

M-PBEA EXECUTIVE BOARD MEETING MINUTES

September 28-19, 2018

Residence Inn Denver Airport
Aurora, CO

Called to Order at 7:17 pm Friday, September 28, 2018.

Break 9:10-9:18pm

Adjourned for the day at 9:55 pm – any committee that needs to meet should do so before the morning. We will resume at 8:30 am.

Meeting was called to Order at 8:40 am on Sat. September 29, 2018

Sherrell assigned groups to look through the Strategic Plan. Planning Committee will lead their group. We will have 30 minutes to complete this task and re-group.

Meeting Re-convened at 9:32 am on Sat. September 29, 2018

Strategic Plan discussed and revised as noted below

Break taken from 10:30-10:37 am

Began with Membership Training led by Christine French

Adjourned for lunch at 11:35 am

Called back to Order 1:04 pm

Adjourned Board meeting at 3:50 pm

MOTIONS

1. Motion to approve with corrections by Carol Sessums. Seconded by DeLayne Havlovic.
Approved with no objections.
2. Motion to earmark funds received from South Dakota (\$862.49) for purposes of membership recruitment and retention in South Dakota and M-PBEA (in general). by Priscilla Romkema. Seconded by Christine French.
Approved with no objection
3. Motion to utilize ConferenceDirect to negotiate 2020 conference location/contracts in Texas. by Violet Snell. Seconded by Deb Wolken.
Discussion to remind the conference oversight committee to use this PRIOR to making a decision on contracts.
Approved with no objections
4. Motion that the section about proxies be removed from the M-PBEA Policy & Procedure manual. by Christine French. Seconded by Priscilla Romkema.
Discussion followed.
Approved with one objection
5. Motion to adopt the Policy & Procedure manual, version Sept. 29, 2018, with adjustments noted in report 9.19 (Sept. 29, 2018), plus addition of language on social media, conference oversight, and proxy removal. New version to be posted on website and submitted to archives. . by Carol Sessums. Seconded by Lori Henneberg.
Approved with no objections
6. Motion to reimburse board members \$100 for those who paid their own way to fall board meeting. by Carol Sessums. Seconded by Jean Condon.
Discussion.
Approved with no objections
7. Motion to adjourn. By Lori Henneberg. Second by Carol Sessums.

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Call to Order

The meeting was called to order by Sherrell Wheeler at 7:17 p.m. She welcomed the board and shared a small gift and greeting with the Board. Introductions were given by each person present, sharing a “Peak” in their professional and personal life this past year.

Sherrell also shared correspondence from Connie Lindell as a thank you for support and gift during her loss of her husband. (attachment 1.4)

Roll Call

Present – Sherrell Wheeler, Jean Condon, Jodi Dierks, Lori Henneberg, Carol Sessums, Christine French, DeLayne Havlovic, Matt Maw, Denise Parr, Patricia Arneson, Margaret Blue, Caroline Swank, Deb Wolken, Lynette Borjeson Painter, Dustin Devers, Violet Snell

Absent - Toni Landenberger, Carol Wright, Maurice Henderson, Kyleigh Lewis, Janet Treichel, Kara Hill

Appointment of Proxies

Proxy for Kara Hill will be Patricia Arneson

Reading & Approval of Minutes – Tab 4

Report Provided

Edit to Website section – 2.26 instead of 2,26 for pages/session. Audit section – misspelling “broad” should be Board.

MOTION 1

NBEA Recruitment and Retention Strategies, presented by Margaret Blue and DeLayne Havlovic

Margaret shared that “membership is the driving force behind our organization.” She challenged each present to work to double their state membership this year. She shared that her strategy is to dedicate a specific time to working on membership. Margaret also shared that if membership does not increase, at this point it is at a “critical stage”, we may find that some of the benefits of membership fade away due to lack of resources. Secondly, she shared that NBEA strategic planning met and directed that the Regional Representatives will serve as the point-of-contact, rather than the previous national person. For M-PBEA, this will be DeLayne Havlovic, rather than Maurice Henderson. Current continuous membership is required in order to serve as regional and state membership directors. The list of lapsed members will be sent monthly on the first, which will then be sent to state directors by our Membership Director, Christine French. She closed with stressing the urge to increase membership. “We are the face of business education.”

DeLayne then shared differences between NBEA resources and ACTE resources. He encouraged partnership and working relationships with State Education departments. Discussion by several present sharing reasoning why NBEA is beneficial and what can be shared with potential and current members.

Treasurer's Report – Tab 5

Report Provided - Jodi Dierks presented the treasurer's report. We are in a positive balance. Since the report, another check has been deposited from NBEA and the convention deposit has not been added.

Budget was approved via email after the summer board meeting.

Vouchers were distributed for those who need them.

Officer Reports – Tab 9**9.1 – President – Report Provided –**

Sherrell shared that she wants to stay in communication with the overall membership. She has a goal to send out monthly communication. One accomplishment was to read P&P cover-to-cover. She assisted Caroline Swank to negotiate hotel agreement with Embassy Suites for the 2019 Summer Convention.

Karen May and Kim Dhority are going to share the responsibilities of Share-An-Idea. We need to show our members (and potential members) the "added value" of membership.

9.2 – Past-President – Report Provided –

Carol shared that there should be a correction to her report; bullet one should read "*Budget* revision vote was approved by the Executive Board Members." Met with committees virtually via email mostly and revisions were recommended. The only board position open this year is President-Elect, all other positions are in the middle of their terms.

9.3 – President-Elect – Report Provided –

Jean reviewed her report. She is working on getting the award winners the information to continue their award application with NBEA.

9.4 – NBEA Director's Report – Report Provided –

In addition to his report, DeLayne shared that he will attend the Executive NBEA Board meeting soon. He shared the upcoming locations for NBEA conventions. Congratulations given to Pat Arneson for coming close to filling the program for NBEA and that several present at this meeting are presenting. Offered assistance to State Membership Directors and our M-PBEA Membership Director in recruitment. Updates were made to the Forum. He shared that the Hall of Fame will be a component of the NBEA Annual Convention in Chicago next April. More details about specific time, date, and location will be shared at a later date. Yearbook, *Assessment Strategies in Business Education*, was published in June. His term will end in June 2019. Guidelines are set as to whom could fill this position- this is not an M-PBEA voted on position, there is an application and interview process.

9.5 – M-PBEA Membership Director's – Report Provided –

Christine French pointed out that we welcomed two new Membership Directors (Lynette Painter, ND and Dustin Devers, OK) and they will go through the membership training for the first time tomorrow. Provides membership lists to Directors upon request. Addition to report – she has been in contact with someone from SD about filling this open position and she will follow-up with this person.

Ex-Officio Member Reports – Tab 9

9.6 – M-PBEA Leadership Award – Report Provided

Patricia Arneson shared her report and clarified that the judges are past winners. Encouraged those present to submit nominations.

9.7 – Archives – Report Provided –

Denise has made updates to the drive. She would like to suggest for the future that the Google Drive is sent to a generic email set specifically for MPBEA with the backup sent to the current Archivist.

9.8 – ISBE Representative - Report Provided –

Priscilla Romekma shared that there is a typo in her report: at the bottom of page 1, there is a slight typo with “2018 Con SIEC...” the “Con” should be deleted. They would like to see how they can enhance the number of members and work more closely with NBEA to encourage membership in both organizations. Please send her suggestions about conference topics.

9.9 – Newsletter Editor – Report Provided –

Matt Maw reported that the Fall issue was published recently. He would really like to get something from individual states to feature in the newsletter. The Newsletter was sent out via Constant Contact and social media. Deadline for next issue is Nov 15.

9.10 – Legislative – Report Provided –

Carol Sessums shared that she is volunteering in this position until we can find someone to fill it in a permanent position. She will continue to share information as she receives it.

9.11 – NBEA Publications – Report Provided –

Jean Condon shared that her report is complete and there is nothing new to add.

9.12 – Website – Report Provided –

Toni Landendberger shared her report in absentia. Sherrell stressed that if you see things that need to be updated, please contact Toni. Christine French added that the Website committee met virtually and they are seeking a new platform. If anyone has suggestions, please let Toni know.

9.13 – Social Media – Report Provided

Kyleigh joined us virtually to give her report. She encouraged everyone present to send her news, images,, and she will get them posted. Encouraged everyone to join Twitter (#MPBEA). The Instagram is M_PBEA. She will send out all the account names to everyone so that we can share with our State organizations

Ad Hoc Committee Reports – Tab 9

9.14 – Journal Editor – Report Provided –

Carol Wright submitted her report in absentia. Carol Sessums pointed out that the journal has been published and is on the website. Matt Maw is going to put something in the newsletter.

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9.15 – Fundraising - Report Provided –

DeLayne Havlovic reviewed his report. He encouraged board members to begin thinking about items to purchase for the fundraiser at the summer convention. Sherrell thanked the board members for bringing items.

State Membership Representatives – Tab 10

10.1 – Colorado – Report Provided –

Caroline Swank submitted her report and was not present to add more.

10.2 – Kansas – Report Provided –

Lori Henneberg added to her written report that the Kansas President, Kim Dhority, will be repeating her term due to the President-Elect stepping down prior to being voted in. Their convention starts tomorrow with 88 people registered. Kansas has joined with an Educational Consortium to add the IT and marketing Pathways to their convention.

10.3 – Nebraska – Report Provided –

Deb Wolken added to her written report that they have a very strong presence within the state to be at most of the education events. They have moved to membership through a Google Form and payment online. Continued connection with DECA and FBLA. She did present at the larger school districts to make a connection and hopefully get members.

10.4 – New Mexico – No report provided

Sherrell Wheeler shared that at this time there is not a membership Director in this position. Sherrell is trying to stay in touch with New Mexico membership and encourage membership with Business Educators.

10.5 – North Dakota – Report Provided –

Lynette Painter added to her written report that their conference is held in conjunction with their state event. She is going to work on reaching out to IT and Marketing Strand educators in their state.

10.6 – Oklahoma – Report Provided –

Dustin Devers added to his written report that he is excited to build a strong presence in their state. He is gathering ideas and is going to work hard to grow their membership.

10.7 – South Dakota – No Report –

No Membership Director in this position at this time. Their state association has disbanded. DeLayne mentioned that when this state disbanded, they sent a check to clear their treasury.

10.8 – Texas – Report Provided –

Violet Snell added to her written report that if you have a Vera Bradley store in your area, they often donate items for your conference. Their state did share a scholarship with one BPA and one FBLA student. She has heard from several people frustration regarding the increase in dues.

10.9 – Wyoming – Report Provided –

Kara Hill submitted a written report in her absentia.

Conference (M-PBEA) Reports – Tab 7**7.6 – 2018 Conference – Omaha – Report Provided –**

DeLayne added to his written report a thanks for attending and supporting the conference. The conference account has been recently cleared and the profit will be sent to the MBPEA treasurer.

Discussion about how to get a better count on the last meal of the convention to avoid not having enough space and food to feed those present. He encouraged Colorado to pair back so many breaks with sponsorships, to possibly add drink breaks. They did it that way this past summer to accommodate exhibitors since there was no room for actual exhibits. He closed with thanking his team for their efforts.

7.7 – 2019 Conference – Denver – Report Provided –

Carol Sessums shared in Caroline Swank's absence. There was a written report provided. They have made an agreement with the hotel and are meeting on a regular basis. They will be meeting again soon and hope to do that at the hotel to see the venue and see the spaces. The Colorado President has not been involved in this type of conference planning, so they are working closely with her on this. They will put the request for presenters online and post via social media. Discussion regarding the Google Form requesting presenters - it needs editing to make it more user friendly and offer times, location, and general information. The hotel will offer shuttle services from the light rail to the hotel. Light rail services are available from the airport to the location that the hotel will shuttle to/from. Suggestion to match the early bird registration date with the hotel deadline for the group rate.

7.8 – 2020 Conference – Texas – Report Provided –

Violet Snell added her written report that her conference team is meeting and making decisions. They need some direction on location. Sherrell shared that Conference Direct has contacted us to help with planning the conference venue details. Their services will not affect our profit. However, they claim that they can negotiate a much better deal. The company negotiates for DECA Texas and National DECA.

Committee Reports – Tab 9**9.16 – Audit – Report Provided –**

DeLayne added to the written report that the date..... 2.6 should be adjusted from conference to awards.

Line item for check number 2746 - description should be changed from "conference" to "awards"

On previous year budget column, adjust the year from 2015-2016 to 2017-2018.
Check number 2756 was voided. Make a notation in the ledger that this check number was voided.

9.17 – Educator Awards – Report Provided -

Jean Condon added to her written report that this committee met via email. Their concern is that they contact people to suggest application for these awards. Multiple communications are necessary.

9.18 – Bylaws – Report Provided -

Carol Sessums shared her written report with no additions.

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9.19 – P&P – Report Provided –

DeLayne shared that this committee met virtually, thanks to Christine for her extensive report. Add changes are in the report. Major changes: language around the NBEA Director term; dates for awards; the Robert Thompson language is stricken from the document; section 80-10 funding is no longer “primary” or “secondary”; DPE was removed. Some work needs to happen with the Conference Oversight Committee. This was adopted from the Western Convention. Some work needs to be done on this committee. Social Media chair duties needs more work. Reminded everyone that this is not our Bylaws’, but rather our operating procedures.

9.20 – Legislative –No Report provided –

Carol Sessums will act as temporary representative in this position until it can be filled.

9.21 – Membership – Report Provided –

Christine French reported (see PPT file 9.21A) that membership is at an all-time low. She shared membership trends and numbers. Chris communicates monthly with the state Membership Directors to help them encourage renewals and new membership applications. Incentives shared for Membership Directors and challenge given for Payne Porter Award for this year is going to be greatest increase in membership from today until end of May.

9.22 – Nominations – Report Provided –

Carol Sessums added to her written report that the committee met online. They are still looking for someone to serve in the open positions. They will post something online and in the Notes & Quotes to generate interest. She encouraged those present to share nominations for someone qualified for President-Elect (this is the only open position.)

9.23 – Publications – Report Provided –

Jean Condon added to her written report. The committee met via Zoom online. Concern about locations to publish. Second concern is the Newsletter format. Matt Maw shared that the open rate for the Newsletter is very low. He feels that the Newsletter is a good resource and should not go away, but perhaps in a different format. Is there a way to keep this more active and more of a living document, small and easier to read? Quick posts where you can post current information (Spark?). General agreement to give this a try.

9.24 – Share-an-idea - Report Provided –

Karen May and Kim Dhority submitted written report in their absentia. Sherrell mentioned that if there are suggestions, please let Karen and Kim know.

9.25 – Strategic Planning – Report Provided -

Sherrell reviewed report submitted (see 9.25). She then had each group that met review their findings on that specific goal. Changes were made to the Strategic Plan document (see 9.25 Strategic Plan 2018-19) by each group as these were discussed.

Goal 2 – Christine French

2.2 - strike blog and members only section. Promote more through social media (“Tip of the Month”) Discussion to have each month assigned to someone, or have everyone bring one idea to the convention and then the Social Media chair can use one each month. Since the convention has already happened, each person present today should send a “Tip” to Kyleigh for use each month until the next convention.

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Sherrell will talk with Kyleigh for instructions on the “Tips” and will notify the Board regarding what to send in the next month.

- 2.3 - Recognize
- 2.6 - Delete Robert Thompson items
- 2.8 - Continue to modify MPEA Award program as NBEA modify theirs – in order to align with NBEA award structure.
- Move 3.5 to 2.10
- 2.9 – Our current conference does not emphasize the collegiate level. Ensure that this happens.

Goal 3 – DeLayne Havolvic

- 3.1 – change word “foremost” to “premiere”. Add responsible parties to this.
- 3.2 – make sure that we have state focus – membership director, regional director
- 3.3 – entire MPBEA board should be involved with this. It is the job of all Board members to encourage this
- 3.4 – remove individual organization names and add CTSO

Goal 4 – Jodi Dierks

- 4.3 - moves up to 4.1, 4.1 moves to 4.2, 4.2 moves to 4.3
- 4.1 - Add “Recruit” to title (Identify and Recruit a Network of potential leaders)
- 4.2 – add “if possible” to provide stipend.
- 4.3 – Change title to : Provide Leadership Training. Description changes to : At the annual MPEA conference, the Past-President is required to provide LDI Training. State President and President-Elect are encouraged to attend Leadership Training at NBEA.
- 4.4 – remove this

Goal 5- Jean Condon

- 5.1 - remove description
- 5.2 - focus more on social media. Restate as
- 5.3 – change to Constant Contact for communication
- 5.4 – reword biennial wording to remove specific years and add “even” year
- 5.5 – remove all wording after “details”
- 5.6 - Move this section to 1.5 - add to list of those reaching out to – to include CTSO groups.

Goal 6 – Carol Sessums

- 6.1 – change “convention” to “conference” – responsible party identified as Legislative Chair
- 6.2 – Legislative Chair needs to be working with States and with Legislative Rep in each State

9.26 – Oversight Committee - Report Provided –

DeLayne added to his written report the functions of the committee. They are working on adding language to the Policy and Procedure for conferences. Lynette suggested that at some point, the conference manual given to the conference committee at the start of planning be reviewed and revised.

Unfinished business

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- a. Virtual Committee Meetings –
Sherrell asked how the virtual committee meetings went. DeLayne shared appreciation for deadlines.
- b. Liability Insurance –
Sherrell discussed that the Board does not have any liability insurance. DeLayne did get a quote. (**see 11.0 quote**) Question posed that: 1. Do we have a need for this type of coverage? 2. Do other regions carry this type of coverage? Discussion decided that these questions need answers prior to coming to a decision. As well, look into Forest T. Jones.
- c. Other
None presented

New Business

- a. South Dakota has disbanded –
Sherrell shared that this state organization sent a check for \$862.49 to clear their treasury. She asked for suggestions for use of this money. Priscilla suggested that we table this to thoughtfully come up with ideas on how to best utilize these funds.
MOTION 2
- b. State Presidents – Communication and NBEA membership –
Sherrell shared that she reached out to all state Presidents and only heard back from Kansas. She is concerned that these individuals are not NBEA members. She would ask for approval for her to contact each and encourage membership.
- c. ConferenceDirect –
MOTION 3
- d. 2020 Conference –
No new items
- e. 2019 Conference –
No new items
- f. Bylaw Changes -
None put forth
- g. Policy and Procedure manual changes –
 - 1. Proxy Voting
Sherrell shared concern that the acting President could sway the votes by appointing proxy to those in favor of his/her agenda. She contacted Maurice Henderson and received suggested changes:
“ If a member cannot attend a M-PBEA Board meeting, the person can appoint a proxy by submitting the name of the proxy in writing prior to the start of the meeting. If a written announcement of proxy is not submitted, the missing member will not have a vote. The President will announce approved proxies at the beginning of the meeting.
OR

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No proxies will be used for missing members at any M-PBEA Board meeting.”

MOTION 4

2. Other

MOTION 5

- h. 2019 NBEA Convention Update –
 - 1. State President-Elect Training –
Please encourage your state President-Elect to attend this training at the NBEA Convention
 - 2. Membership Director Training –
All state membership directors are required to attend this training. It is held Friday morning of the convention and it is not listed in the program.
 - 3. Informal Board Meeting –
Held at NBEA convention after the opening session on Wednesday. More details to come.
 - 4. Silent Auction –
Please bring something to this. There is a budgeted amount for an item to come from MPBEA. Sherrell is responsible to ensure that the MPBEA item gets there.
- i. Fall board meeting reimbursement –
Discussion. \$1500 budgeted for board meeting expenses for the year.

MOTION 6

Sherrell thanked those that paid their own way to come and be a part of this.

- j. Other –
Priscilla thanked everyone for their professionalism and discussion
Margaret Blue offered thanks for the invitation to attend this meeting. She also reminded everyone to attend the NBEA Convention and to bring friends (especially those who have never attended before).

Announcements:

Adjournment

MOTION 7

Meeting adjourned by Sherrell Wheeler at 3:50 pm

Respectfully submitted,

Lori Henneberg,
Executive Secretary