

**M-PBEA EXECUTIVE BOARD MEETING
September 25-26, 2015**

Aloft Denver Airport
Aurora, Colorado

Minutes

Friday, September 25

6:00 – 6:30 pm	Board Welcome
6:30 – 7:45 pm	Membership Training
7:45 – 9:15 pm	Committee Meetings

Friday, September 25

Call to Order

The meeting was called to order by Karen May at 9:15 p.m.

Roll Call

Present – Karen May, Lori Hauf, Kelly Means, DeLayne Havlovic, Christine French, Jean Condon, Sherrell Wheeler, Vickie Volk, Violet Snell, Cathy Tkacik, Murleen Bellinger, Kris Gaebel, Deb Woken, Matt Maw, and Patricia Arneson.

Appointment of Proxies

Proxy for Cheryl Mallan will be Cathy Tkacik, for Carol Sessums will be Murleen Bellinger and for Lori Chambers will be Kris Gaebel.

Reading & Approval of Minutes

Minutes were presented. Motion was made by Pat Arneson for approval and seconded by Cathy Tkacik. Motion carried.

Treasurer's Report

The treasurer's report was presented by Kelly Means. Report Included. Items mentioned were: a decrease in income for dues, the Silent Auction raffle raised \$1,056, conference items were finalized, Professional Leadership Award went way over budget, and board meeting amounts were over budget. A suggestion was made to consider removing inactive accounts.

The rebate document shows a rebate of \$996; however, our executive board expenses were \$443.74 leaving a net rebate of \$552.26. One date is picked by NBEA and that is the date that is used for the membership rebate.

Officer Reports

9.1 – President – Report provided.

9.2 – Past-president – Report provided. DeLayne wants to have LDI participants take Strength Builder assessment before coming to Kansas City. Nebraska hosts an LDI each year and DeLayne wants to see if they will instead go with every other year and use the money on the off year to send candidates to M-PBEA LDI. DeLayne needs names for president-elect for the upcoming election; that is the only position

up other than Pat's which is selected by NBEA. Clarification is being obtained on how NBEA selects that person. If someone meets the eligibility requirements, he/she can choose to apply. If more than one, an interview will be held at NBEA.

The meeting was recessed at 9:35 p.m. to continue at 8:30 a.m.

9.3 – President Elect – Report provided.

9.4 – NBEA Director's Report – It was pointed out that the SWAP reports must include membership, leadership, and advocacy. It is important to encourage attendance of membership representatives at the Membership Director Training at NBEA national convention. NBEA has four membership recruitment initiatives which are February 1, May 1, August 1, and November 1. NBEA is changing by-laws on the procedures for President-elect elections and how NBEA Regional Directors are selected. If you are at an interview it is important to discuss what you can do for the entire NBEA Association.

9.5 – M-PBEA Membership Director's – Report provided.

9.6 – Leadership Award – Report provided. It is important to nominate deserving people. Report includes a description/suggestions for each of the categories. It is important to really expand and give details on the categories. March 1 is deadline. Nomination form is online.

9.7 – Archives – Report provided. Committee discussed storing information on Google Drive or another cloud. It was recommended that the Service bulletins (helps for teaching) be resurrected for benefit of newer members; this could possibly just be added to the newsletter instead of a second document or possibly incorporated through Share an Idea.

9.8 – ISBE Representative – Updated procedures manual. None of the changes directly impacted the region.

9.9 – Newsletter Editor – Report provided. Matt would like to try to get more articles from different states. The next Notes and Quotes will be published in mid-January with the deadline of November 15. If you have a state distribution list, share availability of newsletter with members. Share availability through constant contact.

9.10 – Legislative – Report provided. Legislative luncheon was held instead of a legislative session in New Mexico. Give feedback on that to Deb. Look at changing the name to "advocacy" luncheon.

9.11 – NBEA Publications – Glenda's term ended in June. No replacement has been made. Currently looking for editors for Yearbook.

9.12 – Website – Report provided. We currently use 2 GB of 10 GB, therefore, we have a lot of GB left. Peak web usage days were May 27, May 15, and June 12. If you are responsible for something on the site, make sure to communicate the need for changes with Toni.

9.14 – Journal Editor – Report provided.

9.15 – Fundraising – Report provided. The raffle/silent auction brought in \$1052. If you have suggestions or ideas give to Pat. We will need new bags and tickets for this year.

10.1 – Colorado – Report provided. – Preparing bid for 2018.

10.2 – Kansas – Report provided.

10.3 – Nebraska – District representative is thinking of giving the person that increases membership the most a gift card. They send coordinating teachers the information to contact student members to get them to renew. They get testimonials from other CC members when recruiting new CC members.

10.4 – New Mexico – Report provided. Working to get a state association going again.

10.5 – North Dakota – Report provided. Took over duties in August. Looking forward to taking ideas learned back to North Dakota.

10.8 – Texas – Report provided. Working to increase percentage.

10.9 – Wyoming – Chris said they elected a membership representative at the state meeting, but that person is not a member.

7.3 – 2015 Conference Report – Report provided.

7.4 – 2016 Conference Report – Kansas – Meeting with conference committee. Legislative speaker is confirmed. Having difficulty getting main speakers. Proposing same registration \$150 early and \$170 regular. Connie and Marilyn are co-chairing.

7.5 – 2017 Conference Report – Report provided by North Dakota. Two proposals were presented.

North Dakota proposal – Radisson Hotel – Bismarck – (See hard copy document) June 11-14, 2017.

South Dakota proposal – (Chris) – Rapid City, South Dakota, Hilton Garden, Hotel Alex Johnson, Holiday Inn June 18-21, 2017; Mount Rushmore could be the activity.

9.16 – Audit – Report provided. Audit completed in June.

The Audit Committee of the Mountain-Plains Business Education Association reviewed the books of M-PBEA; transactions occurring between June 11, 2015 and September 21, 2015. The following adjustments were recommended and made to the books based on the audit:

- Check number 2661 to Awards Unlimited; include sales tax into breakdown of two separate budget items to create a total ensure a grand total of \$398.58.
- The September 21, 2015 deposit from NBEA \$998 will need to be confirmed during the next audit. That bank statement has not yet been received to confirm the deposit.

All else appears to be in order, per the audit committee.

9.17 – Educator Awards – The requirement to have attended 3 of the last 7 NBEA Conferences to qualify for NBEA Awards will be enforced. Jan Treichel stated it has been in place for a long time. National award winners, should have participated on the national level.

9.18 – Bylaws – Need to update the bylaws for membership director to NBEA.

9.19 – P&P – Change on page 6 on membership director to NBEA election.

Pg 11 - Educator awards – change to March 1

Pg 11 – Judges of award rotation – Update the years each year

Committee looked at changes in attendance at M-PBEA Conference to receive award

9.20 – Legislative – Use Constant Connect to communicate with the general membership about legislative actions since many states do not have a legislative person within their individual states.

9.21 – Membership – Report provided. Same as already presented

9.22 – Nominations – Let Delayne know about if you have suggestions for President-elect

9.23 – Publications – If you have a suggestion of a name to send to NBEA, let Karen know. Hopefully they will get someone appointed soon.

9.24 – Share-an-idea- Encourage people to share. Suggestions: Make one document instead of five. Make an easier process so more will be willing to submit it. Everyone on this board should submit an idea. Karen will ask Diane to revise the information and advertise share-an-idea.

9.25 – Strategic Planning – No report

Unfinished business

- a. Establishment of Conference Oversight Committee
DeLayne Havlovic of the Executive Committee moved that a *Standing Committee for advisory purposes to conference oversight will be created during the 2015-1016 year in executive committee then executive committee will establish duties and procedures for the committee to be published in Policy and Procedures Manual. This will be added as tab 9.26.* Seconded by Violet Snell. Motion passed.
- b. Newsletter and Advertising Ad Hoc Committee Report (Pat, Lori, Delayne)
Sherrell Wheeler of the Executive Committee moved that *the document submitted by Advertising Committee be accepted as modified allowing the committee to supply dates and measurements.* Seconded by Christine French. Motion passed.
- c. 2018 Convention
DeLayne Havlovic of the Executive Committee moved that *Colorado seek proposals on 2018 convention site and Nebraska seek proposals on a 2019 convention site.* Seconded by Vickie Volk. Motion passed.

New Business

- a. NBEA Rule on Convention Attendance for Awards - Covered in other reports
- b. Bylaw changes - Covered in other reports
- c. Policy and Procedure manual changes – Covered in other reports
- d. 2016 NBEA Convention Update
 1. State President-elects - Training will be held

2. Membership Directors should go to Membership Training if at NBEA Conference.
 3. Informal Board Meeting will be March 23 5:15 to 6:15
 4. Professional Development Stipends – Stipends are available for first time attendees. Must apply by January 2.
 5. Silent Auction - Will be held again.
- e. Appointment of Sherrell Wheeler as Secretary to replace Cheryl Mallan due to resignation.
 - f. Fall board meeting reimbursement - Jean Condon, Director of Nebraska Membership moved *to reimburse all board members seeking reimbursement, to receive \$100.* Seconded by Christine French. Motion passed.

Other New Business

Kelly Means of the Executive Committee moved that *2016 M-PBEA Conference pricing proposal remain consistent with prior years: \$150 Early Bird - \$170 Regular Registration.* Seconded by Murleen Bellinger. Motion passed.

DeLayne Havlovic of the Executive Committee moved that *North Dakota proceed with negotiating a contract at the Bismarck Radisson, based on their presented proposal with the following modifications:*

1. *Clarify language on meeting space cost to a dollar amount and/or a graduated minimum.*
2. *Adjust dates to June 18-21, 2017*
3. *Any amendments and final proposal should be reviewed and signed by Executive Committee.*

Seconded by Kelly Means. Motion passed.

Announcements:

Virtual meetings were discussed as an option for some who cannot attend the fall meetings.

Adjournment

The meeting was adjourned by President, Karen May, with the next meeting scheduled during NBEA Convention in Las Vegas, Nevada.

Respectfully submitted,

Sherrell Wheeler
Acting Secretary