate line item, causing that expense to ultimately be posted twice. The audit committee posted a correcting entry in the amount of \$787.40 to account 4100 (dues revenue) to make the adjustment in the budget books and to adjust the cash (checking account balance correctly). No other errors were noted.

9.17 – Educator Awards – The committee met led by Carol Sessums. Emphasis was on getting more than one applicant for each category and giving awards in all categories. It was recommended to start now in getting applicants and judges.

9.18 – Bylaws – Report provided. Need to look at the bylaws in June. Per the vote, we need to add Creation of a Standing Committee for advisory purposes and to serve as a conference oversight committee. It was noted that there were some date discrepancies in the Policies and Procedures. All due dates should now be March 1.

9.19 – Policies and Procedures – DeLayne Havlovic stated that the committee went through the document, cleaned up some language, added a monthly listing of “to dos” for the president. The committee will look at other changes that need to be done this winter and bring the recommended changes back to the board in June.

9.20 – Legislative – No report.

9.22 – Nominations – Nominations committee met led by Karen May. Nominations for President Elect and Treasurer were discussed. A call for nominations will be sent to Chris French for constant contact and to Matt Maw to appear in the next newsletter. Elections will take place after the spring newsletter is published.

9.24 – Share-an-idea- The committee did not meet. Kelli Means requested that someone from the board request the payment of Murleen Bellinger to NBEA for her 2016-17 dues so she could send the check.

9.25 – Strategic Planning – The committee met led by Lori Hauf. The current NBEA Program of Work provided by Priscilla Romkema was discussed alongside the current strategic plan for M-PBEA. Changes to the current strategic plan were discussed.

9.26 – Conference Oversight Committee – Lori Hauf, DeLayne Havlovic, Carol Sessums, and Christine French will be on the oversight committee. Whoever the president is for the following year will be on the ad hoc committee so that they can have input.

Unfinished Business

- a. Advertising Guidelines – Lori Henneberg stated that in Kansas, the ad must be directly related to business education. Committee members to bring forth guidelines for what will be accepted and billing procedures are Lori Henneberg, DeLayne Havlovic, Kelly Means, and Matt Maw. This recommendation should be presented at the June 2017 board meeting.
- b. Electronic Archiving Update – Matt Maw stated that most everything has been scanned and saved to a flash drive. The files are also backed up in the cloud.
- c. Approval of Budget – Carol Sessums made a motion to approve the proposed budget for 2016-17 as presented. Lori Henneberg seconded the motion. The motion carried.

New Business

- a. Bylaw changes – Lori Hauf stated that there were no bylaw changes needed at this time.
- b. Policy and Procedure Manual Changes – Delayne Havlovic stated that the committee will send the proposal out in April for it to be voted on in June.

- c. 2017 M-PBEA Conference Chair and Treasurer – Vickie Volk made a motion that Jan Reknow would serve as the treasurer and Vickie Volk as the Conference Chair for the Mountain-Plains Business Education Conference in June 2017 in Bismarck, North Dakota. The motion was seconded by Carol Sessums. The motion carried.
- d. 2016 M-PBEA Conference in Kansas – Cathy Tkacik made a motion to pay \$1,000 to cover expenses over the revenue from the 2016 conference in Kansas City. Vickie Volk seconded the motion. The motion carried.
- e. Payment for Board Travel – DeLayne Havlovic made a motion to reimburse board members \$100 who incurred a personal expense out of the general treasury fund (board meetings account). Karen May seconded the motion. The motion carried.

Announcements:

No announcements.

Adjournment

The meeting was adjourned by President, Lori Hauf, at 3:00 p.m.

Respectfully submitted,

Karen May

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for

Sherrell Wheeler

Executive Secretary