

M-PBEA EXECUTIVE BOARD MEETING

June 14-15, 2015

Santa Fe Meeting Room Albuquerque Marriott
2101 Louisiana Blvd NE
Albuquerque, New Mexico 87110

Minutes

Sunday – June 14, 2015 6:00-6:30 p.m. Social/Visiting Time (Business casual)
6:30-8:00 p.m. Board Meeting
8:00-9:15 p.m. Break and Membership Training

Monday – June 15, 2015 7:00 – 11:30 a.m. (Business casual, breakfast first)

Minutes and reports can be found on WIKI: <https://mpbearecords.pbworks.com>

Call to Order

The meeting was called to order by DeLayne Havlovic at 6:05 p.m.

Roll Call

A sign-in sheet was passed around by Cheryl Mallan, secretary.

Present: Chris French, Jean Condon, Sherrell Wheeler, Carol Sessums, Lori Chambers, Lori Hauf, Violet Snell, Cathy Tkacik, Diane Karlsbraaten, Kris Gaebel, Deb Wolken, Patricia Arneson, Kelly Means, DeLayne Havlovic, Karen May, Cheryl Mallan

Guests: Ken Kuhn, Robert Blair, Geanna Mitchell, Jan Treichel

Guest Introductions

Ken Kuhn, WBEA President, Geanna Mitchell, SBEA President; Jan Triechel, NBEA Executive Director; Barry Blair, NBEA President Elect

Mixer – directed by DeLayne Havlovic

Awesome because. . . (file included in minutes)

Announcements

Breaks when needed, snacks available, meeting will go from 6:30-10:00. At 8:00 and 9:15 membership training. Connie, past president is doing LDI and will bring them in at 7:30. Monday breakfast from 7:00-8:00. We will resume board meeting then attend luncheon. Tour will be around 1:00.

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Appointment of Proxies

By DeLayne Havlovic:

Deb Wolken for OK
Kris Gaebel for SD
Diane Karlsbraaten for WY
Cathy Tkacik for Connie Lindell

Reading & Approval of Minutes (Tab 4)

The minutes from September 26-27, 2014 meeting were approved as corrected. Pat Arneson made motion. Lori Hauf seconded.
The minutes from April 1, 2015 meeting were approved as corrected.
No motion needed, just filed.

Secretary's report: Cheryl Mallan (Report submitted)

Treasurer's Report (Tab 5): Kelly Means

5.1 Financial Report

Report submitted.

5.2 Budget

Report submitted.

5.3 Bills to Submit

Report submitted.

Note: Waiting on some items for Journal publishing. Awards bills still need to come in. Blank voucher forms are attached to the report. Please use her personal email Kdmeans@cox.net Roster sheet will have her new email address. Balance in reserve account is on report.

Officer Reports (Tab 9)

9.1PresidentDeLayne Havlovic

Report submitted. Presidents' reception information provided. Declined Colorado and Kansas meetings. Declined WY. Thanks to Carol Sessums and Sherrell for NM conference. Karen and DeLayne worked on contract for fall meeting.

9.2Past-presidentConnie Lindell
Conducting LDI. Report provided. Report was read by DeLayne.

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9.3President-electKaren May

Report provided. Dates for fall meeting September 25 and 26. We had at least one nominee for each award. Worked on logo for Kansas City Jazz it Up. Strategic Planning Committee with Dennis Garner is stepping down, so she will be stepping into that position.

9.4NBEA Director's Report..... Pat Arneson

Report provided. NBEA 42 members attended. Membership is the KEY. Awards listed. National convention is in Las Vegas. Kansas City for M-PBEA. Important that membership chairs attend the membership meetings. Each one reach one. We could double our size.

Question from DeLayne about a president's social since new president is from M-P. Priscilla will have a suite. Pat will contact Priscilla about a reception.

Jan said that Pat represents M-P on the NBEA board. She said that Pat does a great job and how blessed NBEA is to have Pat.

9.5M-PBEA Membership Director's Report Chris French

Report provided. NBEA hears from her every month. Articles for Notes and Quotes. Keeps state membership chairs current. Using Constant Contact. DeLayne said that is just a great tool. Can drill it down to state. 30 percent didn't open. Some emails are undeliverable. School districts block it. Pat had question about some membership chair vacancies. Total SD half from east half from west. Need to find reps for those that are vacant.

Ex-Officio Member's Reports (Tab 9)

9.6 M-PBEA Leadership AwardSheryl Piening Keller

Report provided. Award winner will be presented. She will forward to the next committee. Award is \$100 so do we want to look at the cost of those awards. Sheryl will contact the award provider. Program and plaque was \$200. Bills will be submitted. We need to watch the cost for next year.

9.7 Archives Kris Gaebel

Report provided. Box is getting full. DeLayne is going to come look at the box. Where can we archive? Use home address as she has retired.

9.8 ISBE RepresentativeCathy Tkacik

Report provided. ISBE board meeting she did not attend. Got notes from Loretta.

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Highlights were currently looking at input on creating teaching ideas for international business. 479 members. Ken Kuhn said that Vancouver has been asked to hold conference as original site has been withdrawn. Pat has questions on creative teaching ideas. The turn around was too short.

9.9 Newsletter Editor Lori Chambers

Report provided. Winter Newsletter on line in December. Postcards were sent out. With voting instructions. They were able to get their votes in after the error was fixed. September will be the next Newsletter. August 10 deadline for fall Newsletter. One article was omitted in error, so she has devised a new check system. Several people said that it looked great. Placing ads in the newsletter will be discussed tomorrow. We need guidelines. We don't want the newsletter to just be ads. To be continued.

9.10 Legislative Deb Wolken

Report submitted. Assisted DeLayne with legislative related issued. Luncheon this year will be a legislative report. Since the legislative sessions are not well attended, decision was made to have legislative report at a luncheon. She thanked Sherrell Wheeler for her help. Want to make legislative information available to our members.

9.11 NBEA Publications Glenda Rotvold

Report provided. Glenda's report was read by DeLayne. Note *Keying In* format.

9.12 Web site Toni Landenberger

Report provided. Toni's report was read by DeLayne. 28 votes were cast. Lori said KS did a different way of voting at the membership table with a computer set up at the membership table. Bylaws have date set. Probably low voting is due to fact there is only one candidate. Report of views on report. Chrome most popular browser. Question on 4. Facebook page. Using LinkedIn. NBEA posts to Facebook and then it goes to Twitter. Several states are using Facebook. Twice a month Twitter groups on NBEA. Get members we need to use social media. To be continued.

Ad Hoc Committees (Tab 9) M-PBEA EXECUTIVE BOARD MEETING

9.14 Journal Editor Kelly Scholl

Report provided. DeLayne read Kelly's report.

9.15 Fundraising Pat Arneson

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Raffle is Tuesday and Wednesday. Bring items down at 7:30 on Tuesday morning. Pat shared about Raffle. Goal last year was to raise \$1,000. We made \$1,005. She will pass around a signup sheet to work the Raffle table and forms for the donated items. Envelopes were distributed to collect ticket money.

BREAK

Meeting resumed: Meeting continued at 7:45

Membership Training:

Chris French's PPT is with reports.

SD doesn't have a director

TX maintained membership.

WY showed a decrease.

Canadian members have dropped off a little.

Down 22 members for the entire year.

Procedure: Sends list to membership director and highlights those who have lapsed. New membership 67. SD and Canada didn't have new members. Lapsed members: 206.

Discussion on recruiting new members. Contact college of education and contact new student teachers. Gift to student teacher from teacher membership in NBEA.

Student in WY was given NBEA award membership.

FBLA state conference. A lot of FBLA and BPA sponsors are not NBEA members. Got 4 new members from Austin sessions Vi attended. Question on exit exam was NBEA for business teachers.

Five colleges in system in Nebraska and met with teachers about insurance and how important it is to have insurance.

TX - February 14 join for \$100 memberships in TBTEA and NBEA. We are also not offering liability insurance, but will focus on NBEA insurance.

Contact teachers at post-secondary institutions.

State conference recruiting at membership table.

Encourage current members to renew their membership.

Reinstating members by looking at printout lists. Improve communication to let national know they are not interested or will renew.

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Incentives:

Payne-Porter Award for membership director who has greatest increase if they reach 100 percent of goal: NBEA Conference registration is paid and 95 percent: NBEA dues paid membership for state membership directors.

Duties of membership chair.

Goal is 1067 members. What will it take to reach 100 percent? Each membership chair was told what they had to do to reach 100 percent.

This is Chris' challenge: each one reach one.

Region is fortunate that we have money for membership recruitment. Use those funds and make good use of these funds.

What have you done with promotional money? Selfie stick, Amazon cards, Fit Bit, Walmart gift cards, bring check book to join so you could win prize, sent out 300 emails offering half price membership to the first four who respond, drawing for those who renew and those who are not members, gift cards, Kindle, memory sticks, memberships, membership drawing for new and renewal, drawing to renew at conference, spruce up membership table, gift card, "forever" postage stamps, surprise sacks, ask for student membership list from NBEA to give free membership for the first year, focus on schools that have teacher education programs to promote insurance, thank you gift, drawing for a gift card as a thank you.

Accountability – quarterly initiatives, Back to School, Got Coverage, National Convention, regional convention – feedback. Insurance one was successful. That should be the first initiative for next year. Our insurance with membership is a lot less expensive.

New incentives: Got coverage?

Second: National Conference

Third: National Business Honor Society for secondary teachers and FBLA and BPA

It is so important to be involved with state meetings. Also submit membership forms promptly because of insurance verification date.

Attend board meeting. Colorado, Las Vegas, and Kansas City.

Resources, get finances from Kelly, our treasurer. Contact Chris French for state membership lists and for promotional materials.

LDI group:

LDI group came to visit us. They were introduced by Connie Lindell. They will be playing membership bingo. LDI members will be coming around to ask us some questions.

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State Membership Representatives (Tab 10)

10.1 ColoradoCarol Sessums

Report submitted. Her son was FBLA state president for next year. Thanks to Planning Committee for M-PBEA Conference.

10.2 KansasLori Chambers

Report submitted.

10.3 NebraskaJean Condon

Report submitted.

10.4 New MexicoSherrell Wheeler

Report submitted. No speaker expenses. Two BPA National Officers will be in Washington to talk about CTSO.

10.5 North Dakota Lori Hauf

Report submitted. She shared her Chicago trip.

10.6 OklahomaVicki Splawn

No report given.

10.7 South Dakota

No report given.

10.8 Texas Violet Snell

Report submitted.

10.9 Wyoming

No report given.

Adjourned at 9:02 p.m. until tomorrow. All attended LDI reception/social.

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Meeting continued: Meeting resumed June 15, 2015 at 8:06 a.m.

Welcome: DeLayne Havlovic

Present: Chris French, Jean Condon, Sherrell Wheeler, Carol Sessums, Lori Chambers, Lori Hauf, Violet Snell, Cathy Tkacik, Diane Karlsbraaten, Kris Gaebel, Deb Wolken, Patricia Arneson, Kelly Means, DeLayne Havlovic, Karen May, Cheryl Mallan

Guests: Ken Kuhn, Robert Blair, Geanna Mitchell, Jan Treichel, Marilyn Jones

Conference (M-PBEA) Reports (Tab 7)

7.1 2015 Conference – New Mexico Carol Sessums

Report submitted.

10 exhibitors. Program great. Pins that identify they can tell hotel what to do. Did get credit for college through Adam's state. Tour bus location will be in front of hotel. Leave at 1:30 – 7:00.

Bags were printed for \$1.85. Name tags and misc. Had people transport items so shipping costs were down.

7.2 2016 Conference – Kansas.....Marilyn Jones (guest)

Report submitted.

Two things that need to be approved are Registration Chair and Conference Treasurer. Debora Kidd will be Chair and Lori will be Treasurer. Denise Parr will be the co-chair. We found out that it works better to have a co-chair so one person doesn't have all the information. What was the cost of exhibit tables? M-PBEA is charging \$100 per table. What is the cost of the tables from the hotel? Wine and cheese is from 5-6 every night and included in room cost. This will be built into the program. More information that isn't in the report, all materials are ready to go up on line. Call for presenters will go up next week. Program person is ready. Airport transportation and shuttle information, 5 Guys transportation are offering a good transportation package.

We were told we could have tours of Sprint Center, but that isn't true. Light rail will be up and running by conference time. WWI museum will be open by that time. Possibly have a mystery dinner (dinner detective). We must have 30 participants and it will cost about \$65. This is still in discussion mode, no commitment yet. There was a suggestion for walking tour of Power and Light district. Probably won't get 30 for mystery dinner.

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Three sessions plus BYOD are in the plan. Keynote speakers and legislative presentation are not finalized yet. Offering first timers lunch on Monday. This could encourage them to arrive for Monday. Could be breakfast or lunch depending on price. General session on Tuesday. Comments were that they didn't meet people until the first timers' breakfast which was held on Tuesday. Wine and cheese could be included and maybe have a first timers' reception. Having an early event could get people to the hotel early. You need people to be staying at the hotel early.

Registration will be on line and will be available soon. Hotel Phillips is right downtown. Maybe even have a tour of the hotel since there are interesting facts about the hotel.

There will be co-chairs . We need to vote on this at new business.

Comment: we need to be out two or three years on conferences.

Room is \$135--may not be in the report. Want to present at KBEA. Suggestion for bus tour. There is plenty to do; problem will be just narrowing it down to one. Tour could be draw for Monday. Maybe combine tour and dinner at Kansas City BBQ.

7.3 2017 Conference – Site Discussion

2017 doesn't have a location yet. We will need to vote on that at fall board meeting. Lori, this will be your conference. Where would you like to have it? Is it beneficial to host in your state when you are president? You do not have to have it in your state. Carrying items and committee member selection could be easier if held in your state. Rapid City was suggested. We could have virtual one again! We do have members in Rapid City. Seek two bids, one from Bismarck and one from Rapid City. There is concern that we don't have more than a conversation for 2017. DeLayne suggested that we get two bids. Ken Kuhn suggested that our main goal is to grow leadership in the given states. The state can figure out what is best place to fly into. Hosting does get members excited. When you set up years out and have a rotation, you can get geared up. It is nice to have someone from the host state to be involved. But this year, virtual planning seems to be a success. You do not have to physically be together as a group.

WBEA has a conference oversight committee to make sure contract is negotiated correctly, etc. AV can be expensive. Jan can look at the contract.

Marilyn has executed contracts in the past. She said you have to learn their language.

Summary: for fall board meeting we need to have 2017 and 2018 proposals. We need to look at expenses. Vote will be in the fall. Nebraska and Colorado could be after that. 2017 and 2018 Bismarck and Rapid City. 2019 Colorado and Nebraska?

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2020 Texas? We can look at two state proposals at the same time. Hosting conference can help to increase membership.

Committee Reports (Tab 9)

9.16 AuditCarol Sessums

Books were audited yesterday. No report provided.

9.17 Educator AwardsKaren May

Report provided. Need to add. One in every category. 1-5 in every category. Good candidates were nominated. The Policies & Procedures manual has guidelines for evaluators' rotation. This can be looked up.

9.18 BylawsDeLayne Havlovic

September meeting.

9.19 Policies & Procedures..... Pat Arneson

Revised copy was emailed out. Bugs seem to be worked out. DeLayne thanked Pat. Vote to accept approved copy of Policies and Procedures. Motion will be done later in the meeting. It will be posted after voted on. Will be voted on in unfinished or new business. There is an error pointed out by Kelly. Missing on page 11 – the rotation schedule is missing a year. Seems that the year is just wrong on Wyoming. Pat will make that correction.

9.20 Legislative Deb Wolken

Report submitted. There is always a challenge that if we have information who do you contact at the state level. She will pass around a contact person list to be checked by board members. When an email is sent out, Deb doesn't always know if it gets to the appropriate person. If there are other Legislative people here, she could have a meeting.

9.21 MembershipChris French

Report submitted. Membership at end of May was 710. This is beginning number for the next fiscal year. Even though we are at 710, June 1 we get a new list and have people who have lapsed. Efforts should be made to get them to renew membership.

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9.22 Nominations Connie Lindell

DeLayne will be past president. Lori Hauf will be president elect. Cheryl will be secretary. Karen will be new president. Chris will be regional membership director. Congratulations to all. Will need president elect next year.

9.23 Publications Glenda Rotvold

Report submitted.

9.24 Share-an-IdeaDiane Karlsbratten

Report submitted. All was done electronically. There is a winner.

9.25 Strategic PlanningKaren May

Increase membership. Twice a year we have membership training and share ideas for increasing. 7 strategies for membership. Ways to market. Important to communicate with states. Make sure that we aren't losing those contacts. Constant Contact can be used. Use emerging technologies. TWEET station, we are doing one in Texas. Good way to communicate. Tweets were sent out during sessions. This may encourage people to attend conferences. We are still working on webinars. We are not going to wait for proposals; we are going to ask people to do it. Latest is that we are looking at LinkedIn. Bulletin board isn't being used. LinkedIn has been set up. More interactive and we have people participating who are not members. There are regions in LinkedIn. Still in experimental stages. This could help with membership. Jan thanked Karen for participation on Technology Committee. She has taken it to the new level. Technology rocks our boat and Karen rocks our boat.

Unfinished Business

a. Policy and Procedures Manual Changes and Review

Motion by Kelly Means, Treasurer

Seconded by Karen May

Voted

Discussion

Form submitted

Update will be in reports with minutes and on WIKI.

Please read it and see how things should be done. It should be looked at each year. Will continue at fall board meeting.

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New Business

Budget: Worked on Sunday. Form distributed. Kelly and Karen worked on it. Under income a new account, Newsletter Sponsorship was added. We are looking a proposed income of \$350. Expenses; Newsletter expense was knocked down to \$250. One year it was \$130 and it has always been around \$600. This was increased. Recurring professional leadership award. We increased that amount. Journal for 2016 we decreased. Kelly took questions on budget. LDI stipend? We haven't been using that account. We kept it in in case we brought it back.

Motion to approve budget by Lori Hauf.

Seconded by Cathy Tkacik.

Vote by all to approve budget as submitted.

Motion for Kansas City – Karen May, Sherrell Wheeler, seconded
Debra Kidd, Registration Chair
Lori Chambers, Treasurer
Co-Chair is Denise Parr
Motion form submitted.

a. Establishment of Conference Oversight Committee

Always a past president. Three people. People coming up for the conference. We are four years ahead in planning. Ken Kuhn shared what WBEA does. Most senior member would be Chair. Could be anyone, but past president needs to be on committee. DeLayne suggested that we add it to Procedures Manual that committee reviews hotel contracts at fall meeting. Contract needs to be looked at. Reestablish the rotation for conference. Wildcard: any years that end in a 6 see in the report another area picks up the conference. They can swap years from the schedule. Wildcard could also be if state with conference doesn't have a president.

Our manual states that we do not follow a rotation schedule.

It becomes tricky when we are working with banks for our conference finances. We may need a conference finance procedures. Site selection committee by Geanna Mitchell, SBEA President. This has last three past presidents. They sent out a survey to members to see where they wanted to go to for a conference. Members ranked where and how much they wanted to pay. This helped in making decisions for the next couple of years. It is hard for states with smaller memberships. We plan to make someone on board who is the convention chair and that person will be three-year term and in charge of reviewing contracts and negotiating. This person will head up all the committees. This keeps the same people making those decisions.

What does SBEA charge and WBEA charge for registration? WBEA was \$175 and SBEA was \$230 and includes almost every meal.

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We want people to attend so why do we punish those that register late. Meals aren't paid for by school districts and they include meals with registration. Maybe we want to have the registration include the food.

M-PBEA keeps registration at a low cost. This is affordable.

DeLayne thanked Geanna and Ken for sharing their ideas. DeLayne suggested that we table and continue this as unfinished business for the fall. Karen will add to her agenda.

Our rotation in the past was the big four for conferences with profit. Nebraska, Colorado, Texas, Kansas. Those are the four that would rotate and the fifth was from one of the other states.

b. **Newsletter and Advertising Opportunities**

Report submitted.

Geanna Mitchell, SBEA sent out a newsletter by publishing company for advertising. Company paid postage and printing of the newsletter. They will be an exhibitor at their conference. Mailing list was provided by Jan to provide to company. Company name is on all printing. If we use the NBEA list, this list could be sold. We just don't share our email addresses.

This was discussed in Chicago and will continue discussion here. We did decide to let a school, Wayne State, advertise in newsletter for \$100. We do not have a procedure or policy for this. First, just ads in newsletter. Should this be a committee decision or would we vote now? What is the tradeoff? Do we want to give the email addresses out? Conference and Newsletter should be separate.

Criteria: Business dealings that we work with. Must be directly related to our teaching. WBEA charges \$200 for full page, \$125 for half page. \$75 for quarter page. He brings in \$1,600 per newsletter. Offers discount if they advertise in all newsletters. Ken thinks the price is reasonable.

Who is going to approve the advertisement? Who do we target? Where are we going with this? Do we already know organizations that will advertise? We could use publishing companies. Universities that have on-line degrees. Do we need a disclaimer? If we decide to do this, we need pricing and some guidelines in Policy Manual.

There needs to be two sets of eyes to look at the ad before it goes in the Newsletter. Does this go to the president and Newsletter Editor? Communications Committee could do that. The logo of companies could be on our website. Value added could stuff the packet with their ad.

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Sherrell Wheeler said her college printed program and then wanted to buy a one-page ad.

ND had a sponsor for the program. Many feel this is a good area to tap into. We need to be able to say, according to our guidelines we cannot accept your ad. We need a percent of what newsletter will be ads. Some on-line newsletters have too many ads. We don't want to overdo it.

Full \$165 three-fourths \$85 half \$65 1/3 \$22 business card size \$____.

We will provide space for ad in our digital newsletter. We just want sponsorship.

Approve pricing structure. Then set up a committee. Need to have in place August 1.

Committee needs to have NBEA share what they use. Want to make sure the legal part of the ad is correct.

Full page
Half page
Quarter page

What is the rush? Should we hold off and do this right. Let's set up a committee and discuss at fall meeting. They must promote business education purposes.

Let's appoint a committee for fall meeting.

Committee will be appointed to establish policy and procedure for advertising in our Newsletter publication. For now just Newsletter, but could go to website and other publishing.

Wayne State will still be able to continue to advertise in Newsletter.

Committee members:

Pat Armeson
Lori Chambers
DeLayne Havlovic

Committee will come to fall meeting with a plan for procedures.

No vote needed for committee.

Vote for Wayne State to advertise for half page at \$100 until new guidelines are set at fall meeting.

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Motion by Lori Chambers and seconded by Sherrell Wheeler that we accept ad for Wayne State to advertise for half page at \$100 until the Newsletter Committee proposes new guidelines.

c. **NBEA Technology Committee, M-PBEA's Role, and LinkedIn**

Report submitted from Geri Kimble. Ning group going away. Sub groups are being set up. LinkedIn will have subgroups. Have a contact name for region person that will manage LinkedIn. Should this be a permanent position? Is this a committee role? Hearing what Southern and Western have done. Ken Kuhn said that they are trying to figure out if the webmaster will have this responsibility. We changed the name to social media director to include webpage, Facebook, Twitter accounts.

Kansas has a social media director that is separate from webmaster. This is an appointed position. This was to keep webmaster from having so many duties. President will ask for items to be tweeted or put on Facebook.

Technology committee hasn't determined who will be responsible. They still need to work this out. They try to get someone from each region. This person could put topics up. There is lots of work to be done. In some regions it could be the webmaster. In some regions this probably needs to be another person. We may need a different person to handle the social medial section. It is very time consuming for the person in charge.

"Technology Committee needs a little more work," said Jan Triechel. Digital communications is the term WBEA uses instead of webmaster.

LinkedIn has had more activity than Facebook. Good ideas are already out there in LinkedIn. Toni and Karen will continue for now.

DeLayne said he was to provide a name by today as a point of contact by Gerri Kimble. Karen stated that this was sent out prematurely. Karen May will be the point of contact through the Technology Committee. LinkedIn button needs to be on the website.

d. **Fall Board Meeting Announcement**

Is there still an outstanding business award question for Jan Triechel. You must call NBEA to see.

Lori questioned the company that prints for them in Kansas. She wants to see if they qualify for the award. Mailing would not qualify. Could there be a sponsoring company. President could send a letter. Members need to know that they have been a good sponsor. Lori will send DeLayne contact information to thank them.

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Other items:

Announcements

- a. Fall board meeting: September 25 and 26 finished by 3:00. Price is \$109 which will include breakfast. Aloft is the name of the hotel. Friday will start at 6:00 p.m. Live music on Friday and Saturday. No concert that weekend. There is a shuttle. Tell hotel that you are affiliated with M-PBEA for reservation.
- b. Questions – how many would buy the murder mystery ticket?. A show of hands indicated ten from board will go.
- c. Thanks to our guests.
- d. Conference announcements
- e. Change clothes before tour.

Adjournment

Meeting was adjourned at 11:04.

Cheryl Mallan

Minutes prepared by Cheryl Mallan, Secretary