

WBEA BOARD MEETING  
Minutes

Holiday Inn, Stevens Point, WI  
Saturday, June 13, 2009

Call to Order – Sandy Giuliani 9 a.m.

Members Present: Sandy Giuliani, Katie Grassel, Cindee Loos, Mary Lou Donnelly, Nancy Van Lanen, Josh Firgens, Lila Waldman, Chuck Catt, Sheila Piunti, Nancy Backus, Mike Carpenter, Jason Benisch, Michelle Radtke, Tina Trumbower, Christine Slater, Debbie Stanislawski, Jennifer Wegner, Mike Tokheim

1. Appointment of Parliamentarian – Sandy Giuliani
  - a. Mike Tokheim
2. Secretary's Minutes from January 17, 2009 meeting – Katie Grassel/Sandy Giuliani
  - a. Approved via email
3. Treasurer's Report – Mary Lou Donnelly
  - a. Account number 104 for mileage, and please include where you came from in the reasoning.
  - b. Discussion of credit card merchant fee are higher that originally thought.
4. Approval of New Appointments – Sandy Giuliani
  - a. District 2 representative is still needed
5. Old Business
  - a. Nomination Process – Sandy Giuliani
    - i. Discussion of accepting nominations from the floor, if that is going to be made there would need to be a change in the bylaws.
    - ii. Tabled discussion and will be brought back after committee.
  - b. Cvent Update – Josh Firgens
    - i. There are emails going to members to sign up for convention and membership. Currently life time members need to get a “code” to sign up for convention. Also emails are going to all members even if they have already registered. Cvent uses a merchant account which has higher fees for cards with points, vs EventBright who has flat rate for credit card use.
    - ii. Is the event management program helping our membership?
  - c. ABBYY update – Josh Firgens
    - i. Snapter is less expensive and Josh is using that is program instead of ABBYY. WBEA will purchase this program to use for less money instead of ABBYY
  - d. Master Organization Chart – Sandy Giuliani
    - i. Record what happens for your position and then give it back to Sandy and she will collate the calendar for the entire board.
6. New Business
  - a. Job Description Updates – Sandy Giuliani (Amy Bires)
    - i. Review your own job description and any related positions(read carefully) and make changes on your position.
    - ii. Sandy will email asking for changes for position
  - b. Budget for 2009-2010 – Mary Lou Donnelly/Sandy Giuliani
    - i. Met on May 1 in Winneconne

- ii. Some changes were made to account titles to reflect what is currently happening with convention and the organization.
  - c. Mini Workshops – Sandy Giuliani
    - i. Whitewater had workshop in March. Sessions on technology were good. Had 20 register. Delta Pi Epsilon would be interested in hosting another workshop.
  - d. Seminar Alternative/Spring Programming Options – District Reps/Jen Wegner
    - i. Emails sent to District Reps asking for locations and contacts. Locations and dates for 6 Districts. Need to set up what will happen at the Spring Programming. All locations will be provided for free.
  - e. Auditor – Sandy Giuliani
    - i. Mary Lou will be working on getting the book audited.
  - f. WBEA Retirees – Sandy Giuliani
    - i. Received suggestions from members on recognition for our retiree's. Do we recognize WBEA members, BIT/Marketing educators. Is the information available from another source or how would we find out about members.
  - g. Reimbursement Policy – Mary Lou Donnelly
    - i. Changes made on the policy to better reflect convention meals
    - ii. Looked at the travel policies: Motion made by Lila to add and seconded by Shelia:
    - iii. “At the end of the fiscal year, any remaining account balances for the president, president elect and NCBEA representative conference expenses may be used to pay conference expense in excess of \$600. At the end of the fiscal year the amount remaining may be used to reimburse submitted conference expenses for the president, president elect and NCBEA representative equally per conference attended.”
    - iv. Motion passed
  - h. Convention Chair (training at \$500 – convention coordinator is paid \$2,000). 2011-2013 is the position term. Two inquiry emails were sent to Sandy and 1 applicant
    - i. Motion made by Mary Lou, seconded by Cindee to hire Mike Carpenter for the 2011-2013
  - i. Thank you card from Sharon Fischer-Larson for the Presidents Reception at NBEA.
  - j. Partnership with UW-Madison inquiry email. Send an invitation to attend the Convention.
  - k. Thanks you letters from Hanny Johnson and Kalyn Siefer from FBLA members for attendance at NLC.
- 7. Membership Report - Cindy Loos
  - a. Still working on contacting Life Retired Members for updated membership. Student numbers are lower but professional members are up
- 8. Business Manager's Report – Josh Firgens
  - a. Using Cvent 6,
  - b. Discussed advertising to add to journal, program for convention, and cvent website.
- 9. 2009 Seminar Report – Sheila Piunti/Nancy Backus
  - a. Handout on attendance, evaluation report, cost. Discuss was had on a disruptive member at a sectional, who took away from the learning environment, and having the facilitator try to help

10. Legislative Report – Mike Carpenter
  - a. State budget is being revamped.
11. DPI Report – Jen Wegner
  - a. Professional Development Calendar was handed out.
  - b. IT Faculty Development at MATC & WITC, AP Accounting pilot (60 registered – 38 from Wisconsin), Personal Financial Literacy Curriculum Guide due to districts 2009, New Teacher Workshop at Fall Convention, Entrepreneurial Literacy Framework printed in August, Equivalency Discussions (taking AgriScience at high school and get high school science credit), WBEA Spring updates Reality Store November 17 at Chula Vista
12. Wisconsin Technical College Report – Mike Tokheim
  - a. Showed appreciate toward the organization for the fiscal and managerial work.
  - b. IT essentials class discussed
  - c. Enrollment is soaring due to the economy.
13. NCBEA Report – Debbie Stanislawski
  - a. Discussion was had only the value added to our members.
  - b. Newsletter: <http://www.ncbea.com>
  - c. There was a push to make sure that NCBEA representative is following through.
  - d. A letter from NBEA on the amount of work required of representatives of 1-2 hours a week.
14. *Wisconsin Business Education Journal* Report – Nancy Van Lanen
  - a. Representatives are to give tips for the journal
15. 2009 Convention – Mike Carpenter
16. Committee Report
  - a. Advisory Council
    - i. District representatives will send out information to members in their district about membership, convention and promotion of Spring Seminar. Set schedule for Spring Seminar and a goal of 20 people per district (which would be 120 members)
    - ii. Save the date sent out with Registration out by December 1 for Spring Seminar.
    - iii. Discussion on using Cvent for registration and covering the cost of using the system.
    - iv. Spread the word to curriculum directors, LVEC, to increase exposure of our area.
  - b. Awards Committee
    - i. Responsibilities were divided up and are looking asking for someone who personally knows the awards Recipient to give the oral introduction.
  - c. Nominating Committee
    - i. Discussion was had on accepting nomination from the floor, which would change bylaws. There are scheduling issues for those changes to take place at 2010 in Wisconsin Dells
  - d. Cvent Committee
    - i. Discussed the cost of the program. The contract with Cvent is up on February of 2010.
    - ii. Report in September on the break down of cost/benefits of the program.
  - e. 2009 Convention

- i. Discussion on the Diamond Jubilee theme, Fun/Run walk will be highlighted at the convention in Dells
    - ii. Sign up for Facilitation with Mike Carpenter
    - iii. Silent Auction – Board members bring items for the Auction, along with committee members
  - f. Scholarship Committee
    - i. Report will be provided later, waiting on data
  - g. Membership Committee
    - i. Competition between districts to increase new members.
    - ii. Discussion on sending out mailer to promote organization, convention
- 17. Announcements
  - a. Additions for the web site send to Chuck at [cattcha@augusta.k12.wi.us](mailto:cattcha@augusta.k12.wi.us)
- 18. Motion made to adjourn at 2:30