

**Minutes from Saturday, November 15, 2003 ABEA Executive Board Meeting  
Room 425 Arizona State University, Tempe, AZ**

☛ President Dr. Janet Gandy called the meeting to order at 10:00 AM. Members in attendance:

Crumrine, Sue	Gryder, Robert	Madsen, Cherrill	Sheets, Kris
Eittreim, Shirley	Hernandez, Abel	Powers, Sally	Simmons, Linda
Gandy, Janet	Jones, Willie	Renner, Barbara	Temper, Damita
Green, Kathy	Liebelt-Garcia, Chris	Shaw, Bob	

☛ Secretary Abel Hernandez handed out folders with minutes for May 3, 2003, July 19, 2003 and September 20, 2003. President Gandy reminded the Board that the minutes for May 3, 2003 had already been approved via Internet (e-mail) vote and had been made part of the official minutes of ABEA. The minutes for July 19, 2003 and September 20, 2003 meetings were reviewed by the Board. A motion was made and seconded to accept minutes of both meetings. Motion passed. Secretary Hernandez will send electronic copies of the minutes for all three meetings to Bob Shaw for posting on our website. Secretary Hernandez also gave Board members a copy of the Articles of Incorporation as they appeared in the Arizona Business Gazette on October 30, 2003.

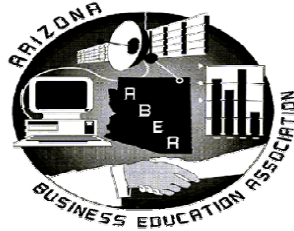
☛ Treasurer Barbara Renner submitted the Treasurer's report. A motion was made and seconded to approve the Treasurer's report. Motion passed.

☛ Past-President Willie Jones reported, as chair of the Strategic Planning Committee that his Committee had met prior to the Board meeting. The item of business was continued planning for developing a proposal to host the 2008 WBITE Conference. Mr. Kris Sheets, Conference Chair, outlined for the Committee his schedule for making site visits to the properties and his timeline for committee co-chair selection. Kris requested the committee ask the Board to budget funds to help cover travel expenses for his travel to the WBITE Conference in Portland, OR and future WBITE Conferences as part of the association's marketing of the 2008 conference. The Board will consider this item under old business. Past-President Jones then discussed his role as ABEA representative on the Arizona Business Education Advisory Council. He also discussed plans for the Delta Pi Epsilon-Hunt breakfast to held in February. He invited all Board members to attend the breakfast and suggested the next Board meeting be held after the DPE breakfast.

☛ President Gandy presented a report of her activities since the September Board meeting.

① Contributed articles and requested other members to write articles for the Fall issue of the newsletter. Consulted with new membership director and web master on updating membership form and posting on website.

② Conducted September ABEA Board meeting. Coordinated with the Secretary, the publication of the Articles of Incorporation in a newspaper.



- ③ Attended the November ACTEAZ Board meeting and reported ABEA goals and activities. Regularly communicated with ACTEAZ Executive Director and members of the WBITE Board.
- ④ Appointed Mr. Kris Sheets, WBITE 2008 Conference Chairman. Recommended two ABEA Board members for the WBITE awards committee. Forwarded nomination resume of Sue Crumrine for WBITE Secretary.
- ⑤ Communicated, as needed, with all ABEA committees. Attended the Strategic Planning Committee and Spring Conference Committee meetings. Initiated request for proposals from Arizona convention properties to host the 2008 WBITE Conference.

☛ President-Elect Damita Temper presented her POW as the newly appointed President-elect. Her goals as President-elect are:

- ★ Create a booklet containing advantages of being a member
- ★ Assist with Spring Conference Planning
- ★ Be an active member of Strategic Planning for WBITE Conference for 2008
- ★ Learn responsibilities of President's position
- ★ Assist President and Past-President
- ★ Assist Membership Director while she is in transition
- ★ ABEA Spring Conference Committee formed: Steve Mulhearn, Barbara Renner, Roberta Smith, and Francis J. She then outlined duties of each of the committee members.

As outgoing Membership Director, she e-mailed a copy of the current membership spreadsheet to Linda Simmons, the new Membership Director. The membership information is current as of today.

☛ Historian Chris Liebelt-Garcia discussed her work since the Board's last meeting. She stated she plans to continue to create a scrapbook and a display that will include past and current scrapbooks. President Gandy mentioned Article VI, Section 6 of the Bylaws defines the duties of the historian to include maintaining the written and photo records of the association.

President Gandy stated Secretary Abel Hernandez agreed to organize association historical written documents, which had been collected and stored, but not organized. Abel reported on the progress he is making with this project. When written documents are organized, the historian will assume responsibility for maintaining the photo and written historical documents for the association as stated in the Bylaws Article VI, Section 6.

☛ Membership Director Linda Simmons reported she has been updating the membership brochure, her e-mail database of members, and finalizing a copy of the database listing all current members of ABEA. She plans to e-mail all current ABEA members this month encouraging them to attend the ABEA spring conference and to bring someone with them who is not an ABEA member, which would expand on the **Each One Reach One** membership campaign. She implored board members to achieve this year's goal to enlist at least one new member into our organization.



We currently have 154 members. Damita asked that we keep as updated a membership list as possible. Cherrill Madsen suggested we send out a letter to all current members asking for their input into ABEA and how to make it a better organization.

☛ Post Secondary Representative Kathy Green reported members affiliated with post-secondary education were e-mailed a survey to determine interest in holding meetings and/or presentations relative to post-secondary education. A couple of relevant comments were made. 1) Review the current membership list to make sure we have an accurate count of our post-secondary members, and 2) include a workshop at spring conference focused on a post-secondary or adult-learner topic. Kathy will work with Damita to arrange a session during the Spring Conference for post-secondary business educators.

☛ Rochelle Thompson, Southern Secondary Representative, was not present and did not submit a report.

☛ Linda Lopeman, Middle School/High School Representative, was not present and did not submit a report.

☛ 2004 Summer Conference Chair Nori Cannell was not present, but President Gandy reported the business program committee was meeting and the general conference committee had its first meeting scheduled in January.

☛ Cherrill Madsen, Central Secondary Representative, indicated the presentation of a workshop was not feasible for her because of scheduling problems. She is writing a letter to all Central members introducing herself and asking for their input and ideas as to how to make ABEA more beneficial to them. She has recruited two new ABEA members.

☛ Bob Shaw, Webmaster, reported he continues to have problems updating our website. Because Bob was working with Windows 2000 and the web host was transitioning to Windows 2003 there were some problems with updating the website.

Sue Crumrine made a motion to find another host for our website and to “pay” someone to host our website. The motion was seconded. The motion passed. Bob agreed to find a host, which will allow us easy access for timely updating. He will pay for the site himself and then we will reimburse him. Bob anticipates everything should be set and ready to go by 01/01/04.

☛ Dr. Robert Gryder, ABEA Journal Editor, said ABEA Journal Volume 22, No.1 Fall 2003 has been completed. Copies of the journal are on-line right now. Dr. Gryder briefly reviewed the types of articles that appear in the journal and asked that there be more contributions by members to the journal. He said the articles contributed do not have to be highly sophisticated or scientific, just well written and relevant to the ABEA membership.



☛ Sue Crumrine, Newsletter Editor, distributed copies of the Volume 30, Issue 2, Fall 2003 newsletter. She also handed out business cards to Board members indicating their respective position on the Board.

☛ Dr. Linda Kurth, Awards Committee Chair, was not present. President Gandy reported nomination forms are on our website and due March 4. An awards article appears in the current issue of the newsletter. She encouraged all Board members to nominate a deserving ABEA member for each award.

☛ Shirley Eittreim, Scholarship Committee Chair, announced we need to receive applications for scholarships by 12/15/03. Shirley stated there are currently three \$500.00 scholarships available. In addition there is the L.L. Via Scholarship. She has written an article in the newsletter about the scholarships and encourages Board members to promote eligible candidates apply.

☛ Legislative Committee Chair Sally Powers encouraged everyone to attend the Arizona Legislative Policy Seminar "Shape the Future" which is going to be held February 7-9, 2004 at the Hilton Garden Inn in Phoenix. We have firm commitments from speakers from the national ACTE and the Arizona School Board Association and tentative commitments from Governor Napolitano and Superintendent Horne. Invitations have been sent to state legislators and appointments are being set up for visits to the state capitol on February 9. Powers also suggested ABEA members contact their respective legislators concerning the Workforce Investment Act.

☛ State Supervisor of Business Education, Dr. Janet Gandy, distributed her report updating the Board on issues at the Arizona Department of Education impacting Business Education.

- Updated Business Education website at the Department of Education.
- Revision or updating of Accounting curriculum
- Arizona FBLA's Leadership Conference held in October was a huge success with a record number of students attending. The ASU chapter of PBL announced its annual Skills Day will be held in December.
- Assessment and Student Achievement is the theme of the January 29 Mid-year Business Education meeting. Linda Simmons agreed to provide ABEA membership and Spring Conference information to the participants.

☛ Patti Beltram, who represents ABEA on the Ad Hoc Committee to the State Board of Education, was not present, but did submit a report. This committee is responsible for developing strategies for implementing the recommended changes to CTE in Arizona. The recommendations are a result of a study titled, *Roadmap to the Future*. The committee met on October 3 and developed the following vision and mission for CTE in Arizona. Vision-Ensure a dynamic workforce by fully developing every student's career and academic potential. Mission-Prepare Arizona students for workforce success and continuous learning. The Ad Hoc Committee recommended forming sub-committees 1) Technical Assessments/certifications and 2) Design of the Delivery of CTE programs. The next meeting date had not been set at the time of this report.



☛ Old Business

Northern Region Rep. – The person nominated for Northern Arizona Representative declined, another nominee will be sought and presented to the Board at our next meeting.

☛ Old Business

Discussion was held regarding the sequence of activities following the election of new officers and their assuming responsibility for their duties immediately following their election. Activities identified during the discussion include: 1) timely end of year review of financial records, 2) change of signatures on checking account and 3) notification of the Arizona Corporation Commission of the officers and change of address for ABEA. Secretary Hernandez indicated that he would take care of updating the Articles of Incorporation with the Corporation Commission following the Spring Conference when new officers are elected. The incoming and outgoing presidents will work with the treasurer to schedule a review of the financial records before the summer conference Board meeting in July.

☛ Old Business

Financial Support for 2008 WBITE Conference Chair to Travel to WBITE Conferences-The Board approved increasing the delegate travel line in the budget to help support 2008 WBITE Conference Chair's travel to WBITE Conferences.

☛ New Business

A motion was made, but died for lack of a second to pay 1/2 of the WBITE conference registration fee for participants in the WBITE Professional Development Program. It was noted that ABEA members attending NBEA Convention for the first time are eligible to apply for an award of \$200. President Gandy encouraged the Board to contact members and encourage them to apply for this award and attend the NBEA Conference in Chicago in 2004.

☛ New Business

A motion was made and seconded to award the student representing Arizona at the National FBLA and PBL conference in the Future Business Leader competition with the ABEA funds budgeted for this purpose. The motion passed.

☛ Next Board meeting is scheduled for Saturday, February 28, 2004 following the DPE Breakfast. The meeting will begin at noon. Willie Jones will notify the Board of the location of the breakfast. The final Board meeting of this year will be held Thursday, April 29, 2004 before the Spring Conference.

☛ Meeting adjourned at 2:30 PM.