

ABEA Board Minutes
October 18, 2014
10:00 a.m.
Rio Salado College, Tempe, AZ

1. Call to Order: 10:20 a.m. by President Elena Sobampo.
2. The approval of the minutes to the last meeting (August 23, 2014) were tabled. It was agreed to send the minutes through WuFoo to vote and approved the minutes.

Attendees:

Elena Sobampo	President	Present
Julie Ellis	President-Elect.....	Not Present
Ryan Hamilton	Past-President	Present
Chris Liebelt-Garcia .	Secretary	Present
Rebecca McGinnis	Treasurer.....	Not Present
Crystal Hunt	Treasurer-Elect	Not Present
Crystal Hunt	Membership Chair.....	Not Present
Missy Goodman	Conference Director	Not 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	Not Present
Nighly Gillespie	Central Secondary Representative.....	Not Present
Melilii Halfman	Middle School/Junior High Representative	Not Present
Otis White	Post-Secondary Representative	Present
Lawrence Williams....	Awards Chair.....	Not 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	Present
Shea Padilla	State Supervisor, ADOE Representative.....	Not Present
Barbara Renner	NBEA/WBEA Representative	Present
Ryan Hamilton	FBLA Representative	Present
Vacant.....	ACTE _{AZ} Board of Directors Representative	NA

3. Treasurer's Report: The treasurers report that Rebecca sent is showed a net income of \$492.73.
4. Unfinished Business:
 - a. Progress of Board Policies and Procedures Handbook: Barb Renner reported that she is using the ABEA Bylaws and Washington State Policy & Procedure Manual as guidelines in creating the ABEA Policy & Procedure Manual. She has completed the table of contents and some sections. Barb has set August of 2015 as a goal to complete the manual. She has a committee that consists of Janet Gandy, Chris Liebelt-Garcia, Kris Sheets, and Brent Sebold who will review the manual before it is presented to the ABEA Board for approval.
 - b. Other topics: In addition, Otis asked about sending invoices to non-paid members. That would have to happen after TLC in order to send lapsed members a letter or email. Elena displayed our Google drive and where files are located and named. The difference between Drop Box and Google Docs is that Drop Box is for teacher resources and Google Docs is just for the Board's collaboration.
5. New Business
 - a. Budget 2014-2015: We need to get an actual for 2013-2014. Ryan reported that there was \$1600 to be split evenly between FBLA and ABEA from the TLC Conference. Otis asked where the money for scholarships comes from. The LL Via comes from an endowment and ABEA contributes \$700 to it. The \$1,000 student teacher scholarship comes from the silent auction and artichoke pull procedes. Elena highlighted some changes for Rebecca to see on the projected budget. Because of low candidates,

Elena suggested to widen the spectrum of the student teacher award to include new business teachers. Otis is going to talk to Janet Gandy about the suggestion and possibly form a committee. Barb asked if there was one account for the scholarship and added that the 501C3 paperwork should be placed in the policy and procedure handbook.

- b. ABEA Signage: Ryan introduced some signage options for ABEA to hang for conferences that is pretty inexpensive at \$30 . We can budget \$150 for ABEA Signage.
 - c. Bylaws: The board read through the bylaws and especially their section. There was a discussion about looking at the Past-President's role in connection with the Strategic Planning Committee. Suggestions were made to keep as is or to move that duty to the President Elect.
 - d. Develop program of work 2014-2015: Elena asked everyone to submit personal goals and to set up a table with the board members goals.
 1. Otis, Post Secondary Rep. shared his goal of getting more post-secondary reps and to advertise to reach more post-secondary members.
 2. Serena, Northern Rep., wants to reach out to other Northern business educators and asked for a list of membership broken down by region.
 3. Ryan, Past-President, has a goal to get email for new teachers and press ADE and affiliates to connect with FBLA. He is also going to work on the signage. In addition, Ryan wants to reach out to the CTE Directors for new teachers.
 4. Chris, Secretary, has a goal of completing paperwork and minutes in a more timely manner and to use Drop Box and Google Docs. for their intended purposed.
 5. Barb, NBEA/WBEA Representative and Webmaster, has a goal of creating the ABEA Policies and Procedures Manual by August 2015, with help from the Past Presidents.
 6. Crystal, Membership Chair, sent in her goals of creating an email blast by highlighting teacher and program news. Also to reach out to lapsed ABEA members, and creating a reward system for current members to maybe include sponsors for rewards.
 7. Elena, President, has her 3 continuing goals of Drop Box, Teacher Mentor Program and Policy and Procedures Manual.
 - e. Teacher mentor program: Elena asked that each board member prepare one goal for ABEA this year with suggestions on how the board can make it happen. Additionally, how do we structure the lesson plans on the sharing website? The sharing website should include college level lessons to bring in more community college teachers.
 - f. Membership Cost-AME is now free: There was a short discussion in which we believed it was not an option for ABEA.
 - g. FBLA PD December 5th – ABEA Social: Ryan reported that this was a free training with best practices from teachers with possibly an ABEA social to follow the meeting. Ryan presented the informational flyer for the professional development opportunity.
 - h. WBEA 2015 – Board members invite 5 and recruit 1: Elena suggested this goal of each board member inviting at least 5 people and recruiting at least 1 to attend WBEA 2015.
 - i. Historian Position: One suggestion was Lori Stuckman from Prescott College. Elena will contact her. .
 - j. TLC Recap: Ryan summarized the 2014 TLC Conference. He said that the feedback was mostly positive but the cost was more difficult to manage because of the low FCCLA attendance. ABEA and FBLA cleared \$1600 and there were 8 NBEA members and 35 ABEA members. Each group will get \$800. For now ABEA and FLBA will continue have the partnership and TLC. Also have more ABEA signage next time and have more programmatic ABEA sessions. There was a discussion about location and most liked the most recent Embassy Suites in Tempe as opposed to West Mec. The dates for 2015 TLC will be August 28, 29, 2015.
 - k. Next Meeting: Next meeting will be held at FLEX on Nov. 7, 2014, in downtown Phoenix Convention Center at 3:30 p.m.
6. Announcements: Barb announced "Friend of WBEA" Contribution Form which has a link on the ABEA website. Suggestions were made if ABEA could do the same? Otis will look into this option with the Scholarship Committee.
 7. Adjournment: Elena adjourned the meeting at 12:00 p.m.