

ABEA Board Minutes
November 7, 2014
3:15 p.m.
Phoenix Convention Center (FLEX), Phoenix, AZ

1. President Elena Sobampo called the meeting to order at 3:28 p.m. Introductions were made.

Attendees:

Elena Sobampo.....	President	Present
Julie Ellis	President-Elect.....	Not Present
Ryan Hamilton	Past-President	Present
Chris Liebelt-Garcia ..	Secretary	Not Present
Rebecca McGinnis	Treasurer.....	Present
Crystal Hunt	Treasurer-Elect	Present
Crystal Hunt	Membership Chair.....	Present
Missy Goodman	Conference Director	Present
Barbara Renner.....	Webmaster.....	Present
Robby LaPlante	Newsletter Editor.....	Not Present
Vacant.....	Historian	NA
Serena Jimmy	Northern Secondary Representative	Present
Laurie Moody	Southern Secondary Representative	Present
Nighly Gillespie	Central Secondary Representative.....	Present
Melilii Halfman	Middle School/Junior High Representative	Present
Otis White	Post-Secondary Representative	Not Present
Lawrence Williams....	Awards Chair.....	Present
Vacant.....	Legislative Chair	NA
Dr. Janet Gandy	Scholarship Committee Chair	Not Present
Brent Sebold	Editor, ABEA Journal	Not Present
Dr. Robert Gryder.....	Associate Editor, ABEA Journal.....	Not Present
Chris Liebelt-Garcia ..	ACTE _{AZ} Summer Conference Representative	Not Present
Shea Padilla	State Supervisor, ADOE Representative	Present
Barbara Renner	NBEA/WBEA Representative	Present
Ryan Hamilton	FBLA Representative	Present
Vacant.....	ACTE _{AZ} Board of Directors Representative	NA

2. Approval of the Minutes:
 - a. The August 23, 2014 minutes were distributed and reviewed. Crystal Hunt moved to accept the minutes as presented. Rebecca McGinnis seconded. Motion passed.
 - b. The October 18, 2014 minutes were distributed and reviewed. Melilii Halfman moved to accept the minutes as presented. Crystal Hunt seconded. Motion passed.
3. Treasurer’s Report: The ABEA Financials as of September 30, 2014 were distributed and reviewed. Laurie asked about the \$700 for the L.L. Via Scholarship. The L.L. Via and Business Student Teacher Scholarships were explained to the Board. A question was asked if the money collected from the Silent Auction and Artichoke Pull go into a special bank account designated for scholarships. Rebecca had stepped out of the room for a moment, so the question was not answered.
4. Unfinished Business:
 - a. Progress of Board Policy and Procedures Handbook:
 Barbara asked that the Policy and Procedures Handbook be called a Manual instead of a Handbook because it will be a very comprehensive document that will be placed in the Google Drive so all Board members can access it. She has completed the Table of Contents, duties of the voting members, Conflict of Interest Policy, and several Appendix documents. The committee members who are going to review the manual are Chris Liebelt-Garcia, Janet Gandy, Kris Sheets, and Brent Sebold. Kris has already given his feedback on what has been done so far. The manual will be placed in the Google Drive as it is updated for the committee and Board members to review and provide feedback. Completion target date is August 2015.

5. New Business:

- a. Budget: The 2014-2015 budget was presented and reviewed. Ryan said that he needs to give Rebecca the actual figures for the 2014 TLC. ABEA gained 32 new members, so \$800 needs to be recorded for membership dues revenue. The 2015 WBEA Conference should bring in new members as well. Ryan will do some research as to why business teachers are not joining ABEA. Shea asked why ABEA still charges membership dues when so many organizations now are dues free, i.e., AME. ABEA has fixed expenses; therefore, we need to have a source of revenue. Barbara asked how AME earns revenue to pay their expenses. Shea responded that they have sponsors. Shea suggested Certiport be a sponsor of ABEA. She will check into this possibility for 2015-2016. The Board members will also think about who could sponsor ABEA so it can be a dues-free organization for next year. Other line items on the budget were discussed and adjusted. Rebecca McGinnis moved and Crystal Hunt seconded that the 2014-2015 Budget be accepted as corrected. Motion passed. The budget will be updated and placed in the Google Drive.
- b. ABEA Signage: Ryan is working with the ADE's art department on creating 4 ABEA signs that are 5' x 2' for \$30 each, which includes stands. The ABEA logo is in the center with a desert landscape. The signs will be ordered from esigns.com. Ryan can add the FBLA chapters to the account so they can also order signage for a good price. The new signs will be at the Dec. 5 Winter Teacher Training.
- c. Bylaws – Board members roles and expectations: Elena reminded the Board members to look at their responsibilities in the Bylaws and come up with one goal and an action item. The goals and action items are listed in the Google Drive. All Board members are to plug in their goals and action items.
- d. Develop Program of Work 2014-2015: This was discussed as part of item "c" above.
- e. Teacher mentor program: Ryan sent a request to the CTE Directors for them to identify new teachers who would benefit by being mentored. He received 7 or 8 names. Some ways to mentor these teachers are to provide them with resources; invite them to go to in-service trainings; have one-on-one meetings. Elena will match up the ABEA Board members to mentor 1 or 2 new teachers. Elena will send out a monthly email. Ryan will send out a survey to see how ABEA can be of service. Nighly will create the survey questions and Ryan will send out through Survey Monkey prior to the Dec. 5 PD Training.
- f. FBLA PD Dec. 5 – ABEA Social: Ryan will identify FBLA Advisors to present Best Practices at the Winter Teacher Training on Dec. 5 which is going to be held at Ryan's office on Central Ave. The ABEA Social/Networking will follow the training.
- g. WBEA 2015 – Board members invite 5 and recruit 1: Elena suggested that each Board member invite 5 teachers to the WBEA 2015 Conference in May. Also, she asked them to send names of potential presenters to Rebecca and possible exhibitors to Elena.
- h. Historian position – Gregg Pelka, Laurie Stockman: Gregg Pelka and Laurie Stockman have been suggested for the open ABEA Historian position. Crystal asked Gregg and discovered that he has too many obligations to commit to being ABEA Historian at this time. Elena will ask Laurie if she is interested in the position. If so, Laurie will be nominated and presented to the Board for approval.
- i. TLC Recap: The 2014 TLC was previously discussed. Ryan said he got good feedback about the 2014 TLC and everyone liked the Embassy Suites venue. The TLC in 2015 will be at the Embassy Suites August 28-29. Ryan asked for workshop ideas. Shea said she will do a workshop on the new BMAS Standards, which are being totally revised. Missy is serving on the conference committee.
- j. Next meeting Date – Conference call 1/28/18 or 1/31/14: The next ABEA Board meeting will be a conference call on January 28, 2015 at 4:30 pm. Ryan will help Elena set up the call.

6. Announcements:

- a. Elena suggested that ABEA do some kind of community service in order to get ABEA's name out there. Everyone agreed this is a great idea.
- b. Shea announced that the BMAS Standards are being totally redone.
- c. Barbara suggested that the Board members nominate their colleagues or themselves for the WBEA awards to be presented at the Conference in May. Nominations are due Dec. 1. The nomination forms and criteria can be found on the WBEA website.
- d. Barbara reminded everyone to sign up for the 2015 WBEA Conference before Jan. 1, 2015 and receive the Early Bird Registration Fee of only \$180.

7. Adjournment: Elena adjourned the meeting at 4:38 p.m.