

Area Rep Checklist:

1. Update business education teacher list (from spreadsheet provided)
 - a. E-mail to Sandy at warning@netins.net
2. Plan an area meeting – contact Kelli – kelli.diemer@iowa.gov
 - a. Possible topics for meeting:
 - i. Develop a listing of teachers who have expertise in different areas who can be contacted for assistance.
 - ii. Software representative
 - iii. Perkins 101 – Kelli
 - iv. Programs of Study – Kelli
 - v. Advisory committee
 - vi. Google docs
 - vii. Web 2.0 ideas
 - b. Set date for meeting – check with Kelli for her availability
3. Check IBEA website – www.ibeaonline.org – for updates
4. Jot down teachers in your area who would qualify for awards.
5. Check with Patrick Geer – president.elect@ibeasonline.org – to see if he needs help in planning this year’s conference.
6. Publicize the summer conference – July 31-August 1 – in Des Moines.
 - a. Check website for updates.
 - b. Invite THREE teachers from your area who haven’t attended.