

**IOWA BUSINESS EDUCATION ASSOCIATION
EXECUTIVE BOARD MEETING**

Saturday, January 26 - Building 7 Maple Room - DMACC Ankeny

ATTENDANCE

Amanda Eberhart, Kathy Larson, Shannon Smith, Sandy O'Brien, Beth Sindt, Sue Elwood, Rhonda Schmaltz, Deb Jones, Kelli Diemer, Crystal Combs, Patrick Geer, Susan Seufferer, and Kristy Cleppe (via Skype).

Meeting called to order by President Patrick Geer at 10:20am.

APPROVAL OF ALL BOARD MEETING MINUTES

All meeting minutes are posted on the IBEA website. Susan Seufferer moved to approve the minutes as wrote. Crystal Combs seconded. Motion carried.

TREASURER'S REPORT

Kristy Cleppe shared the budget (via email) that was approved at the 2012 Convention. This was a 15 month proposed budget. With the addition of an extra conference within the annual budget last year, IBEA has transferred over the money market/CD's that matured at that time to support the costs associated. There is currently a balance of \$12,826.69 and a CD balance of \$1,750.30. There are four outstanding checks that have to written and upcoming payment will be for paying the stipend for Executive Secretary, Treasurer, and Webmaster. Kristy will be visiting with US Bank about opening another CD, however still trying to get a feel for what dollars need to be available for convention versus what IBEA can secure within a CD/other investment.

EXECUTIVE REPORTS

PRESIDENT (PATRICK GEER): Positive reviews were received from the 2012 Convention. There was a lot of praise for our sessions. Almost \$9,000 was brought in through convention registration; around \$5,000 was spent for convention expenses. It was nice to stay "above the water" for the convention.

PRESIDENT-ELECT (CRYSTAL COMBS): The 2013 Convention will be held July 23rd and 24th at the FFA Enrichment Center in Ankeny. The convention is going to be joined with IACTE. The name will be the IACTE/IBEA Unified Conference. More details will be hashed out during the planning committee meeting following the executive board meeting. Since the convention will also be NCBEA, it was suggested to add that to the name...even if it is a mouthful!

NCBEA (BETH SINDT): The NCBEA Iowa Membership Director term ends June 30, 2013. All who are interested in filling this 3-year position should submit their names to the IBEA nominations chair as soon as possible. Other NCBEA Administrative Board offices that are open are President-Elect, Secretary, NCBEA Representative to the NBEA Board, and Student Representative. The nominations forms are on the NCBEA Web site and are due March 1, 2013.

Please nominate NBEA members to receive the NCBEA awards (because the IBEA awards forms are similar to the NCBEA forms, it should take little effort to transfer the information to the NCBEA awards forms). The awards forms will soon be available on the NCBEA Web site.

Our current NCBEA membership is at 97. Members renew on their anniversary dates; therefore, this number changes each month. As members of the IBEA Executive Board, membership in NBEA is required. The cost is \$80; but for only \$30 more, you can also be a member of ISBE (International Society for Business Education).

The annual NBEA Convention “Educating for Success in Business and Life!” will be held in Atlanta, Georgia, April 16-20 at the Atlanta Marriott Marquis. The NCBEA Administrative Board meeting will take place on Wednesday, April 17. For more information, please go to the NBEA website.

IACTE & LEGISLATIVE (KELLI DIEMER): Kelli Diemer shared a link via email with Samra Olofson to the Department of Education’s website with legislative briefs. The main legislative brief is the “Building World-Class Schools for Iowa”. There is no mention of CTE in the briefing though. One portion that will affect CTE is the Iowa Promise Diploma Seals that will be implanted by July 1, 2017.

Also, Kelli Diemer will be traveling to Washington DC with four students to the National Policy Seminar in March. Funding for expenses comes from IACTE.

EXECUTIVE SECRETARY (SANDY WARNING): Membership is up, in part due to Area Reps having meetings and encouraging teachers to join. A summary of membership is shown below since our last meeting:

Membership	Educator	At Large	Student	Lifetime	Total
July 30, 2012	82	1	0	74	157
January 26, 2013	112	1	1	75	189

Kelli Diemer and Sandy Warning worked to update Iowa business educator contact information and Sandy provided the updated lists to Area Reps. We hosted a conference call with Dawn Bowlus from the Jacobson Institute for Youth Entrepreneurship from the University of Iowa in the fall for area reps to inform them of entrepreneurship curriculum opportunities available.

WEBMASTER (SUE ELWOOD): Send website updates to Sue Elwood at rselwood@mchsi.com. Our web hosting account is with icdsoft.com and is \$57.60 per year, due in April. Since the last board meeting, Sue Elwood has:

- Kept in contact with President Patrick Geer on a regular basis
- Added the 2012 Award Winners
- Updated the Board Directory Information
- Added any revised forms (Awards and Membership)
- Added the latest meeting minutes

- Added Professional Development workshop information (Quality Business Education)
- Posted the IBEA/NCBEA/NBEA convention date information
- Posted NCBEA and NBEA information as requested

PUBLIC RELATIONS (RHONDA SCHMALTZ): Following the summer conference, Rhonda sent letters to the award winners and their administrators. The conference press release was available online. It was decided to have the press release available online and in the conference registration packet for the 2013 conference. The IBEA Facebook page currently has over 60 likes. The Facebook page needs to be utilized more though. It is a great way to communicate with the members, but communication isn't happening. Patrick Geer stated this would be discussed more in the membership push.

HISTORIAN (BARB BIELENBERG): No report.

AWARDS (LOIS ROTH): See report at end of minutes.

AREA REP REPORTS

AREA 1A & 1B (SHARON KEEHNER): On October 24th, 30 teachers met in Dubuque and - with the help of NICC - were able to visit John Deere. They started the tour with a question and answer session. John Deere showed the teachers their hiring process, including sample questions, and the teachers got to ask questions about cell phone policies and other issues. The teachers then toured the plant, which is 90 acres under roof. It was an amazing tour and the teachers learned many things to take back to their classes. The area teachers meet again on April 10th in Elkader and someone from Dubuque Bank and Trust is going to speak and answer questions.

AREA 3 (DEB JONES): No fall meeting was arranged, but a spring meeting is being planned.

AREA 7 (TODD STABENOW): Todd has signed up to have Dawn Bowlus have a training session for area educators. It will be on the entrepreneurship component and allow for UI credit at a highly reduced tuition rate. Todd is thinking that will be later this spring but it is not finalized. It will give Todd the opportunity to start or build relationships with area educators.

AREA 10 (SANDY O'BRIEN): Area 10 instructors did not have a meeting in the fall. Some of the Area 10 instructors, though, will be attending the "Ring in the New Year with Quality Business Education" workshop on Monday, January 28th at the John Papajohn Business Building in Iowa City.

AREA 11A (RHONDA SCHMALTZ): Area 11A is looking into having Dawn Bowlus come in and present on the entrepreneurship component. The meeting would also include information on Program of Study. Area instructors did attend the fall IBEA workshop in West Des Moines and they enjoyed the opportunity to share.

AREA 14 (SHANNON SMITH): In the current school year, Area 14 has tripled in size in terms of IBEA members, where it has gone from having two IBEA members to now six members. On September 19th, Area 14 had its first meeting of the year. During this meeting, IBEA president-elect, Crystal Combs, and Area 14 Representative, Shannon Smith, presented on the benefits of IBEA membership and discussed a classroom management site that they were both using in their classrooms (Edmodo). At this meeting, an update was given by Southwestern Community College's secondary coordinator, Lindsay Stoaks, on how we were meeting Perkins requirements and upcoming school site visits. We also discussed the future look of Area 14 meetings and our belief that we should integrate more business teacher best practices into them. We will be having our next meeting on February 13th at Southwestern Community College. At this meeting, teachers will be hearing from fellow area teachers on Google Docs and best practices in the business education classroom, will be receiving an update on Programs of Study and will be hosting Dawn Bowlus, who will be presenting on the University of Iowa's Jacobson Institute Entrepreneurship program.

AREA 15 (SUSAN SEUFERER): Area 15 business teachers were invited to a meeting at Indian Hills Community College on December 14th. The morning session was for those teachers participating in the Business Regional Advisory. Kelli Diemer was in attendance and shared some good information regarding advisory groups. It was decided to have our next advisory meeting on April 24th with a work day on April 10th for those teachers. In the afternoon, a few more teachers attended for a presentation by Dawn Bowlus regarding the Entrepreneurship opportunity for business teachers through the University of Iowa. Teachers were also reminded of opportunities available to them through IBEA.

AREA 16 (DEB MATTHEWS): In September, Area 16 had an all-day regional business advisory committee (RBAC) meeting with many business educators and business partners. They had a representative from CNH, Jenna Kuntz, do a "SharePoint" presentation and talk about web based collaboration technology. Kelli Diemer sent a report that told them about some upcoming meetings at the Department of Education. Kelli also talked about strengthening Programs of Study. Sheila Newman from Greater Burlington Partnership told them about their upcoming Career Exploration Day. Monica Hinkle from Southeastern Community College talked about their new President. Monica also mentioned the Grasshopper Technology tour in Winfield. Susan Dunek, CBIZ consultant did a presentation on "Generations in the Workplace." Also, in the afternoon Sandy O'Brien came and showed the business teachers some amazing Web 2.0 teaching tools. The next RBAC meeting is scheduled for March 19th.

DEPARTMENT OF EDUCATION UPDATE

Kelli Diemer reported that the fall collaborative workshop – promoted through the Department of Education's Program Management Committee – funds were run through IBEA. The winter collaborative workshop will be the same.

Another professional development opportunity will be through "Conversation with Business Educators" webinars. The webinars will be on the second Wednesday of each month starting February 13th and will last 40-50 minutes. Topics include: Ideas to Promote Your Business &

Marketing Program, Project Based Business Lessons, Infusing Entrepreneurship, Professional Opportunities for Business Educators, How to Teach Without a Textbook, and Free Resources for Business Education.

Colleen Hunt's previous Bureau of Chief position at the Department of Education is still available and the interview process is underway.

OLD BUSINESS

PROGRAM MANAGEMENT COMMITTEE REPORT: The committee has met twice this year and has worked on the budget, reviewed Perkins performance statewide data, worked on strengthening the Program of Study grant, worked on career clusters, supported the Quality Leadership Team, supported the entrepreneurship workshops provided the Jacobson Institute for Youth Entrepreneurship, and worked on professional development opportunities.

SUMMER WORKSHOPS: Information regarding IBEA summer workshops will be available on the website soon. Sandy Warning plans to let area reps know of workshop opportunities so they can forward to their area teachers. At least five workshops are in progress. The current confirmed workshops include:

Microsoft Office Specialist Training and Testing

Presenter: Shirley Reid, Indian Hills Community College, Ottumwa

Dates & Location: June 27-28, IHCC Computer Lab

Time: June 27: 9:30 a.m.-4:30 p.m. / June 28: 8:30 a.m.-4:30 p.m.

Sue Elwood is willing to offer this same workshop at NICC in early June, but since they are not yet an official training site, is not sure she can. We need to check with Certiport.

Excitement in the Personal Finance Classroom? You Bet!

Presenter: Rhonda Schmaltz, Ames High School

Date & Location: June 19-20, Ames High School

Time: June 19: 9:30 a.m.-4:30 p.m. / June 20: 8:30 a.m.-4:30 p.m.

Strong Foundations – Tips, Tools & Tricks to Help You Build a Strong Classroom Foundation **Recommended for business teachers with 3 or less years of experience but all teachers could benefit.*

Presenter: Sarah Bird, Valley High School, Des Moines

Date & Location: June 17-18, Valley High School

Time: June 17: 9:30 a.m.-4:30 p.m. / June 18: 8:30 a.m.-4:30 p.m.

An unconfirmed workshop is on Web 2.0 & Edmodo and would be hosted at Kirkwood Community College. Details still need to be worked out. Other workshops might come from Certiport certification. Graduate credit from UNI will be available for all workshops for \$50. There will still be a cost to attend workshops.

NEW BUSINESS

NCBEA JOINT CONFERENCE: NCBEA is responsible for some of the sessions at the summer conference. NCBEA will be finding session presenters and facilitators. NCBEA will also need meeting rooms for their board meetings. NCBEA is composed of eight states so it will be nice to have others come to Iowa for the conference.

MEMBERSHIP PUSH: Patrick Geer would like to see more members in IBEA. As the president, he would like to see a membership push. IBEA needs to be promoted more through conferences, workshops, webinars, etc. Anything related to IBEA should be highly promoted. Business teachers should know of our website www.ibeaonline.org. It was decided to draft up ideas for incentives for Area Reps and new members that attend the 2013 IACTE/NCBEA/IBEA Unified Conference.

ADJOURNMENT

Shannon Smith moved to adjourn the meeting at 1:04pm. Susan Seufferer seconded. Motion carried.

Submitted by Amanda Eberhart, Secretary

Awards Report

By: Lois J. Roth

Winter 2012-13

Web site updates, considering July target instead of October.

IBEA Student Recognition Award. (re-emphasize the IBEA member part)

Any suggested changes?

Ongoing check with Exec Secretary to see if Teacher Nominator is in IBEA.

As per 2011 and 2012:

All nominations (who complete paperwork) are recognized at the state level.

Each receives certificate and table 'gift'.

Four educator awards-one champion per category. Receives plaque.

Due dates for 2013:	Feb 22	Student Recognition names submitted
	March 15	Educator, Distinguished, Service, Hoffman (then I send forms to educator nominees)
	June 1	Due date for educator forms to be completed
	July 15	BEST Award

Spring 2013

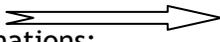
Slow going in collecting anything.

Other awards:

Continue nudge to have folks be nominated.

Will be sending the next stage of pages for their use

Will be more reminders of things upcoming

Early February status of award nominations: 

Certificate folders: I will purchase folders that will be a modified frame for protecting certificates. (ALL educator nominees. Hoffman) And Distinguished Service, Service to Business folks who do not attend convention.

Frames: to those Service to Business and Distinguished Service award recipients in attendance.

Plaques: Final Educator awards (up to 4).

Table Gifts: (pending educator nominations)

New Secondary	1
Secondary	1
New Post-Secondary	0
Post-Secondary	0
Hoffman	0
Distinguished Service	1
Service to Business	1
Iowa Best	0
Student Rec	6 kids from 3 schools

Am in the process of determining needs for certificates, folders, frames #'s and plaques.

After nominations are received, Exec Secretary will be asked to check membership.

June 1, 2013

Hopefully will receive all nomination papers from those nominated. Will nudge as much as I can. Nudging will be a good role for the nominator as well!

Hopefully folks will adhere to due dates!