

ARIZONA BUSINESS EDUCATION ASSOCIATION
Executive Board Meeting Minutes
November 15, 2008
Rio Salado Community College Conference Center
Phoenix, Arizona

President Chris Liebelt-Garcia called the meeting to order at 10:20 a.m.

Attendance

Chris Liebelt-Garcia	President	Present
Brent Sebold	President-Elect	Present
Barbara Renner	Secretary	Present
Gary Cox	Treasurer	Present
Allyson Hill	Historian	Present
Kristin Williams	Newsletter Editor	Not Present
Josh Belhumeur	Web Master	Not Present
Jennifer Bishop	Northern Secondary Representative	Present
Cherie Compton	Central Secondary Representative	Not Present
	Southern Secondary Representative	Vacant
Anne Wisener	Middle Level Representative	Present
Brenda Maynard	Post Secondary Representative	Not Present
Bennie Carlos	Past President	Present
Kelly Madison	Conference Director	Present
Jaci Jones	Membership Chair	Not Present
	Legislative Chair	Vacant
Rochelle Thompson	Awards Chair	Not Present
Wayne Terry Young	Scholarship Committee Chair	Not Present
Pete Manigold	ACTE _{AZ} Summer Conference Representative	Not Present
Kris Sheets	WBEA	Not Present
Dr. Janet Gandy	State Supervisor, ADE Representative FBLA/PBL State Chairperson	Present
Dr. Robert Gryder	Editor, ABEA Journal	Present
Dr. Martha Rader	Associate Editor, ABEA Journal	Not Present
Eleanore Rankin	State Technical Assessment Stakeholder	Not Present
Ryan Hamilton	ACTE _{AZ} Board of Directors Representative	Present

Approval of Minutes:

The July 23, 2008, Board Meeting Minutes were distributed and reviewed. Janet Gandy had a correction to the minutes on page 5 to read "The Maricopa Community College district foundation agreed to take care of the administration and ABEA agreed to raise the money to create the endowment."

MOTION: Brent Sebold made motion to accept the minutes as corrected and Gary Cox seconded the motion. Motion carried and minutes were accepted as corrected.

Reports:

1. President, Chris Liebelt-Garcia, listed the ways that membership in ABEA is being promoted. Jennifer Bishop recently held a banquet in Pinetop where 40 business teachers in the Northern region attended. ABEA is being promoted at all FBLA events, and a tri-fold brochure and conference flyer were distributed to the advisors at the FBLA Fall Leadership Conference. Kristin Williams has emailed newsletters to business teachers. Chris also mentioned that the board members took a tour of Rio Salado's Conference Center before the meeting.

2. President-elect, Brent Sebold, distributed his report regarding the 2009 ABEA Spring Conference. The conference date has been confirmed to be April 24 – 25, 2009. Kelly Madison secured the location to be Rio Salado Community College Conference Center. On Friday, April 24, there will be pre-conference activities from 11:00 am – 1:00 pm, workshops and tours from 1:00 – 5:00 pm and an exhibitor's reception from 3:00 – 5:00 pm. The opening session and dinner will be off site from 6:00 – 10:00 pm. On Saturday, April 25, breakfast will be from 8:00 – 9:00 am with concurrent breakout sessions from 9:00 – 12:00. The awards luncheon and ABEA Annual Membership meeting will be from 12:30 – 3:00 pm. Saturday night out will be off site beginning at 6:00 pm.

Gary Cox mentioned that there were no breakdown costs for the 2006 or 2007 conferences. He has the costs for the conference that was held in 2004.

The registration fee for the conference was discussed. An estimated registration fee for the conference will be either \$99 or \$124. Kelly and Brent stated that they need estimates of food costs before the fee can be established. They will work on the costs of the meals and the Saturday Night Out and decide on the fees before the next Board meeting.

Jennifer Bishop suggested assigning duties for the Board members to research the various aspects of the conference planning. Janet described to the Board the activities of the past conferences. The Board members took on the following assignments:

- Anne Wisener and Jennifer Bishop will look into catering and the Friday dinner.
- Ryan Hamilton will research the Saturday Night Out.
- Kelly Madison will check into the business tours and transportation costs.
- Allyson Hill will be the point person for the Silent Auction
- Chris Liebelt-Garcia will create the agenda for Saturday's awards and business meeting.
- Brent Sebold will contact hotels in the area for discounted rates and the exhibitors.
- Barbara Renner will look up the historical exhibitor fees.
- Kelly Madison will be the point person for the vendors/exhibitors/sponsors. The Board members were asked to give Kelly a list of vendors with educational products.
- Janet Gandy stated that she will ask the State Advisory Council to help ABEA find businesses for tours. Lisa Johnson will take that on as a responsibility.

The keynote speaker for Friday night was discussed. Jennifer suggested asking someone from the ASU School of Global Business or the Thunderbird Graduate School of International Management. All Board members are to submit keynote speaker nominations to Brent as soon as possible and Brent will discuss the nominations during a telephone conference call. The keynote speaker should focus on the theme of the conference.

Jennifer suggested that we could elicit help from the other CTE programs for the conference. Culinary students could cater our lunch. Anne Wisener said that she would contact the culinary arts' instructor in her district.

The theme of the conference was discussed and a motion was made.

MOTION: The motion was made by Anne Wisener and seconded by Jennifer Bishop to accept the theme: "Reach Globally – Teach Locally: Join ABEA for 24 Hours of Power." Motion passed.

A suggestion was made to utilize the Chinese Cultural Center for the Friday night dinner and the keynote speaker. Anne and Jennifer will look into the Golden Buddha.

The Board discussed call for presenters and it was decided that a CFP form would be too formal. There will be 15 possible sessions available. All the Board members will be responsible for giving suggestions on session topics and they can be discussed during the telephone conference call. Jennifer made two suggestions. The first is to have a lesson plan sharing session. Lesson plans could be exchanged electronically. The second is to have each region have a designated breakout session such as a Regional Roundup. The registration form may have attendees pre-register for the sessions.

Janet Gandy provided a history of the conference's Silent Auction. The original purpose of the Silent Auction was to benefit FBLA Foundation. The Foundation Board of Directors was set up to raise funds for FBLA and is a separate organization. Currently this organization is inactive. The Silent Auction at the summer conference is for ABEA scholarships. Ryan recommended that the ABEA Board explore other options for the ABEA Silent Auction and not give the proceeds to FBLA Foundation. He recommended providing scholarships for students of PBL/FBLA to travel to National Competition by sending 2 State Competition Winners. This discussion prompted a motion to be made.

MOTION: Bennie Carlos made the following motion and it was seconded by Anne Wisener. "Silent Auction money from the ABEA Spring Conference will be awarded to the winner of PBL/FBLA Future Business Leader and Future Business Executive who will attend National Conference." The motion was voted on and did not pass.

MOTION: Bennie Carlos made the following motion and it was seconded by Kelly Madison. "Funds from the ABEA 2009 Spring Conference Silent Auction in the amount of \$150 will be awarded to the state winner of the FBLA Future Business Leader and \$150 will be awarded to the state winner of the PBL Future Business Executive who will be attending the FBLA National Conference and will be used as travel scholarships." Motion passed.

Janet suggested that the Silent Auction, exhibitors, and food all be in the same location. Additional Silent Auction action points are as follows:

- Regions to donate items
- Letters to be sent to businesses asking for items
- Exhibitors to donate items
- Vendors Kelly knows to donate items

Brent asked that all Board members bring auction items to the next Board meeting in February 2009.

Discussion continued regarding marketing and registration for the conference. Brent will send his "Save the Date" flyer to local directors on the ADE website as well as COE's. Brent and Jennifer will create cohesive marketing materials such as a postcards, registration form, and flyers. Jaci Jones will announce the conference in an email blast to membership. Kristin will publicize it in the newsletter. Josh Belhumeur will place it on the website. Ryan will announce it on the FBLA website and email his list serve. Gary Cox will be the point person for the registration.

There was discussion regarding designing and printing the conference program. Kelly and Brent will type the program. Kristin could utilize a school-based publishing enterprise to print the program. Kelly is looking into a print shop sponsor. Kris Sheets will be asked about the prison printing source that was used for the WBITE conference.

3. Arizona Department of Education State Supervisor, Dr. Janet Gandy, presented her report next because she had another commitment to attend. Janet reported that Monday, November 17, 2008 is the first day of the fall on-line testing for high school students who are eligible to sit for the End-of-Program Technical Assessment in Accounting & Related Services, Business Management & Administrative Services, and Financial Services.

Janet announced several workshops that had been offered as well as those that are coming up. The annual Mid-year Business Education Meeting will be held on February 5, 2009.

"Teaching and Learning by Design," a workshop presented by Preston Webster and his literacy coaches, was held September 19-20 and October 17-18, 2008.

"Applying Rigor and Relevance Framework to the Business Curriculum Technical Standards" was held on October 21, 2008 and will be repeated in the spring on February 4, March 4, and March 24, 2009.

“Classroom Management for New Business Teachers” was presented by Dr. Ann Hart, Deputy Associate Superintendent for the Arizona Department of Education’s Statewide, on October 15, 2008. This workshop will be repeated for all teachers on March 20, 2009 in the Phoenix area.

Janet and Ryan Hamilton, FBLA State Advisor, have added FBLA as an instructional strategy to the many Business Education Professional Development opportunities for teachers since the requirement of an active CTSO has been added to approved programs. For complete information about Business Education/FBLA scheduled activities, view the Calendar of Events posted on the Business Education web page www.ade.az.gov/cte/businesseducation.

Janet urged the ABEA Board to consider taking the lead in informing teachers of the initiative and requirements for Advance Placement Accounting in Arizona high schools and colleges. The goal of the initiative is to have The College Board adopt an AP Accounting course and exam.

The Arizona Department of Education and ASU are evaluating the math content in the CTE program technical standards for Financial Services and Accounting & Related Services to determine if these programs contain significant mathematics content to meet the high school graduation requirements for 2012 and 2013 calling for students to graduate with more math courses.

The National FBLA/PBL Fall conference, Western Region will be held on November 21 and 22, 2008 in Phoenix at the downtown Sheraton.

4. Dr. Janet Gandy reported on behalf of Wayne Young, ABEA Scholarship Committee Chair. Wayne’s Report provided background on the L. L. Via scholarship and 2009 marketing plan for the scholarship. The scholarship was established as an endowment. The interest from the endowment is awarded as a scholarship each year to a qualified applicant. The endowment was made possible by the financial support of ABEA and “Friends of L.L. Via.” The amount of the scholarship has been \$300. The committee requested the Board add \$200 for the 2009 scholarship bringing the scholarship total award to \$500. The committee believes this increase will attract more students to apply for this scholarship. The Board has already approved this action. The L.L. Via Scholarship Committee plans to market the scholarship in the following ways:

- Post the scholarship in the Maricopa Foundation Scholarship listing which is distributed district wide
- Post in the Glendale College Scholarship listing
- Submit an article for publication in the ABEA Newsletter
- Submit an announcement for posting on the ABEA web page
- A Committee member will speak about the scholarship at an upcoming Business Instructional Council meeting which is attended by all of the Dept. Chairs/Program Directors.

5. Gary Cox, Treasurer, supplied the Board with the account balances that are \$11,550.52 in the checking account and \$9,401.23 in the Wachovia account. Total income is \$12,482.32, which includes membership dues and proceeds from the WBITE Conference. Total expenses are \$2,222.72. Gary distributed a breakdown of the 2004 Spring Conference so the Board could have an idea what prior conferences cost.

Gary brought up the suggestion that ABEA should have association insurance. Ryan said that ABEA is encouraged by ACTE_{AZ} to have a rider insurance policy for \$1-2 million in liability, especially during the ABEA conference. The cost is only \$500 per year. A general \$1 million liability coverage includes the members of the Board and covers them from personal litigation.

MOTION: Jennifer Bishop made a motion and it was seconded by Brent Sebold to have ABEA obtain group association insurance at the cost of \$500 per year. Motion passed.

MOTION: Bennie Carlos made a motion and it was seconded by Anne Wisener to accept the Treasurer’s report. Motion passed.

6. Allyson Hill, Historian, gave her report by stating that she is creating an electronic scrapbook with the pictures she takes.

7. Kristin Williams, Newsletter Editor, was absent, but the Board reminded its members about the deadline to submit articles to Kristin in order to make the next newsletter. The Board agreed that her newsletters should be submitted for an award.

8. Jennifer Bishop, Northern Representative, reported that 40 people from 14 different secondary and post-secondary institutions attended the banquet she held in Pinetop. The dean of CTE at Northern Pioneer Community College attended the banquet and joined ABEA. Jennifer distributed a survey at the banquet that asked the attendees what could be done to make the Northern area better. Results from the survey indicated that everyone enjoyed the evening and 85% thought that the networking was the best part. Jennifer

had a lesson plan-writing contest for each of the 12 State Standards that are on the end-of program assessment. The Chamber of Commerce is sponsoring a business student of the month.

9. It was reported that David Jimenez has resigned as Southern Representative. Bennie will look for another representative.

10. Anne Wisener, Middle Level Representative, reported that she is planning recruiting meetings with the middle level teachers on January 15 and 29, 2009. She is having a happy hour for the middle level teachers on February 6, 2009 at El Toro Bravo. El Toro Bravo is supplying free food and Anne will distribute Spring Conference and ABEA Registration materials. The Board members are invited to attend the happy hour on February 6, 2009.

11. Bennie Carlos, Past President, reported on the Arizona Corporation Commission. Gary Cox and Jaci Jones went to the Arizona Corporation Commission to file the Articles of Incorporation and paid the proper fees for reinstatement. ABEA is on a calendar year for filing the 190 and tax information. The association has to file no matter what, even though we have receipts less than \$2,500. Gary will set up dates and what is due.

Bennie attended an Education Advisory Council meeting on September 24, 2008. Every student has to have an education plan AZCIS should be using.

12. Kelly Madison, Conference Chair, reported that the next step in the conference planning is to set up the telephone conference call.

13. Chris Liebelt-Garcia reported for Jaci Jones, Membership Chair, who was not in attendance. ABEA has 67 members. There have been 4 new members since Jennifer's banquet. Bennie can forward names of post-secondary teachers to Brenda Maynard.

14. Chris Liebelt-Garcia reported for Pete Manigold, ACTE_{AZ} Summer Conference Representative, who was not in attendance. The ACTE_{AZ} Summer Conference Committee had their first meeting on November 17, 2008.

15. Dr. Robert Gryder, ABEA Journal Editor, reported that the Journal is right on schedule. Jaci Jones is helping to format the Journal and they are waiting for two articles for the 2008 edition. The 2009 edition is ready to publish.

16. Ryan Hamilton, ACTE_{AZ} Board of Directors Representative, reported that ABEA needs to meet all our obligations for tax reporting. The summer conference should be scaled down because of the economy.

Unfinished Business

1. Corporation Commission update – see # 11, Bennie Carlos' report.
2. Deposit from WBITE/WBEA Conference – According to the Treasurer's report, \$9,311.02 was deposited from the conference.
3. Awards criteria – Chris is working on a document that outlines where scholarships come from and where they go.
4. Determine ABEA meetings for 2009 – The Board's next meeting will be either February 4 or 5, 2009, time and location to be determined.

New Business

1. 2009 ABEA Spring Conference Update – see # 2, Brent Sebold's report.
2. Distinguish between voting and non-voting members – Ryan suggested an FBLA representative to serve as a non-voting member on the ABEA Board from Executive Council.
3. Executive Director position – Discussion ensued regarding having an Executive Director position. This person would serve a three-year term on the Board and possibly receive a stipend. The by-laws would have to be revised. This topic was tabled until the next meeting.

Meeting was adjourned at 2:15 p.m. Next meeting will be either February 4 or 5, 2009, time and location to be determined.

Respectfully submitted,

Barbara Renner
Secretary