

## WBEA BOARD MEETING

Sentry World, Stevens Point, WI  
Saturday, January 17, 2009

Call to Order – Sandy Giuliani

Members present: Sandy Giuliani, Erica Conterato Pozanc, Lila Waldman, Chuck Catt, Michelle Radtke, Tine Trumbower, Jennifer Wegner, Mary Lou Donnelly, Cindee Loos, Josh Firgens, Amy Bires, Katie Grassel, Nancy Van Lanen, Mike Carpenter, Christine Paaske, Jason Benisch, Ingrid DeBoth, Sheila Piunti, Nancy Backus, Mike Tokheim

1. Appointment of Parliamentarian – Sandy Giuliani
  1. Mike Tokeim was appointed parliamentarian
2. Secretary's Minutes from September 27, 2008 meeting – Katie Grassel/Sandy Giuliani
  1. Motion to approve minutes by Mike Carpenter second by Lila Waldman – Motion passes
  2. Discussion on the approval of minutes after the published minutes are in the journal. It was agreed that the minutes would be approved via email and the summarized/condensed version would be sent to be published via Journal.
3. Treasurer's Report – Mary Lou Donnelly
  1. Discussion on receiving money via Cvent and distributing money into accounts.
  2. Discussion on the convention receipts and disbursements
  3. Reports will be placed on file
4. Approval of New Appointments – Sandy Giuliani
  1. Erica President Elect
  2. Chuck – Webmaster
  3. Sheila and Nancy – spring seminar
  4. Mike Carpenter – Legislative chair and emergency term for Convention Chair
  5. Motion made by Cindee and Seconded by Tina – Motion approved
5. Old Business
  1. Executive Board Positions/Appointments – Sandy Giuliani
    - i. Missing District 2 Representative--send suggestions to Sandy
    - ii. Discussion on Convention Chair due to the resignation of Cindy Kratky in October 2008. Normally there is a 3-year term (one year there is training with the current convention chair).
      1. Motion – extend Mike Carpenter from 1 year to 2 years to fill out Cindy's term through the 2010 convention in Wisconsin Dells. Mary Lou moved/seconded by Sheila. Motion passed
      2. Repost for the trainee for the convention at Wisconsin Dells with interviews being held at our June meeting.
      3. Discussion on when the convention chairperson should be paid. The current convention chair will look at the job descriptions and make recommendations to the board.
  2. Job Descriptions – Sandy Giuliani
    - i. Update the binder with new job descriptions and by laws. Each person on the board is responsible for keeping their own descriptions up-to-date as well as being familiar with other descriptions.
    - ii. The updated descriptions will be posted on the web.
  3. Nomination Process – Sandy Giuliani
    - i. Look at the possibility of changing nominations to accept from the floor at convention. The nominating committee will examine this.
  4. Seminar Update – Sheila Piunti
    - i. At Winneconee, Saturday, May 2. Working on sectionals topics and themes. Looking for facilitators. There are 3 rooms of computers (each has SynchronEyes and Office 2007) for the day and classrooms as well.
  5. Cvent Update – Josh Firgens

- i. Worked well for convention. It does give out good reports. There will be three separate registrations to help with documentation.
- 6. Master Organization Chart – Sandy Giuliani
  - i. This is a chart to know the responsibilities and dates for board members--will continue to develop for board review in June.
- 6. New Business
  - 1. Letters to Principals – Sandy Giuliani
    - i. Update contact information and let Sandy know if you want a letter sent to principals.
  - 2. State Skills Certificate – Jen Wegner
    - i. State Skills Certificate is currently not endorsed by WBEA, there is also several projects that should/could be endorsed by the organization and that will be looked at in the future.
    - ii. All the information on the certificate is available on the DPI website.
    - iii. Motion: WBEA endorse State Skills Certificate. Motion made by Amy and seconded by Cindee. Motion passed
    - iv. Discussion on changing the spring seminar from 1 location to 1 location in each district with collaboration with CESA, tech school and DPI.
      - 1. Motion made to support Jen Wegner's proposal to change seminar for 2009-2010 school year. Made by Mary Lou and seconded by Amy Bires. Motion passed
- 7. Membership Report - Cindee Loos
  - 1. Discussion on reporting from Cvent on members choosing district and members who are paid but not assigned to a region.
- 8. Business Manager's Report – Josh Firgens
  - 1. Updated the program and he is learning the software for Cvent. Abbyy has been purchased--next will install and start using.
- 9. Legislative Report – Mike Carpenter
  - 1. Nothing since taking over, will be getting information out to members.
- 10. DPI Report – Jen Wegner
  - 1. Cleaning up the list of current business teachers for the state.
  - 2. IT Faculty Development – for free at MATC
  - 3. NIFEL will be in Madison this summer, check website
  - 4. Personal Finance curriculum guides should be out this summer
  - 5. Entrepreneurial Framework is meeting for K-12 skills
  - 6. FBLA – record numbers for members and chapters.
  - 7. New DPI Website – check it out
  - 8. AP Accounting Initiative there are 50 schools interested in piloting the program next school year.
- 11. Wisconsin Technical College Report – Mike Tokheim
  - ~~1. IT Faculty – working with Indianhead in Rice Lake for 2 courses. Also working with Gateway for 1 course.~~ IT Faculty – The "IT Essentials: PC Hardware and Software" Cisco course will be available to High School faculty. MATC-Madison and WITC in Rice Lake will conduct the course this summer. DPI may have dollars available to assist High School Business educators with a portion of the costs.
  - 2. Enrollment in Technical Courses is soaring because of displaced workers. Schools are looking for adjunct teachers. Online courses are growing. Business Management is the largest growth in the business department.
  - 3. State grants have been cut 10% because of state budget and the state budget will be impacting funding available.
- 12. NCBEA Report – Debbie Stanislawski
  - 1. In her absence, Debbie provided a report to distribute.
- 13. Wisconsin Business Education Journal – Nancy Van Lanen
  - 1. Get updates to Nancy

14. 2009 Convention – Mike Carpenter
  1. Information forthcoming. Meeting on January 31 at Holiday Inn--Stevens Point.
15. Other
  1. Bylaws were updated by Amy. All board members should print new version and update their binder.
  2. ISBE is in Colchester, England. District reps should promote the convention.
16. Committee Assignments and Task Review
  1. Advisory Council
    - i. Email information out for spring seminar once information is on the website.
    - ii. Recruit new members by using school directory
    - iii. Brochures for district event in spring
    - iv. Fill out mini workshop form for spring activities
    - v. Follow up email to support ISBE convention
  2. Nominating Committee
    - i. Discussion on accepting nominations from the floor at the general meeting. There would be forms available at registration and during convention for individuals interested in running for office and are due prior to annual meeting.
    - ii. Positions that need to be filled are: president elect, secretary, district rep 1, 2, 3, 5.
    - iii. The committee will work on the wording for the bylaw changes to accept nominations at the convention, this will be done via email and sent out to the board.
  3. Awards Committee
    - i. Friend of WBEA was in last journal for nomination. The nominations will be due March 2 and awards will be made by mid June. If you nominate someone for an award that requires WBEA membership, please verify WBEA membership.
  4. Cvent Committee/Membership Committee
    - i. Looked at what the new Cvent looks like. Membership next year will only be available through Cvent. Discussed issues with using Cvent and what things need to be changed. Look at organizational structure to keep the financial books straight.
    - ii. Discussed the features of Cvent that are available and if they are being used.
  5. Student Scholarship
    - i. Deadline for scholarship is March 14. Forms are being updated and sent out to the universities with business education programs.
    - ii. Discussion regarding applications for first time attendees.
      1. Clarification was talked about the amount/value for attendees/scholarships and who is qualified (out of state).
17. Announcements – Next Meeting June 13, 2009, at Holiday Inn in Stevens Point
18. Adjournment at 2:10 Jen moved, Josh seconded. ■