

ARIZONA BUSINESS EDUCATION ASSOCIATION
Winter Business Meeting
DRAFT
November 14, 2009
Rio Salado Community College Conference Center
Phoenix, Arizona

President Brent Sebold called the meeting to order at 11:06 a.m.

Attendance:

Brent Sebold.....	President.....	Present
Kristin Williams.....	President-Elect.....	Not Present
Chris Liebelt-Garcia.....	Past-President.....	Present
Pete Manigold.....	Secretary.....	Present
Gary Cox.....	Treasurer.....	Present
Martha Rada.....	Treasurer-Elect.....	Present
Jaci Jones.....	Membership Chair.....	Not Present
Josh Belhumeur.....	Web Master.....	Not Present
Kristin Williams.....	Co-Newsletter Editor.....	Not Present
Pete Manigold.....	Co-Newsletter Editor.....	Present
Allyson Hill.....	Historian.....	Not Present
Jennifer Bishop.....	Northern Secondary Representative.....	Present
Eleanor Rankin.....	Southern Secondary Representative.....	Not Present
Cheri Compton.....	Central Secondary Representative.....	Not Present
Brenda Maynard.....	Co-Post Secondary Representative.....	Present
Jason Bronowitz.....	Co-Post Secondary Representative.....	Present
Anne Wisener.....	Conference Chair.....	Present
Susan Leon.....	Awards Chair.....	Present
Wayne Young.....	Scholarship Committee Chair.....	Not Present
Dr. Robert Gryder.....	Editor, ABEA Journal.....	Present
Kelly Madison.....	Associate Editor, ABEA Journal.....	Present
Eleanor Rankin.....	State Technical Assessment Stakeholder.....	Not Present
Ryan Hamilton.....	ACTEAZ Board of Directors.....	Not Present
Brent Sebold.....	AZ Business Ed. Advisory Council.....	Present
Chris Liebelt-Garcia.....	ACTEAZ Summer Conference.....	Present
Shea Padilla.....	State Supervisor, ADOE Representative.....	Not Present
Kris Sheets.....	WBEA Representative.....	Present
Dr. Janet Gandy.....	ABEA Board Consultant.....	Present

Approval of Minutes:

Copies of the minutes from the summer conference were distributed to the attendees. After reviewing the minutes, Jason Bronowitz called for an amendment to the minutes.

MOTION: Jason Bronowitz made a motion to amend the minutes to change “1020” to “2010” in item #3 under “Unfinished Business” and change “Kris Sheets” to “Chris Liebelt-Garcia” in item #6 under “New Business.” Susan Leon seconded the motion. Motion carried and minutes accepted.

Reports:

Brent passed around a contact information sheet for board members. If you have a new email address or phone number please contact Brent so he can update the list.

1. Treasurer Gary Cox reported the date was wrong at the top of the treasurer's report. The beginning balance date should be 7/22/09 and ending balance date should be 11/14/09. Two new members paid their dues and need to be sent membership cards. All conference registrations have been paid. The entry for bank charges for July, August, September and October are not correct at \$227.00. This \$227.00 was used to reimburse Ryan Hamilton for the Rawhide event. The report is missing the amount for the bank charges for July, August, September and October. The total for this entry should be \$9.47. The Wachovia money market account lost \$85 and we should look at changing that another account that gets a better interest rate. Brent Sebold recommended an ING account. Martha Rada will check into keeping the money market account with the same business as the savings account. The current total checking account balance is \$13,110.82. Kris Sheets recommended the board look into a financial plan for the money in the checking account. Martha Rada mentioned that non-profits can not earn money except for through a money market. Martha will look at moving some money from checking to money market per IRS laws. Gary Cox stated that the annual report has been filed with the Corporation Commission and it will need to be done again in May 2010. The 9-90 form has been filed and will need to be filed again; 90 days after the fiscal year ends. Dr. Gandy stated that the shifting of check signing being transferred to Martha needs to be of concern and the board should look into the issue. The board does not need to audit the accounting books but complete a review due to the change in treasurer. Kris said that WBEA wants us to do an audit, but they agreed a review would suffice. WBEA will offer a CPA that is not related to the board for pro bono. Jennifer has a cousin that works for an accounting firm and the chamber of commerce that may be interested in helping. Martha's name needs to be put on the organization's accounts. The bank may not need a signature from Gary Cox if the minutes show that Gary has resigned immediately. Brent will call Monday to find out if this can be done or Gary Cox needs to be present for the bank to take Gary off the accounts. Jason Bronowitz also has some options for the review if needed.

MOTION: Kelly Madison made a motion to accept the treasurer's report with the above changes. Brenda Maynard seconded the motion. Motion carried.

2. Past-President Chris Liebelt-Garcia reported that she would like to start an ABEA informational binder that can be passed on to the next person in line.

3. Treasurer Elect Martha Rada reported her goal of getting the accounting information put into the QuickBooks program. Brent asked if we need to purchase the program. Kelly Madison is researching the cost of QuickBooks. Jason asked how we logistically transfer the program to the next treasurer. Kelly is looking into a transferable copy of the software. Brent asked for a date to get the treasurer's review done and the group decided that the review and purchase of QuickBooks should be done by 12/31/2009 so we can start fresh in the new fiscal year.

4. Membership Chair: Brent reported that Jaci Jones sent an email with information about membership. Jaci was not able to attend as her husband recently was diagnosed with cancer. Please keep Jaci and her family in your thoughts. Jaci recently moved and we need her home address.

NBEA and WBEA are cracking down on membership of the state chapters. Jaci wants to lean on the north, south, and central reps for membership as the bylaws state these individuals are responsible for to help with this task. If you are a member of the ABEA board, you must be a member of NBEA. Please update your dues if necessary. If you register online, WBEA will get 10% of the dues back from NBEA. Chris Liebelt-Garcia asked if members are receiving a card or information for becoming a member. Is there something else ABEA can do to keep members? Jennifer asked if she can get a list of members for her region so she knows who the members are in her area and can send a letter to them. Jennifer offered to help Jaci Jones with her region if needed. Chris stated that checks for membership are sent to Gary; Gary sends the new member information to Jaci who then sends the membership card to the new member. Jason Bronowitz offered to look into an option of signing up new members online and then member information could be sent to the necessary board members. Chris will ask Jaci if she needs any help with membership duties and asked if money can be donated to Jaci Jones.

MOTION: Anne made a motion to donate \$200.00 to Jaci Jones' family. Kelly Madison seconded the motion. Motion carried.

5. Newsletter Editor: Brent reported that Kristin is going to continue with the newsletter duties. Kristin moved to Texas to be closer to family. Pete Manigold will be in contact with Kristin to start working on the newsletter. Brent stated that the newsletter should have some new exciting things going on in business education. Barbara Renner could possibly submit an article about the Metro Tech credit union. Brent mentioned that the newsletter should be finished by December 12th so it can be mailed out in early January. Kris and Brent have things to be included in newsletter and will be emailing Pete.

6. Historian: Brent asked if Allyson Hill could send pictures to Pete for the Newsletter.

7. Northern Representative Jennifer Bishop reported she tried to plan an event for her region and all members were not available. Jennifer contacted northern area members and asked what ABEA could do to add value to their membership but most said they were not interested in going to events. Jennifer also called some business teachers in the area but could not get any teachers to join. Jennifer recommended a member survey that can be sent out and data collected on what people would like from the organization. Kelly mentioned that each person that responds to the survey would be entered into a drawing. One idea could be helping with program promotion and this might be a good article for the newsletter. Jennifer will come up with a 5 question survey that can be email blasted. The survey will be done through survey monkey and Jaci Jones will need to send out the email blast.

MOTION: Jason Bronowitz made a motion to offer a \$50 gas card for the survey. Kelly Madison seconded the motion. Motion carried.

MOTION: Jason Bronowitz made a motion to amend the \$50 gift card to a \$50 American Express gift card. Anne Wisener seconded the motion. Motion carried.

8. Co-Post Secondary Representative Brenda Maynard reported that she attends instructional councils through Maricopa County Community Colleges. Post secondary teachers have not showed interest in joining ABEA but Brenda will continue to put information out about ABEA. Brenda sent out an email to a list of post secondary teachers about the upcoming ABEA events. She is willing to ask post secondary educators to be presenters at the Spring Conference. Brent recommended that we could send a survey to the post secondary educators to find out what would entice them to join ABEA. Janet mentioned that the survey could also ask what type of workshops these individuals would like to see at the Spring Conference. Jason reported that he is launching a high school education program at ASU where WP Carey Business School students deliver lessons in high schools. These are customized based on the needs of the teachers. The class will be launched in January. Students will get their fingerprint clearance cards so they can deliver the lessons in the classrooms. Jason is coming up with a “menu” of lesson plans teachers could choose from. Jason and 5 others from ASU are going to the DPE conference in San Francisco. They will be presenting 7 papers at the event. ASU will be offering another class in entrepreneurship where teachers can be reimbursed most of the tuition. Please contact Jason if you are interested. Jason has lots of students and TAs that may be interested in joining ABEA.

9. Awards Chair: Susan Leon reported that she is looking to set up the awards committee which will include 3 members. Susan asked for the amounts for each award. Teacher awards vary each year based upon the money raised through the silent auction. NBEA awards middle school teacher of the year, secondary teacher of the year, post secondary teacher of the year, collegiate teacher of the year, distinguished service award by a supervisor or administrator, and distinguished business award. Jason has contacts with McGraw-Hill, Pearson and Cengage if we want to ask these businesses to sponsor awards or scholarships. Susan will be working to make guidelines for these awards. Brent stated ABEA presented awards in the past for middle school, secondary, post secondary, new business teacher of the year and administrator of the year.

MOTION: Anne Wisener made a motion to accept these awards for the 2010 Spring Conference. Martha Rada seconded the motion. Motion carried.

Brent mentioned that the 2 scholarships are for a student teacher and the LL Via scholarship. Brent will contact Wayne Young regarding student scholarships for the 2010 Spring Conference. Janet recommended that a board member needs to step forward and decide how much money will be given for each scholarship.

MOTION: Anne Wisener made a motion to continue the \$100 travel scholarship for the FBLA state award winner and \$100 travel for PBL state award winner. Jason Bronowitz seconded the motion. Motion carried.

10. Dr. Gryder reported that we are moving along very well with the journal.

11. Summer Conference: Chris Liebelt-Garcia reported that the committee will be meeting soon.

12. Kris Sheets reported that the national and regional business education organizations are losing lots of members. NBEA and WBEA have done a good job financially so both organizations are in good financial positions. Kris gave WBEA and NBEA flyers to Brent for the newsletter. Kris mentioned to start booking rooms for the San Diego conference (WBEA). If you're interested in NBEA awards, the deadline is December 1st. Kris reported that WBEA did receive their 501c status and are now a non-profit so donations can be made and deducted. Membership has been declining for NBEA, WBEA and ABEA. NBEA board members are concerned we are not recruiting new business teachers into the organization. NBEA is offering three stipends this year for the NBEA 2010 convention for first-time attendees from the western region. The deadline is January 4, 2010. NBEA also awards two \$1000 scholarships to individuals pursuing continuing education or graduate study in business education. This deadline is December 1, 2009.

Old Business:

1. ABEA Executive Director position will be discussed over the coming year before being adopted as a new position. Kris Sheets stated that a job description should be provided before any candidates are asked if they would be on the ballot. Chris Liebelt mentioned it may be difficult to add another board member when we are struggling to fill other board positions. Dr. Gandy mentioned that we can look at some other organizations for a position description (AzCTE). Originally it had been discussed as a stipend position.

2. ABEA Strategic Planning Committee will be tabled for the next meeting Brent will contact the department of education and other stakeholders regarding this type of committee. Kris Sheets mentioned that we need to look into the organizations policies and procedures. These need to be written down and ironed out so to tie up the loose ends.

1. 2010 Spring Conference – Dr. Gandy stated that the PBL state conference is April 16th and 17th. The NBEA conference is April 2nd and 3rd. The dates for the 2010 Spring Conference will be April 9th and 10th. Anne will check on booking this date with Rio Salado. Anne mentioned that ABEA should look into using technology to stay up with the times; such as Twitter and Facebook. We need to bring in Generation Y by using some of these tools to get the younger crowd involved. The group brainstormed on some theme ideas. Ideas include:

- a. Re-invention, innovation, sustainability, hedgehog concept (good to great), passion, and social networking. Creativity and Innovation, Designing your personal reinvention plan, Mystery Theater could be an option, The Mystery of Creating Innovation, Reinvent Yourself: Innovate, Create and Deploy. Recreating the passion, innovate or die, overcoming fear and managing risk, preparing your mind, building an innovation toolbox, creating a culture of innovation, inventing the future, what's YOUR problem? The group came up with the preliminary idea of "Reinvent Your Passion: Invest, Innovate, Create."
- b. Jason stated that Jim Hershauer could be a speaker on innovation or on social networking (Emily Dalton Smith). Kris mentioned that Kurt Warner could be a great keynote speaker. Add items from the agenda.
- c. Jason and Kelly will help Anne with computer sessions.
- d. Anne will call GoDaddy about a business tour.
- e. Ryan Hamilton was nominated to help with the social event.

- f. Allyson Hill will head up the silent auction item collection process.
- g. Chris Liebelt-Garcia agreed to handle registration.
- h. Brent will handle the program design and printing.
- i. Brenda agreed to help with food.
- j. Martha could help with exhibitors.
- k. Need to secure a date and have keynote speaker committed so the Spring Conference can be advertised in the newsletter and at FBLA events. Eileen Wascisin and the NBEA president need to be invited to the Spring 2010 Conference.

MOTION: Anne made a motion to waive the 2010 Spring Conference fees for Eileen Wascisin and the NBEA president. Kelly Madison seconded the motion. Motion carried.

3. The next ABEA meeting is scheduled for January 23rd, 2010 from 10:00am-2:00pm.

New Business:

MOTION: Chris Liebelt-Garcia made a motion for Dr. Gandy to be a consultant to the ABEA Board. Anne Wisener seconded the motion. Motion carried.

1. Resignations as of November 14, 2009 include Kristin Williams as President-Elect but will continue as Co-Newsletter Editor, Gary Cox as Treasurer and Josh Belhumeur as Web Master.
2. Board emergency appointments: Brent brought up that we might want to consider using a company for managing our Web site. Kelly Madison and Brent Sebold are going to investigate a possible web master and quotes. Please have a report for the next meeting.
3. Kris Sheets mentioned that we will need to appoint a treasurer elect at the Spring Conference. Mentioned Pete Manigold, Jason Bronowitz and Ryan Hamilton for President Elect.
4. Kris mentioned that the bylaws need to be changed to update WBITE to WBEA. Must be changed 30 days prior to the Spring Conference.

MOTION: #9 – Chris Liebelt-Garcia made a motion to pay half the registration fees for the WBEA Conference in Reno, Nevada for Martha Rada, Pete Manigold and Susan Leon. Jason Bronowitz seconded the motion. Motion carried.

5. All additional agenda items were tabled for the next meeting.

Brent Sebold adjourned the meeting at 3:08pm

Respectfully submitted by,
Pete Manigold
ABEA Secretary