

WBEA BOARD MEETING MINUTES
Saturday, January 9, 2010
Glacier Canyon Conference Center, Wisconsin Dells, WI

Call to Order – Tina Trumbower

Tina called the meeting to order at 9:05 a.m.

WBEA Board members present: Jennifer Bishop, Lindsay Boesch, Rebecca Ackermann, Lisa Perry, Kyla Stefan, Lila Waldman, Jen Wegner, Mike Carpenter, Josh Firgens, Trisha Sabel, Nancy Van Lanen, Debbie Stanislawski, Sandy Giuliani, Mary Lou Donnelly, Cindee Loos, and Tina Trumbower

1. Appointment of Parliamentarian – Tina Trumbower

Mike Carpenter agreed to serve as parliamentarian

2. Introductions – Tina Trumbower

Tina asked all to give introductions and personal updates since the September last meeting

3. Secretary’s Minutes from September 26, 2009 Board Meeting – Katie Grassel/Tina Trumbower

Article X was discussed. Sandy G. posted in the Spring. Remove the word “Winter” and change the spelling of Lila in 6B & 5. Travel section of Reimbursement Policies attention was taken. Sandy G moved and Mary Lou D seconded. Motion approved as corrected.

4. Treasurer’s Report – Mary Lou Donnelly

Mileage reimbursement was discussed including the two different rates that could be used to calculate mileage. Discussion of the current budget continued including the CD maturing and low interest rates available. Within receipts were special projects which Jen W. will discuss later in her report. Received \$2,000 from Jen. Receipts were up over last year because of DPI. Total convention income was down. Discussion regarding financial review. A donation of \$300 from Bonnie Smith, the board can use it as they see fit and (discussion held later). The treasurer’s report was placed on file.

5. Approval of New Appointments – Tina Trumbower

New appointments included President Elect Trisha Sabel from New Holstein School District, District 3 Representative Rebecca Ackermann from Xavier High School in Eden, District 5 Representative Jennifer Bishop from Omro High School, District 6 Representative Kyla Stefan from Oconomowoc High School, Whitewater Student Rep Lindsay Boesch, and Stout Student Rep Danielle Stiebs. Legislative was currently open.

Mary Lou moved and Josh seconded to approve the new appointments. Motion passed.

6. Old Business

a. Cvent Update – Josh Firgens

Josh’s handout is attached to the minutes. Discussion included merchant fees being costly. The fees also vary based on the card type and some are Capital One, Discover, American Express. There are new items coming out this year in Cvent. The contract length with two years left and \$5 per person cost was discussed. EventBrite was also discussed. The CVENT committee will discuss these topics and whether or not to keep CVENT. Currently, Josh is satisfied with CVENT.

- b. Reimbursement Policy—Mary Lou Donnelly
Sandy gave the wording to be inserted into the previous minutes regarding this policy. Jen explained the state mileage allocation. There are two kinds. The state turn down rate (means no car available take your car) \$.35 is used when you don't take the state car that is available. Recommended that it stay the State Mileage Rate not State Mileage Allocation. Jen Moved to change the word and Mary Lou seconded. Motion passed.
- c. Master Organization Chart/Calendar – Sandy Giuliani
The master organizational chart/calendar was shown by Sandy G. It was started by Jen W and would be a great visual regarding deadlines and responsibilities. Eventually, it could be placed online.
- d. Job Description Updates – Tina Trumbower (Sandy Giuliani)
Sandy asked to email by November. Time was allotted for discussion. Next meeting in June will be approved, but e-mail immediate changes. Debbie NCBEA Rep has new language to forward to us.
- e. WBEA Retirees Convention Registration – Sandy Giuliani
Retiree luncheon was discussed because retirees didn't want to pay the convention fee. Mike Carpenter and Josh are setting up a separate Cvent event so that retirees may attend the luncheon without attending convention.

7. New Business

- a. Terms of Office/Expiration Dates of Terms.
A sheet was passed for board members to review. Membership is 3 years, NCBEA 3 years, Business Manager 3 years.
- b. Letters to Principals. Also, press release to newspapers was discussed later. Tina will be doing this at some point.
- c. Article X: Nominations and Elections
This was taken care of in the minutes.
- d. Other
 - Dues increase may be needed.
 - Bonnie Smith donation—thank you will be sent.
 - Need to increase membership—discussion about how this can happen. What can we offer our members. Suggestions included the need to help with PDP development, refresher session for those who are PDP reviewers, and possibly a members/only area of the website. Perhaps a subcommittee could be organized regarding the PDP conversations.
 - Another area of interest was National Boards. Add a subcommittee to investigate this—perhaps an advisory committee.

8. Membership Report - Cindee Loos

- Discussion regarding other resources to get members going to convention.
- Take advantage of your membership NETWORK with other professionals find your niche in the Business Education profession.
- Collecting more information affiliation
- PDP or 5 year renewal
- Cannot target
- Years in the classroom
- Licensure information

9. Business Manager's Report – Josh Firgens

- List from Jen Gipp advertisers
- Sent out letters 2 responses
- Rates for advertising \$25, \$40, \$75 full page
- Vendors and others that were suggested
- Wisconsin Dells people may help with ads for the Spring issue. April 1, 2010 deadline
- Specialized letter to Mike from Josh to help with advertising
- Continue Journal and check out ads

10. Seminar Report – District Reps/Jen Wegner

- Handouts given
- Excellent information on the District updates
- WMEA or WBEA updates
- Marketing teachers are closer knit have to make choices for where to go

11. Legislative Report

- No report

12. DPI Report – Jen Wegner

- Copies of Wisconsin's vision for Entrepreneurship Education
- Report handout
- IT Essentials MATC June 14
- AP accounting DPI sponsored
- Workshop finances, made money for WBEA
- Sponsor these developments, don't register through Cvent
- Sandy move to continue the support of the 2 workshops cosponsored with DPI AND WICPA, Lisa seconded, and the motion carried
- Equivalency discussions, high school graduation credit for business education coursework
- FBLA/PBL foundation tie lost with DPI
- Judy Olson-Sutton will become executive director
- Wisconsin Bar Association to do a Business Law symposium potential for fall 2010

13. Wisconsin Technical College Report – Mike Tokheim

- Handout was given in Mike's absence

14. NCBEA Report – Debbie Stanislawski

- Handout for concerns
- Attended the convention in Columbus, OH
- Membership struggling steady decline working hard on getting membership growing
- Roles of membership regions will continue we are the healthier
- NBEA board is working on what will happen
- Newsletter will be coming out shortly
- Heated discussion on 1 term of 2 years approval based on whether membership goals were achieved
- Honor Society possibilities at the high school level

15. Wisconsin Business Education Journal Report – Nancy Van Lanen

- Asked for materials from various people for the winter issue

16. 2010 Convention – Mike Carpenter

- Handout on convention report
- 164 members registered 47 down from last year
- 2010 in Wisconsin Dells. Met with convention committee. Plans are for a cookout at Devils' Lake Thursday night, Entertainment on Thursday at the hotel and Ho Chunk.
- Workshops for 45 minutes with handouts
- Three hands on workshops are being offered which will be free, once capacity of 30 people are in the room the other members will be asked to go to new sectionals
- No income from workshops which was \$1,600
- No busses on site, computers labs are donated for use and there is no charge for their booth
- Surveys open the luncheon as a buffet instead of timing
- Mary Margaret 25th year of Russ Hosler Fun Run/Walk
- Awards banquet
- Roundtables enough for each one
- Registration \$90 July 31
- \$100 end September 10 after that \$125 for registration
- Students' registration not talked about
- Retirement Luncheon work on separate rate
- Other discussion under advisement

17. Other

Donation of \$300 from Bonnie Smith: Discussion was to use for new attendees' stipends.

Motion made: The donation of money be applied toward a membership for a 1st time professional member. Sandy seconded.

Discussion: Promotion extends their membership, 2 members for three years

Amend motion by Mary Lou limit to 2 membership and do for 3 years (until the donation of \$300 is used). Second by Sandy. Amendment passed. Amended motion stated. Motion passed.

18. Committee Assignments and Task Review

Advisory Council

Conference call master program

Awards Committee,

Awards forms updated on the web

Principals and administrators will be given out

Nominating Committee

Several names and will pass along

Names have been suggested

Russ J. Hosler Award is also available

Cvent Committee,

Committee description to be approved by the board

Scholarship Committee,

Letters will be sent out

Poster to colleges

Winter Journal

Update website

Listserves posting
Membership Committee
Lunch & Learn, online commenting, Member only log in
Information to be given to Sessions 1
Convention materials will include a membership form with Convention information

19. Announcements

June 12 will be the next meeting. Location to be determined.

20. Adjournment

Moved by Sandy G., seconded by Jen W., and passed. Adjourned at 2:57 p.m.