

IOWA BUSINESS EDUCATION ASSOCIATION
Annual Business Meeting
Airport Holiday Inn, Des Moines, Iowa
Grand Ballroom
Friday, October 12, 2007

CALL TO ORDER

President Lana Hoffman welcomed everyone and called the meeting to order at 3:46 p.m. Lana introduced Erika Inglett and her student, Abbi, who demonstrated RealTIME Reporting during the meeting.

AGENDA

SECRETARY'S REPORT

The minutes of the October 13, 2006 were presented. The minutes were approved as presented.

TREASURER'S REPORT

LouAnn Langreck presented the treasurer's report dated April 28, 2007 to October 6, 2007, with the following balances: checking account balance, \$39,314.88, CD Account (Hoffman), \$1,737.23, and CD Account (Security State Bank) \$3,466.93. Correction on Income "2007 Conference Dues" should read "2007 Conference Registration and Dues". Barb Bielenberg made a motion to accept the treasurer's report with correction. Wayne Norman seconded the motion. Motion carried.

Executive Board Reports

President-Elect. Roger Davis reported that there were 175 registrations for the convention. In that 175, are 158 IBEA members, 10 Lifetime members, 4 retired, and 3 students. Roger reported there are 33 people setting up displays from 20 different companies and 19 presenters. Roger reminded everyone to fill out the items in the convention folders. The pink sheet is for volunteering for next year's convention and the yellow form is a survey for ideas for preparing for the convention next year. On the back of the form are topics for the summer workshops and ICN sessions. On the ICN sessions, please add days of week. This is the single biggest thing that the Convention Planning Committee looks at for planning next year.

Past President. Sue attended Business and Technology Program Management meetings held throughout the year. Sue reported that 15 people signed up for the Drake Credit option. 13 Past Presidents attended the Past President's Breakfast along with four special guests. Sue reported that she obtained door prizes for the convention.

IACTE Representative and Legislative. Pat Thieben shared that Dave Bunting is now serving as the Executive Director. Some of the activities that IACTE participated in were sending students to the National Policy Seminar in Washington, DC, sponsoring the CTSO Legislative Day/Student Recognition, and a contingent met with Jan Friedel and Judy Jeffries on August 29. Dave Bunting has contacted Governor Culver for a meeting and has invited him to be the keynote at the IACTE conference in November. Senator Harkin was nominated and received the National ACTE Policy Maker of the Year Award.

IACTE has continued discussion regarding a Unified Conference. Because of Senate File 277, there is little more flexibility in the K-12s for professional development, but the spending of that money is up to local bargaining groups. We are hoping that conferences such as IBEA and IACTE can be set as a priority. IACTE has a goal of hosting a Unified Conference in conjunction with the Region III ACTE Conference in June 2009.

IACTE continues to encourage all members to also join ACTE. In the award area, Iowa would have lots of eligible participants, but they need to also have membership in ACTE to get the award. We need to have members join both.

Pat Thieben shared that she has accepted a position at the Department of Education as an Educational Consultant. She will start her position on October 1st. Pat will no longer be able to serve as the IACTE representative and needs a replacement. She shared that she enjoyed working in this position, but will remain a member of IBEA and hope to work in the Information Solutions.

NCBEA Representative. Jody Emerson handed out a written report. She reported that the current NBEA membership is 120 as of October 9, 2007. She shared that we have several people from Iowa represented on the NCBA Board. She announced that Kimberly Schultz is our President-Elect, Barb Bielenberg is serving as our immediate Past President, and Sue Elwood is our new Secretary. NCBEA has a booth at the convention selling raffle tickets for a chance at a Bunn-o-Matic coffee maker. Jody encouraged everyone to participate in the 50/50 raffle chance that will be placed at the luncheon tables during the convention. Half of the proceeds will go to NCBEA and the other half to the lucky person whose name will be drawn during the annual meeting. NCBEA will be updating the Classroom Activities CD in 2008. The CD is free will all new NBEA/NCBEA memberships and only \$15 for current members. See written report for the upcoming conventions with NBEA's 2008 Convention hosted in San Antonio, Texas, March 19-22, 2008 and the next regional convention will be October 24-26, 2008, in Michigan.

Program Management. Kimberly Schultz handed out a committee report and the Program Management Assessment Project Phase I & II Summary. On August 6, Jan Huss led the committee through the strategic planning process. The group determined that they would proceed with any project currently underway, but would rather wait to start any new project until a later date. The goal for the next year is to focus on process, not product,

with an emphasis on professional development of the Iowa business educator. Next meeting dates set are: October 25, February 1, April 24, and June 6.

Assessment-Phase II. Kimberly Schultz reported the work on the seven of the twenty-one assessment have been completed with five more having been reviewed. The new projects will be available from the DE web site. Once all of the projects have been completed, the assessments will be available on a CD. A summary sheet of the assessments “Program Management Assessment Project Phase I & II Summary” completed and currently in progress had been prepared and placed in the convention packet. Kimberly thanks Kimberly Peterson for her hard work on writing these assessments.

The summary was placed in the convention folders and the committee would like feedback on the Phase I & II Summary and maybe need to revisit on the rigor and relevance on the quadrants. The committee would like to create a new CD by next year. Another possibility is to put this on the web as a .pdf, instead of a CD. Kimberly asked everyone to encourage educators to use the Assessments.

Mentoring. Kimberly Schultz reported that the convention has a session featuring a technology theme. Any instructor is welcome to attend, but the session emphasis is for teachers with five years or less of experience. The Fall ICN session is currently in the planning stages. As in the past, the subcommittee is planning on utilizing the IBEA Area Reps in facilitating the ICN session. Deb Jones serves as the chair for this subcommittee. In the packets for the IBEA are surveys for the ICN sessions. Please add the time you want these sessions on the survey. We are also thinking about pairing people up in mentoring. Would you like to be a mentor or a mentee?

Model Curriculum. Kimberly shared that Barb Lujan is spearheading this endeavor which includes many facets important to a business educator. In addition, the subcommittee has taken over the production of the web site previously started by volunteer DMACC instructors.

Summer Workshops. Kimberly Schultz reported that the summer workshops were well attended. There were three Office 2007 sessions. Please fill out the surveys so we can get ideas to see what people want.

Executive Secretary. Cindy Murphy gave a handout of the breakdown for 2007-2008 IBEA Membership with 220 members as of October 9, 2007. Cindy will be sending out a reminder in the near future to those people who have not renewed. Area reps will be contacting their area to make sure the contact information is updated.

Newsletter Editor/Webmaster. Sue Elwood published the Spring and Fall 2007 Newsletter on the Web. Copies of the printable newsletter was sent to members who do not have e-mail (i.e.: about 30 retired lifetime members). Sue plans staying on board as Newsletter/Web Editor for another year until Fall 2008. The new Website address is ibeasonline.org.

Historian. Barb Bielenberg reported that she has copies of last year's pictures and made a display for our IBEA convention. Barb reminded everyone that she will be taking pictures of the Session Speakers, Award Winners, General Session Speakers, Exhibitors and tables, casual shots of attendees, Past President's breakfast and State Presidents, assembling packets, registration, Board, New Board, and Registration Committee.

Barb organized pictures on computer for powerpoint to play at Past President's Breakfast, and the Saturday brunch. She plans on making CD copies of the photos and powerpoint for President and Convention Chair and secured door prizes for the IBEA convention.

She had filed copies of the document for the year and sent digital pictures via e-mail to Sue Elwood for Newsletter. Barb had attended the Mountain Plains conference in Overland Park, KS, in June as NCBEA President and the NCBEA Board Meeting in Springfield in July as NCBEA Past President. Barb plans on attending the ACTE in December in Las Vegas and NASBE meetings there as their Newsletter Editor on the NASBE board.

Barb shared that next year's project for the IBEA 100th year is to make copies of all the covers from all the years that we started using folders.

Iowa Department of Education. Colleen Hunt reported that their biggest project this year is the Perkins application. They are currently in the transition of a 5 year plan. IBEA is well represented in this project by 3 of our members: Sandy Warning, Pam Uhlenkamp, and two student representatives. They are all on the work teams, so if you have issues and concerns regarding Perkins, please contact one of these members.

Colleen stated, as Kimberly shared, we do also have a Model Program Committee. They are doing many projects. One project is a handbook that can be given to business educators and go online. We are also working on model programs for small business departments, small marketing departments, medium sized business and marketing departments.

We now have a new website that is not through the Department of Education. It is iowabest.org. It is in its infancy stages, so keep going back and checking things out. There will be a link with the Department of Education and IBEA.

Colleen mentioned that this was her last meeting because she has taken a new position with the Department of Education working with Community College Accreditation and that Kelli Deimer will be replacing her position as Business and Marketing Consultant sometime in January. They will send out an e-mail and let everybody know when the switch has been made. Colleen thanked everyone for their support for the last eight and a half years.

Public Relations. Rhonda Schmaltz reported that the year has been a growing and learning year. She attended the first planning meeting for the convention in January at

Kirkwood Community College. She prepared a press release that is in each of the packets for the convention and updated other press releases to be sent out after the convention.

Awards. Lois Roth was unable to attend. Lana Hoffman reported for Lois the nominees. There were four nominated for Secondary teacher, two for New Secondary, five for Service to Business Education, one for Distinguished Service Award, zero for Hoffman Award, zero for New Post-Secondary, zero for Post-Secondary, and 23 Iowa Best Awards. At the dinner banquet, Years of Service Awards and Retirement Awards will be presented. Lois placed nomination forms in the convention packets.

BUSINESS ITEMS

Proposed Budget 2007-2008. Roger Davis presented the Proposed Budget with one correction to remove the duplication Summer Sessions from Income and Expenses. Patrick Geer made a motion to approve the budget that was presented with correction. Beth Siendt seconded. Motion approved and carried.

Election of New Officers. Sue Elwood presented a report with the list of officers for the 2007-2008 Executive Board with one addition; Dana Lampe will represent IACTE/Legislative Representative. Nominations for the 2007-2008 with Roger Davis as President; Sandy Warning, President-Elect; Tracy Weber, Secretary; Patrick Geer, Treasurer; Lecia Berven, Area 3 Representative; Mike Latta, Area 5 Representative; Samra Olofson, Area 11b Representative. Still need nominations for Area 4/12, 6 and 13 that are open. There were no nominations from the floor, therefore, these areas will be left off the ballot, and the positions can be appointed. Sandy Waters moved to approve the election of officers with the addition of Dana Lampe as IACTE/Legislative Representative. Barb Bielenberg seconded. All in favor. Motion carried.

Announcement of 2008 Convention Site. Patrick Geer reported the 2008 convention site is back at the Airport Holiday Inn for October 10 and 11, 2008.

OTHER BUSINESS

Convention. Concerns were shared about rotating the dates to a Thursday night and Friday, instead of Friday and Saturday because of football games. This would allow football coaches to attend. Other comments raised was to leave it the same, because it would only mean taking one day off vs. two days off and would use up more personal days. Lana encouraged everyone to fill out the survey forms to help plan future conventions. The planning takes several years; therefore, these changes would take place for 2010. We are locked into 2008 and 2009 with the hotels. Our constitution states that we have to set our conference site two years out. Patrick Geer shared that most facilities and hotels are booked two years in advance.

Lana shared that the board has discussed these changes and that they are looking into a Joint Venture Conference for Summer 2009. Please submit your ideas and interest on the survey.

Kay Smith from AIB, thanked IBEA for letting Abbi demonstrate RealTIME (Captioning and Reporting) at the Annual Business Meeting. Kay asked everyone to let students know about these career opportunities.

Lana Hoffman adjourned the meeting at 4:36 p.m.

Respectfully submitted,

Gail Backes