

**Mountain-Plains Business Education Association**  
**Executive Board Minutes**  
**October 5-6, 2012**  
**Westroads Hotel, Omaha, NE**

**CALL TO ORDER**

The Fall meeting of the Mountain-Plains Business Education Association Executive Board was held at the Westroads Hotel in Omaha, Nebraska on October 6, 2012. President Sheryl Piening Keller called the meeting to order at 8:30 am.

**ROLL CALL**

Karen May, conducted roll call and took the minutes. The following Executive Board Members present were Sheryl Piening Keller, president; Connie Lindell, president-elect; DeLayne Havlovic, treasurer; Marilyn Jones, past-president; Sue Sydow, NBEA Director; and Christine French, regional membership director.

Ex-Officio members present were Kris Gaebel, archivist; Deb Wolken, legislative chair; Kelly Means, journal editor; Melinda Rangel, Newsletter Editor; Toni Landenberger, Regional Webmaster.

State representatives in attendance included: Carol Sessums, Colorado; Gina Stanley, Kansas; Lori Hauf, North Dakota; Violet Snell, Texas; and Lori Klikeman, Wyoming.

All Board members were in attendance.

Mona Schoenrock, NBEA President was a guest at the board meeting.

**APPROVAL OF MINUTES**

Minutes of the June meeting in Bismarck was approved with one correction noted by Marilyn Jones. Correction was made that Mona Schoenrock was present. Motion made by Connie Lindell and seconded by Marilyn Jones.

**APPOINTMENT OF**

President Piening Keller appointed Tony Landenberger as proxy for Nebraska and Melinda Rangel proxy for New Mexico.

**PROXIES**

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 \$1,495.64 and the CD balance as of October 4, 2012 is \$ 23,058.30 with a total of \$ \$ 24,553.94. It was noted that the Bismarck Conference revenue had not yet been received and was not reflected in these balances. Current fiscal year balances and budgets were reviewed. (Reports on File)

## **OFFICER REPORTS**

<b>PRESIDENT</b>	President Sheryl Piening Keller – (Written Report)
<b>PAST PRESIDENT</b>	Past President Marilyn Jones – (Written Report)
<b>PRESIDENT-ELECT</b>	President-elect Connie Lindell – (Written Report) Connie announced that her theme would be “Tune into Business.”
<b>NBEA DIRECTOR</b>	NBEA Director Sue Sydow (Written Report) Sue stated that she was looking forward to the 2014 Conference with DeLayne as Program Director. Sue encouraged state President-Elects to attend the NBEA training or send another officer and for all members to get involved by volunteering as coordinators or liaisons at the national conference.
<b>REGIONAL MEMBERSHIP DIRECTOR</b>	Membership Director Christine French (Written Report)
<b>SWOT Analysis</b>	A SWOT analysis, led by Sue Sydow, was completed at this time. Attendees were divided into four groups then the groups came back to compile results of their analysis. The analysis will be sent to Janet Treichel at NBEA.

## **EX-OFFICIO MEMBERS' REPORTS**

<b>M-PBEA LEADERSHIP</b>	Leadership Award Chairman Sue Sydow. (Written Report) Sue stated that the awards committee is made up of the last five winners. State winners can apply for the national award without going through the regional level. Sheryl Piening Keller recommended that each state get an awards chair if they did not have one.
<b>ARCHIVIST</b>	Archives Chairman Kris Gaebel—(Written Report) Kris passed around the written archive done by Murleen Bellinger. She asked for input on how to transmit the document. It was decided to place a link to the written archive on the Web site.
<b>ISBE REPRESENTATIVE</b>	ISBE Representative Cathy Tkacik was not present.
<b>NEWSLETTER EDITOR</b>	Newsletter Editor Melinda Rangel (Written Report) Melinda reported that she used a different vendor this time at a significant savings. The next issue will be in mid-January with a deadline of December 15. She requested input on whether to stick with the deadlines or allow extensions causing a delay in the delivery of the newsletter. The consensus was to give some leeway with deadlines.
<b>LEGISLATIVE</b>	Legislative Chair Deb Wolken (Written Report) Deb asked that members help in providing her with State Legislative contact information. She encouraged members to attend the Legislative session and stated that the challenge continues to be communicating

with the states. She commended DeLayne Havlovik for serving as our NBEA Chair for the Legislative Advocacy Committee.

## **NBEA PUBLICATIONS**

Publication Chair Glenda Rotvold was not present. (Written Report) Mona Schoenrock stated that there is a continuous need for articles and that there will be a boot camp for those who would like to write articles at the 2013 NBEA Convention.

## **WEB SITE**

Webmaster Toni Landenberger (Written Report) Tony asked attendees if there was a need for an M-PBEA Facebook. After discussion of pros and cons, the consensus was that we would not start one at this time.

## **AD HOC COMMITTEES**

### **M-PBEA JOURNAL**

Journal Editor Kelly Means (Written Report) Kelly reported that the Journal was currently at the publishers. The best price for printing was found at Office Depot.

### **FUNDRAISING/RAFFLE**

Fundraising Chair Sue Sydow (Written Report) stated that the profit from the raffle at the 2011 M-PBEA conference was \$1,160 which was an increase from the previous two years. Sue reminded members that board members are asked to donate a gift or money for the M-PBEA silent raffle.

## **STATE MEMBERSHIP REPORTS**

Written State membership reports from Carol Sessums, Colorado, Gina Stanley, Kansas; Sherrell Wheeler, New Mexico; Lori Hauf, Nebraska; Violet Snell, Texas; and Lori Clikeman, Wyoming were placed on file.

Christine French conducted membership training for board members on Friday evening, October 5, 2012.

## **CONFERENCE REPORTS**

### **2012 M-PBEA CONFERENCE**

Bismarck, ND—Lori Hauf presented a conference update. Profit was above projections at \$4,700. There were 71 in attendance. Most difficult part was getting an accurate meal count. The Ramkota Inn was very accommodating in helping with keeping prices down. There were only four attending the tour. Speaker feedback was excellent.

### **2013 M-PBEA CONFERENCE**

Omaha, NE—DeLayne Havlovic reported that he was looking forward to the M-PBEA Conference in Omaha on June 9-12; An zoo business tour is scheduled with getting to see many behind the scenes areas in marketing and finance department as well as how they do graphics with some exploration time at the end. Current bus bid for the tour is \$500; if the school bus bid comes in cheaper then the school bus would be used. LDI should be finished by noon on the 10th. Instead of an opening keynote, a social activity is planned--BBQ/tailgate activity on

the patio at the hotel. On June 11, the professional/educational opening of the conference will have a Cengage author as a keynote speaker. She will do a follow-up break-out session and computer workshop in the afternoon as she is available for the day. Sessions in the morning will be 60 minutes in length and afternoon sessions will be 45 minutes in length. Exhibits will be available on June 11. Call for proposals are on the Web site and due December 1, 2012. Meal prices not yet set. Room rates \$112 a night. Input was requested by DeLayne on what to include with registration as far as social activity, luncheon, and brunch on the last day. It was decided to include all. DeLayne did not think registration would be more than \$150.

A motion was made by DeLayne Havlovic that the executive committee be given the authority to determine the final registration fees for the 2013 conference registration via electronic vote. The motion was seconded by Sue Sydow. Motion carried.

#### **2014 M-PBEA CONFERENCE**

Irving, TX—Karen May presented a brief update. The dates are June 18-21, 2014. Committees have been appointed, and Karen May has agreed to co-chair the conference with Gary Schepf. Recommendations for speakers are being collected.

#### **2015 M-PBEA CONFERENCE**

Albuquerque, NM—Carol Sessums presented a conference report/overview. Although New Mexico is the venue, there is no state organization so M-PBEA will need to carry most of the load. Sherrill Wheeler from New Mexico will also assist. Amount of money from conference revenue that will go to New Mexico to assist them in getting an organization started will be determined at a later date.

### **COMMITTEE REPORTS**

#### **AUDIT**

Lori Hauf reported that the audit committee found the books to be in pristine order. There was one transfer that was missing documentation. DeLayne Havlovic would be adding that documentation and forwarding her a copy.

#### **BYLAWS**

President Sheryl Piening Keller asked if the Bylaws had been updated on the Web site. Tony Landenberger responded that they had not been updated. Karen May e-mailed the most current copy of the bylaws to all present. Tony will post to the Web site.

#### **POLICIES AND PROCEDURES**

Sue Sydow (Written Report) Sue Sydow presented a recommended change to require a minimum score for awards. The change was agreed upon.

#### **MEMBERSHIP**

Chris French (Written Report)

#### **NOMINATIONS**

Marilyn Jones (Written Report)

**STRATEGIC PLANNING**

Sheryl Piening Keller reported that she is editing the strategic plan and will send out within the next month.

**UNFINISHED BUSINESS**

**POLICIES AND PROCEDURES**

Marilyn proposed a change to rotation of judges. This year: Kansas and New Mexico; 2013: Wyoming, South Dakota, Nebraska; 2014: Texas, Colorado, Manitoba; 2015: Kansas, New Mexico, North Dakota. The change was agreed upon.

**NEW BUSINESS**

**NBEA CONVENTION**

Sheryl asked if there were any reminders about the convention. She reminded the board to encourage the state vice-presidents to attend training at the NBEA Convention.

It was suggested that the registration committee should have a list of meetings that are not on the program for those who need to attend those meetings.

ISBE will not have a formal banquet any longer.

Silent Auction is scheduled for before the luncheon this year.

Sheryl asked for a good time for the M-PBEA board to meet. Discussion about a time occurred with no specific time set although most agreed that Wednesday after 5:00 p.m. would be best.

**NBEA NOMINATIONS/APPTS.**

The Director of 2015 Convention is currently open. A letter will be sent asking for recommendations. You don't have to be from a particular level to be appointed to this position.

**FALL BOARD REIMBURSEMENT**

DeLayne stated that reimbursement in the past has been \$150 for those that flew in and \$50 for those that drove. Marilyn Jones made a motion that we continue to pay \$150 for those that fly in and \$50 to those that drive in. Connie Lindell seconded the motion. In the discussion, DeLayne said that he would send out a sheet asking if you drove or flew and your preferred mailing address. Motion carried.

**ADJOURNMENT**

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

**Recorded and submitted by**

**Karen May, Executive Secretary**