

ARIZONA BUSINESS EDUCATION ASSOCIATION BOARD MEETING
 Saturday, September 10, 2005
 Scottsdale Plaza Resort, Scottsdale, Arizona
 FINAL VERSION
 AS AMENDED AND APPROVED NOVEMBER 19, 2005

Hernandez, Abel	President	Present
Jones, Jaci	Secretary	Present
Thompson, Rochelle	Treasurer	Present
Temper, Damita	Past-President	Not Present
Sillman, Neala	President-Elect	Not Present
Johnson, Francis	Co-Conference Director	Not Present
Cruz, Michael	Co-Conference Director	Present
Simmons, Linda	Membership Director	Present
Liebelt-Garcia, Chris	Historian	Present
Sombrero, Elaine	Northern Second Representative	Not Present
Vacant	Central Secondary Representative	
Hill, Janet	Southern Second Representative	Not Present
Dr. Gryder, Robert	Post Secondary Representative	Present
Bribescas, Sonia	Middle/Jr. High Representative	Not Present
Jones, Willie	WebMaster	Not Present
Crumrine, Suzanne	Newsletter Editor	Not Present
Dr. Rader, Martha	ABEA Journal Editor	Not Present
Fladhammer, Dana	Awards Committee Chair	Not Present
Powers, Sally	Legislative Committee Chair	Not Present
Eittreim, Shirley	Scholarship Committee Chair	Not Present
Sheets, Kris	2008 WBITE Conference Committee Chair	Present
Cannell, Nori	2005 Summer Conference Committee Co-Chair	Not Present
Dr. Gandy, Janet	State Supervisor, ADOE	Not Present

President Abel Hernandez called the meeting to order at 12:00 p.m.

OLD BUSINESS

The Minutes for the July 16, 2005, Board Meeting were distributed, reviewed, and amended. Linda Simmons made a motion to accept the amended Minutes (seconded by Jaci Jones). The motion passed unanimously.

Rochelle Thompson distributed a current Profit & Loss Statement and Balance Sheet and they were accepted as written. Additional comments regarding the finances of ABEA were discussed including an expense of \$406.30, submitted by Donna Paget, for the summer conference that will be paid in September. Rochelle commented that we need to keep a large cash cushion to be ready to host WBITE in 2008. She also reported that there is a file which contains unpaid conference registrations. She will go through the folder and send a reminder to the respective schools to send payment for the outstanding amounts. A draft of the current budget was distributed and per Abel will be addressed in New Business. The August bank reconciliation is complete.

Damita Temper's POW was discussed. Joe McFarland is trying to finalize the list of names that are able to run for WBITE President; the criteria being noted as a past President of ABEA, within the last 10 years. Anyone with input please notify Abel.

Abel Hernandez addressed the ongoing Board shirt issue. Although Donna Paget makes mention in her POW that the company was very nice and accommodating, Abel has contacted the Collett Uniform representative twice without any follow up. The shirts are done and have been ready for pick up for some time. He is waiting for a call back from them providing us with the amount so we can forward it on to Ms. Fallstead from McGraw-Hill.

Michael Cruz reported on the 2006 Spring Conference. He received information from Holiday Inns and the Hilton Conference Center in Scottsdale. The information was distributed and reviewed and discussion ensued, especially regarding Hilton and a negative experience Kris Sheets reported on. After discussion concluded, it was decided that since Fiesta Inn was still holding the space and dates for us, we would confirm the conference in Tempe again for 2006. The Board will meet the evening of Thursday, April 27, 2006, with the conference being held on April 28th & 29th. Abel and Michael will meet with Fiesta Inn representatives next week to sign contracts for the conference. Neala will primarily be responsible for arranging presenters for the conference.

Prior to the meeting, Linda Simmons provided us with the current ABEA Membership List. She noted that we currently have 186 members. She distributed the Membership Information brochure and a two-page handout of what she has been involved with since the beginning of the school year. The brochure looked great. A few minor changes were recommended. In addition to updating membership, Linda provided a list of members who are interested in presenting and/or being part of a committee for the spring conference. She also sent out NBEA/WBITE Membership packets to those who indicated an interest in joining NBEA/WBITE. Michael Cruz addressed New Membership binders. He brought in an example of an association he is involved with and noted the professionalism and content. Comments were made that our information could be put together to look much more professional.

Chris Liebelt-Garcia was on hand to take pictures for this year's photo album.

Janet Hill stated in her POW that she is working on setting up the Southwest Regional conference at AWC to be held in October.

Dr. Gryder spoke to the issue of five different representatives being on the Board. Are they all necessary? Can these positions become inactive? Discussion ensued. Of 186 members only 13 are post secondary. It was agreed that we need to increase this sector of our membership. One way to accomplish this would be to have offerings that are directed to the post secondary attendees at our conferences. Linda Simmons commented on a wonderful CTE/Mesa Community College sponsored event she recently attended where the topic was E Portfolios. It was recommended that we contact the presenters and try to have them present at the Spring Conference. Michael Cruz will pass all pertinent information regarding this on to Neala Sillman.

Sonia Bribiescas stated in her POW that she is currently contacting potential Middle/Junior High teachers discussing the importance of becoming a member of ABEA and encouraging them to join. She is also attempting to hold monthly meetings to create a network for middle level business teachers.




In the absence of Willie Jones, Web Master, discussion ensued about updating the website. It has been noted that some updates have been made. Abel Hernandez said that he would speak with Willie regarding continuing the process of keeping the ABEA web site current.

In the absence of Sue Crumrine, Newsletter editor, Linda Simmons distributed copies of the Newsletter. Copies were given to Dr. Gryder so he and Dr. Rader can give them to their students. The deadline for the Fall Newsletter is September 30 and all winter articles are due by November 30. Prior to the meeting Sue provided all Board members with an electronic file of the template for ABEA business cards and letterhead.

Kris Sheets provided us with an update for the 2008 WBITE conference. He distributed a report to the Board with the theme and marketing/promotion strategies. Kris's main goal is to have committee chairs get together to begin their planning. They will meet the morning of November 19, 2005, prior to our next scheduled Board meeting. They will be working on a video and would like to have it ready for us to preview at the November meeting.

Nori Cannell stated in her POW that Pam Ferguson of AZCTE has reminded us that she still has not received the \$500 from ABEA that was overpaid for the 2004 summer conference. Rochelle Thompson will look into the books to see if this has been taken care of or if it remains outstanding. Rochelle will contact Pam Ferguson directly. It was recommended that Rochelle look to Dr. Gandy as a contact and resource regarding this issue.

In her absence, Dr. Janet Gandy emailed Board members prior to the meeting with items from the Department of Education.

-  The first level of the framework for the new CTE delivery system, Career Exploration, has been posted on the Tech Prep website. The Career Exploration level will be under development shortly.
-  The pilot project for the end of program technical assessment for the BMAS program is getting underway with teachers and project director Dr. Jack Elliot.
-  According to an article in Education Daily, reauthorization of the Carl D. Perkins Act by the end of this year is at risk due to other pressing priorities on Capitol Hill.

- ☐ The FBLA Fall Leadership Conference is scheduled for October 3rd at Metro Tech High School in Phoenix. We were asked to encourage all secondary business teachers and students to attend the conference. They do not have to be FBLA chapters to attend.
- ☐ Participants from the New Business Teacher Workshop at the Summer Conference have been invited to attend a follow up workshop on September 28 at Jobing.com in Phoenix. Lesson Mastery and Classroom Management will be important topics addressed.

NEW BUSINESS

I. Budget

- a. Rochelle addressed the budget review that was conducted by Metro Tech Advanced Accounting students. The suggestion regarding a reimbursement form will be implemented in the near future. Rochelle will create a rough draft reimbursement form and bring it to the next meeting for comments and approval. It will be required that all members seeking reimbursement fill out the form and attach all receipts. This will allow us to see the *total* amount with accompanying receipts.
- b. The chart of accounts needs to be restructured. There are too many account numbers. It's not necessary for each office to have an expense account. The new chart of accounts will reflect an Officers Expenses account along with postage, and travel.
- c. Looking at last years Actual Numbers on the Budget - - Account 516 Delegate Travel – WBITE, Kris Sheets \$1,430.51, this was not an expense from Kris Sheets as Kris did not submit any reimbursement expenses for his travel. This amount was probably Board reimbursed travel. Account numbers 526 and 531 should be combined. Rochelle will research and place the correct amounts in the correct accounts after the preliminary budget and new chart of accounts is created and presented at the next meeting.
- d. Dr. Gryder discussed the direction of scholarship money in reference to the general scholarship money. This does not include the LL Vie Scholarship. Business Education Student Teacher Scholarships Account 523 - should we move the money elsewhere? This will be directed to Shirley Eittrheim.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting was adjourned at 3:15 p.m.

Attachments

ABEA Bulletin, Fall 2005 Issue
Various POWs
ABEA Financial Statements and Budget
Future Agenda Items

Respectfully submitted,

Jaci Jones
ABEA 2005-2006 Secretary

FUTURE AGENDA ITEMS

1. White Paper/Policy Statement/Position Statement regarding FBLA Stipend for Teachers
2. Recruitment Issues:
 - a. "What's in it for me?" The Teacher that doesn't join ABEA and/or attend conferences
 - b. "What's in it for us?" Promote awareness of Leadership Programs
3. Amend By-Laws to add Letterhead and Business Cards to Secretary's duties.
4. Board Individual and Group Photos will be taken at ?? meeting.
5. CTE Competencies change to Assessments
6. Venue and Fees for 2005 ABEA Spring Conference
7. Creation of a New Member Packet
8. Distribution of ABEA Board Tee-Shirts
9. Who will ask for reimbursement for WBITE and what are the amounts we will approve?