

ARIZONA BUSINESS EDUCATION ASSOCIATION
Executive Board Meeting Minutes
DRAFT
February 4, 2009
Rio Salado Community College Conference Center
Phoenix, Arizona

President Chris Liebelt-Garcia called the meeting to order at 6:15 p.m.

<u>Attendance</u>		
Chris Liebelt-Garcia	President	Present
Brent Sebold	President-Elect	Present
Barbara Renner	Secretary	Present
Gary Cox	Treasurer	Present
Allyson Hill	Historian	Not Present
Kristin Williams	Newsletter Editor	Present
Josh Belhumeur	Web Master	Not Present
Jennifer Bishop	Northern Secondary Representative	Not Present
Cherie Compton	Central Secondary Representative	Not Present
	Southern Secondary Representative	Vacant
Anne Wisener	Middle Level Representative	Present
Brenda Maynard	Post Secondary Representative	Present
Bennie Carlos	Past President	Present
Kelly Madison	Conference Director	Present
Jaci Jones	Membership Chair	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	Not Present
Dr. Robert Gryder	Editor, ABEA Journal	Not 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 November 15, 2008, Board Meeting Minutes were distributed and reviewed.

MOTION: Kelly Madison made a motion to accept the minutes as written and Gary Cox seconded the motion. Motion carried and minutes were accepted.

Reports:

1. President Chris Liebelt-Garcia told the board that we need to solidify the registration form tonight in order to give them out at the Mid-Year Business Meeting tomorrow.

2. President-elect Brent Sebold stated that Chris solidified the Friday business tour and it will be a tour of banking and financial institutions. Discussion ensued regarding the sessions in the matrix that Chris created.

The Board spent a lot of time reviewing the registration form for revisions and making corrections. The Partnership Registration form was also reviewed by the Board and it was decided that the prices charged to become a partnership by a vendor were too high. The amounts per sponsorship were reduced. Signature Sponsor was reduced from \$3,000 to \$1,500; Passport Reception Sponsor went from \$2,000 to \$1,000; Keynote Dinner Sponsor was reduced from \$2,000 to \$1,000; Breakfast Sponsor went from \$2,000 to \$1,000; Refreshment Sponsor was changed from \$1,000 to \$500; and Global Sponsor changed to Apple Sponsor, \$300 to \$100.

3. Secretary Barbara Renner did not have a report.

4. Treasurer Gary Cox distributed the Treasurer's Report and explained that there has not been much spending since the last Board meeting.

There was a question about ABEA's EIN number. Gary stated that we have several numbers, and he has been in contact with the IRS. The number we have right now is the one that was used when Barbara was Treasurer, and Gary was informed that it does not exist. Jaci mentioned that when ABEA filed with the Corporation Commission, they accepted the number that we gave to them at that time. Several ABEA Boards in the past have gotten new EIN numbers. The only valid EIN numbers were sought by someone in Prescott and Tucson. Gary asked who the Treasurer was from Tucson. Gary stated that he has to file a change of address form with the IRS to change the EIN. We want to use the number from Tucson. We don't have to have it in until May when we file the 990N report to the Feds. We file a 990N because we are an organization with assets under \$25,000. Gary found out about the number when he tried to file this form last year.

Gary told the Board that he cannot balance the checking account. He has the check stubs, but does not have the bank statements. He doesn't have anything prior to January 2008. There is no record of a deposit of \$150 that was deposited. The previous treasurer did not enter the service charges into the check register. Chris suggested adjusting the balance to match the bank's reconciliation. The previous treasurer, Janet Hill, may have six to eight months of records that Gary does not have. The bank says we have \$2.09 more than we do.

Gary wants to drop from the reconciliation an outstanding check in the amount of \$25.00. The Board members agreed, so Gary will cancel this check to Corporation Commission.

Wachovia sent a letter to the Treasurer stating that nothing is going to change as far as interest earned. When Wells Fargo takes them over, nothing is going to change.

Wachovia's Account balance is \$9,309. The checking account held at National Bank is \$12,000. There is an annual fee \$85 assessed for Wachovia to handle the account.

5. Newsletter Editor Kristen Williams told the Board that the newsletter will be finalized tonight. Brent will have copies made and asked where we could have copies made. Kinkos will give discount to businesses. The newsletters will be mailed to existing members, and Brent will send the newsletters to CTE Directors. There was a question about printing the newsletter in color or black & white. It was decided to send color copies to the CTE directors and the extra ones we hand out. Black and white copies will be given to the Mid-Year Business Meeting attendees on February 5, 2009. One or two color copies will be placed on each table. Brent will have 20 copied in color for the Mid-Year and 131 in black and white for the CTE Directors. An insert of the newsletter is the flyer about the conference.

Kristin will mail black and white newsletters to 61 members. She will have students help fold & mail.

Flyers advertising the conference will be inserted into the newsletter: 60 in color; 131 for CTE directors; 61 for members, including the Board; and 50 for the Mid-Year.

Jaci will email the newsletter to the membership along with the conference registration just before the newsletter is going to be mailed out. This is to tell the members to watch for the newsletter.

Registration for the conference will be posted on the website. Jaci will be able to print the PDF file and mail.

Chris commented that the newsletter is the best ever written and she wants to nominate Kristin for an award for the best newsletter.

6. Middle Level Representative Anne Wisener reported that there will be a happy hour on Friday, February 6, 2009 at the Sand Bar Mexican Grill for 35 middle-level teachers and 15 high school teachers. The event will be from 3:30 pm – 5:30 pm. She will give out the new flyer.

7. Post Secondary Representative Brenda Maynard reported that she is trying to get new members. She will present the ABEA information at the Business Instructional Council meeting being held Tuesday, Feb 9, 2009. This meeting is held monthly and is a working meeting. This council includes business teachers from the 10 community colleges. She will take the conference flyers. She will also take membership brochures to distribute. Brenda needs to know what workshops will be offered to sell the conference.

8. Past President Bennie Carlos reported that he is thinking about new officers for next year's Board. He would like some names to fill the slate for next year's officers. Bennie will be emailing Board members to see if they are interested in serving in a different office.

It was suggested that the Board meet the Thursday night before conference, April 23, 2009, to present the new Board's names for the slate. The Awards luncheon on Saturday, April 25, 2009 has the general membership vote on the new slate.

The Corporation Commission report needs to be filed in April 2009. Bennie will do this again. Chris' name and Metro Tech's address has been listed as the contact.

The website service is renewed every 5 years – we are in the 4th year.

9. Conference Director Kelly Madison wants to thank Brent because of having to hand off some of her job duties for the conference. Kelly finally has the vendor list from Janet. Kelly's position will be over because she helped with 2008 WBITE and the 2009 conference.

Brent has the tools available now to approach the vendors.

10. Membership Chair Jaci Jones gave everyone a current membership roster. Past Presidents are listed first. Jaci is researching some of the names on our list who are no longer teaching at the schools listed. The number of memberships total 84, 28 of which are past presidents. Five past presidents are currently active with us. When registering with NBEA, you need to mention that you are a member of WBEA. NBEA dues have gone up to \$80. Membership brochures are on the ABEA website. Chris encouraged everyone to distribute them to get new members.

11. ABEA Journal Editor Dr. Robert Gryder's report was given by Brent. He stated that the 2008 Journal is currently online

Unfinished Business

1. Awards Criteria will be on the website.

Student scholarship and LL Via scholarship on website. Chris is going to update the LL Via information.

2. Determine Future ABEA Meetings

April 24th – Friday – meeting 7:00 am at Rio Salado's Conference Center.

Breakfast will be brought in. Kelly will ask for a room.

3. Anne distributed the food handout for the conference. She stated that we need centerpieces for the Golden Buddha at the Friday night dinner. She is going to have glass containers with apples in the center.

The chafing dishes will be kept in order to be used for breakfast and lunch.

Chris split up the list of vendors so each of us could call or email several vendors to see if they could exhibit. We will email as an attachment the partnership registration form to choose which sponsorship they want to pay for. The vendors should set up Fri 10-12 and breakdown Sat 10 – 11.

Conference registration will be on Friday, April 24, 2009, from 8:00 am – 4:00 pm and on Saturday, April 25, 2009, from 7:00 am – 9:00 am.

Rawhide wants \$2,000 up front to guarantee Saturday night out. The Board feels that is too much to spend. The Board decided to change the Saturday night out to say "Saturday Western Night Out" and then decide between Rawhide, The Stockyards, or Rustlers Roost.

Meeting was adjourned at 9:10 pm.

Respectfully submitted,

Barbara Renner
ABEA Secretary