

WBEA BOARD MEETING MINUTES
SentryWorld Sports Complex, Stevens Point, WI
Saturday, June 12, 2010

Call to Order – Tina Trumbower

Meeting Called to order at 9:00 a.m.

Members present: Charles Catt, Josh Firgens, Kyla Stefan, Jennifer Bishop, Nancy VanLanen, Lindsay Boesc, Debbie Stanislawski, Mary Lou Donnelly, Cindee Loos, Tina Trumbower, Katie Grassel, Mike Carpenter, Jen Wegner, Michelle Radtke, Mike Tokheim, Lisa Perry, Trisha Sabel

1. Appointment of Parliamentarian – Tina Trumbower
Mike Tokheim agreed to serve as parliamentarian
2. Introductions – Tina Trumbower
Members present did brief introduction and summation of plans for summer.
3. Secretary's Minutes from January 9 Board Meeting – Katie Grassel/Tina Trumbower
Discussion on minutes and changes on Grammar/spelling from January meeting.
Moved by Jen to approve. Second by Josh. Motion passed
4. Treasurer's Report – Mary Lou Donnelly
Books were audited for the last three years for \$450. Copy will need to be given to Secretary to keep with documentation. Correction to account numbers 202 and 203, decrease 202 \$21 and increase 203 \$21.
Discussion on special revenue projects, they were not indented to be money makers but had added income to our organization.
Expenses for this year are approximately \$3,100 higher than same time in 2009.
Explanation of CD maturing, and taking that money and putting it in a Money Market because of the low rates currently being offered for CD's
5. Old Business
 - a. Cvent Update – Josh Firgens
Convention is up and ready to go for registration for Wisconsin Dells.
 - b. Article X: Nominations and Elections
It was placed in the journal and it will be voted on at the Fall Convention.
 - c. Job Description Updates – Tina Trumbower (Sandy Giuliani)
Nothing to update, be sure to continually review your description and send your updates to Sandy or Tina
6. New Business
 - a. Proposed Budget
Committee recommendations:
Dues Increase for Professional Dues \$10, Retiree Dues \$5. This increase could generate an additional \$1,400 of revenue for the organization.
Disbursement recommendations lowering the following areas:

Postage, printing, board convention stipend, convention attendee stipends, scholarship, NCBEA donation, Supplies, student organization awards, archives, miscellaneous, WBEA Sponsored Workshops, Awards (\$200 Lorraine Missling, \$300 Secondary and Post-Secondary Awards), Business Ed Journal miscellaneous

b. WMEA Request

Partner with WBEA for the spring updates. WMEA would provide 6 representatives to plan spring updates and provide \$250 if requested to cover costs (for example the cost of Cvent registration). A discussion was held on how this will help WBEA and how partnering is good for our profession.

Moved by Mike and seconded by Josh to accept the WMEA request for the spring updates. Motion carries

c. CVENT Contract

It appears that WBEA will meet the contracted amount of registrations for the first time this year with Cvent. Looking at extending our current contract for 4 years keeping registration volume the same, the cost will be \$2,375 per year. A report was given on the comparison of Cvent and EventBrite. Cvent contract ends in November.

Josh moves to extend the Cvent contract for 4 years with a volume registration of 500 for \$2,375 per year. Second by Mike C. Motion carries

Discussion on the collaboration with BIT updates continuing and partnership with Career and Technical Colleges. It also was discussed the volume pricing of 400 vs 500.

d. Possible Change In Executive Board Positions & Descriptions

Josh covered the proposed positions of (Chief) Information Officer and Marketing Director

The (Chief) Information Officer would mainly be in charge of Cvent and membership
The Marketing Director would be in charge of marketing the organization, advertising, and funding.

A discussion was held on combining the position of Legislative/Marketing position. If this was too happened it would need to be published and then voted in at the annual meeting.

e. Website Development

Looking at the role of our website and use of technology to enhance our organization. Members interested are Jennifer Bishop, Katie Grassel, Chuck Catt, Becky Ackerman. Look at getting other members outside of the board, Tina will contact Scott Christy, and Katie will also contact. The committee will need to report back in the fall.

f. WBEA's Sponsorship Of Workshops With DPI

Review of the 6 locations and financial statement. There were comments shared from attendees on the new .

- Proposed Dates/Locations for 2011
- District 1 at WITC date unknown
- District 2 at NTC on February 8, 2011
- District 3 at FVTC on Thursday, February 24, 2011
- District 4 at WTC on Thursday, March 3 (tentative)

- District 5 MATC on Friday, February 18, 2011
- District 6 at GTC on Wednesday, February 16, 2011

Thank you given to Jen Wegner and district reps for their work. There were 203 people in attendance.

Moved by Cindee and second by Mary Lou to continue with spring update partnership with BIT. Motion passed

g. Flexibility In Licensing & Other Legislative Issues

Jen gave summary of what is happening legislatively for licensing. The draft will be available end of June. It would then be voted on this fall. Be aware and watch to see what is happening.

h. Other

Discussion of accounting software to use for treasurer or continue the use of excel. The new treasurer can look into what would fit the person.

i. Budget

Motion by Mary Lou: Increase due for professional dues from \$45 to \$55 effective immediately July 1, 2010. Second by Cindy. Discussion on the date effectiveness and when it get changed where (for example, online, Cvent, journal). There was also discussion on it being already published in the journal advertise as \$45. Motion carries

Motion by Mary Lou: Increase dues for retirees from \$15 to \$20. Second by Cindy. Motion carries

Motion by Mary Lou: WBEA executive board stipends for 2010 convention be suspend for 1 year. Second by Jen.

Motion to amended motion by Jen. Second by Josh. Change the word 2010 convention to indefinitely. Discussion was held. Amending the Motion fails
Original motion carries

Motion by Mary Lou: WBEA pays a mileage rate of \$.35 per mile. Second by Cindy. Discussion was held on the amount of the rate of payment vs the cost of gas. Motion carries

Discussion on reducing cost of WBEA Journal by going digital. Can it be a referred journal if it is only distributed online. A sub committee of Kyla, Debbie, Tina (recommendation of Lila also)

Jen Wegner moved to add a \$2.50 convenience fee for the use of Cvent for registration. Second by Mary Lou. Discussion on what the fee is and how to cover merchant fees for credit card use. There was also a discussion of the history of using event management system. Originally WBEA had a convenience charge for using an event management system but when the committee changed from our previous vendor to Cvent the fee went away.

Amendment to the motion by Mary Lou to Change \$2.50 to \$3.00. Second by Katie. Discussion. Amendment to the Motion carries

Amendment to the Motion by Jennifer to change the motion for all Cvent events except membership. Second by Kyla. Amendment to the motion carries
Amendment to the Amendment by Trisha to change “except membership” to a case by case event. Second by Jen W. Discussion of what the board can do with fees. Amendment to the amendment Motion fails

The motion for adding a convenience fee of \$3.00 for the use Cvent for all events except membership carries.

Mary Lou motions to accept the budget as revised. Second Mike C. Motion Carries

7. Membership Report - Cindy Loos

Discussion on what members paid and updated on the timing of payment for dues. This past year 142 members were paid.

8. Business Manager’s Report – Josh Firgens

Is currently scanning WBEA documents for the history. Josh’s school district bought the software for archiving and he also got donated 1 Terabyte external hard drive. Thanks for your efforts Josh.

9. Seminar Report – District Reps/Jen Wegner

Covered in previous report.

10. Legislative Report -none

11. DPI Report – Jen Wegner

- IT Faculty Development at MATC, Gateway, NWTC and WITC 23 B&IT educators are participating this summer.
- AP Accounting, 25 B&IT are participating.
- Reality Store workshop in Wisconsin Dells on October 19.
- Youth Apprenticeship/Employability Skills. New in fall
- WIOC (Wisconsin International Outreach Consortium) want to give training sessions for educators. Will be giving a spring symposium conference in late March.
- Wisconsin Bar Association is looking at a symposium
- PDP Teacher Training at Fall Convention

12. Wisconsin Technical College Report – Mike Tokheim

- October/November there will be a Federal Carl Perkins audit. They may be visiting districts to check the system.
- The Business Technology Program will be looked at this coming year. This is a chance to reflect on what the program outcomes will be.
- Business Management, Marketing and Para Legal programs outcomes were done this past year and implement these changes in winter 2011.
- IT Essentials was a great move with the collaboration of technical school educators and B&IT teachers.

- Mike T. is retiring June 30. There will be 3 people assigned to the transition team until the position is filled, which will be 3 to 6 months. The letter to the new person that will fill Mike's role is important because then it is a sanctioned appointment and his supervisors will need approve the appointment to the WBEA board.
- Stated how enjoyed working with WBEA.
- Mike was given a card/gift and plaque from the WBEA board.

13. NCBEA Report – Debbie Stanislawski

- Attended NCBEA in April in San Diego.
- Discussed the value of NCBEA.
- NCBEA is will be in conjunction with the 2011 convention in Green Bay

14. *Wisconsin Business Education Journal* Report – Nancy Van Lanen

Recommended looking into digital version of the journal.

15. 2010 Convention – Mike Carpenter

- Convention is set for Wisconsin Dells. Flyers were sent out to members to reminding them of the convention.
- Question about the silent auction.
- Help is needed on Wednesday on helping stuffing bags for the convention attendees.
- Discussed the idea of having district representatives helping on the convention that is held in their area.
- Discussion was also held on the rotation of the convention to match district.

16. Other

- Dr. Lorraine Missling will be inducted to the Hall of Fame, October 23, 2010
- Joe K, big on computer science arena is looking to develop the Wisconsin Computer Science and Information Technology Teacher Association. It is important that a board member or two should be part of that google group.
- Julie (district 2) can not be here today and will not be seeing a second term.

Motion made by Tina and Second by Josh. Continue to do the silent auction items for the convention. Motion carries

17. Committee Assignments and Task Review

- Advisory Council
Spring updates information was gathered for a database for a list of experts.
Highlight one area a month and have them do a MS live gathering session.
Promotion on website/listserve.
- Awards Committee
They have recommendation for awards
- Nominating Committee
Nominees for present elect Michelle McGlin and Treasurer is Allie Holtzer
- Cvent Committee
Discussed previously in the meeting

- Scholarship Committee
Selected 3 students to be divided equally.
- Membership Committee
Discussed updating online form for registration

18. Announcements

There are 4 people up for the Russel J Hosler Award this year. Mary Margret has some ideas for the 25th

18. Adjournment

Motion by Josh and seconded by Trish at 3:18.