

ARIZONA BUSINESS EDUCATION ASSOCIATION MEETING

Minutes

Saturday, November 6, 2010

Metro Tech High School, Phoenix, AZ

Room 2227

Attendance:

Barbara Renner.....	President.....	Present
Anne Wisener.....	President-Elect.....	Not Present
Brent Sebold.....	Past-President.....	Not Present
Chris Liebelt-Garcia.....	Secretary.....	Present
Martha Rada.....	Treasurer.....	Present
Heather Forcey.....	Treasurer-Elect.....	Not Present
Jaci Jones.....	Membership Chair.....	Not Present
Jason Bronowitz.....	Web Master.....	Not Present
Pete Manigold.....	Newsletter Editor.....	Not Present
Allyson Hill.....	Historian.....	Not Present
Bud Evans.....	Co-Northern Secondary Representative.....	Not Present
Christine Black.....	Co-Northern Secondary Representative.....	Present
Vacant.....	Southern Secondary Representative.....	Not Present
Shelley Chandler.....	Central Secondary Representative.....	Present
Susan Leon.....	Middle School/Junior High Representative.....	Not Present
Brenda Maynard.....	Co-Post Secondary Representative.....	Not Present
Jason Bronowitz.....	Co-Post Secondary Representative.....	Not Present
Anne Wisener.....	Conference Chair.....	Not Present
Susan Leon.....	Awards Chair.....	Not Present
Vacant.....	Legislative Chair.....	Not Present
Dr. Janet Gandy.....	Scholarship Committee Chair.....	Present
Brent Sebold.....	Editor, ABEA Journal.....	Not Present
Dr. Robert Gryder.....	Associate Editor, ABEA Journal.....	Present
Brent Sebold.....	AZ Business Ed. Advisory Council.....	Not Present
Chris Liebelt-Garcia.....	ACTE _{AZ} Summer Conference.....	Present
Shea Padilla.....	State Supervisor, ADOE Representative.....	Not Present
Kris Sheets.....	NBEA/WBEA Representative.....	Not Present
Ryan Hamiton.....	FBLA Representative.....	Not Present
Barbara Renner.....	ACTE _{AZ} Board of Directors Representative.....	Present
Linda Simmons.....	WBEA Regional Membership Chair.....	Present

Call to Order:

Barbara Renner, ABEA President, called the meeting to order at 11:20 a.m.

Approval of Minutes:

Copies of the minutes from the July 21, 2010, meeting were discussed. After reviewing the minutes, Janet made the motion to accept the minutes as presented and Shelley seconded. Motion Passed.

Reports:

1. **President.** Barbara Renner discussed the ABEA Policies and Procedures Manual with the group. Maybe we could split up the sections so one person is not responsible for the entire manual. Barbara has a copy of the WBEA manual and will e-mail those people in charge their specific section for reference. There were no assignments delegated at this point for the Policies and Procedures Manual. We are up-to-date on

the AZ Corporation Commission paperwork and IRS 990 form. The form for the 501 C3 needs to be looked into.

2. **Past President**. Brent Sebold was not present. Dr. Gryder reported Brent is very busy with his Doctoral program.
3. **Secretary**. Chris Liebelt-Garcia reported that the minutes are up to date and would like to help with both the Policies and Procedures Manual and the Website.
4. **Treasurer**. Barbara's home address and the ABEA PO Box are both on record with Wells Fargo Financial because they needed a home address not just a PO Box. Martha Rada presented the Treasurer's report and was asked to produce a more detailed income statement for the next meeting.
5. **Newsletter Editor**. Pete Manigold was not present. We would like the ABEA Newsletter to be distributed to members and non-members for "advertising." Janet Gandy asked for a few hardcopies for herself. Also maybe we should also send copies to the Superintendent of Public Instruction, WBEA Newsletter Editor, and CTE Directors.
6. **Membership Chair**. Jaci Jones was not present but sent Barbara a written report. We currently have 28 members and 14 more since the summer conference equaling 42. Jaci requested that each Board member send her a list of all of the Business Teachers with their email addresses from their school so she can send an email blast about membership. There needs to be a push for new members. Items that can be highlight are: updated website, conference in Tucson, learning new things, members only and keeping in touch. We also want to e-mail blast the survey for members and non-members. The survey has already been created but not sent; members will need to include a name and e-mail to be considered for the \$50 gift card. Also, new teachers from the ACTE_{AZ} Summer Conference New Teacher Meeting should be automatic members.
7. **Conference Chair**. Anne Wisener was not present so Barbara will report. Right now we have the following responsibilities filled:
 - a. Allyson Hill – Silent Auction
 - b. Brent Sebold- Brochure/Marketing
 - c. Chris – Tour
 - d. Ryan – Social
 - e. Brenda – Food

Barbara will call someone from the ACTE_{AZ} Board in Tucson to see about Vendors—maybe concentrate on AZ companies. Linda will check with list of vendors and we need to check the ACTE_{AZ} Program on the back. Maybe we should bring on Jewelry and Community Colleges. Also, ACTE_{AZ} would send an e-mail blast for ABEA, Barbara will check into that. Anne will review prices and food and send a report. Shelley asked what our goals for member and attendance at the spring conference. Some of the draws for the conference: workshops, resources, networking, keynote speaker, and location. Maybe we could get a list of business teachers from Shea Padilla and possibly ask Kent Scribner, Superintendent of Phoenix Union to be our keynote for the Spring Conference.

8. **Web Master.** Joshua Belhumeur, the website designer, called in on a conference call and demonstrated on the proxima our new Website and the features that it has. It will take some getting used to, but seems user friendly. It will be up to the Board to keep it up-to-date. Josh said that he could change the “look” but that would cost more. Some features on the new Website are: Members Only section, Blog, Comments, besides what is already there from the old Website.
9. **Historian.** Allyson Hill was not present. We know that she is looking into a photo album done on the Internet.
10. **Northern Representative.** Christine Black asked what exactly her duties are as secondary rep, as also asked Shelley Chandler. It was explained about just trying to get membership up and the word out about ABEA in her region. There is also monetary support if there is an event planned for the teachers in each region.
11. **Central Representative.** Shelley Chandler participated in the above discussion.
12. **Scholarship Chair.** Janet Gandy reported that the scholarships are on track. Janet would like to have the conference fees waived to winners. Janet motioned and Martha Rada seconded the motion to have conference and lunch fee waived for scholarship winner who attend the spring conference. The Student Teacher in Business scholarship will be awarded \$1,000 and the LL Via will be \$1,000. Awards are separate and will have to be reported by Susan Leon.
13. **ABEA Journal.** Dr. Gryder gave Brent all the information for the 2010 journal which is moving along fine.
14. **ACTE_{AZ} Summer Conference.** Chris reported that numbers were low in general but we saw a good number at the business education luncheon and the casino night out. There was money raised at the silent auction at the casino night out.
15. **WBEA/NBEA Representative.** Kris Sheets submitted a report that discussed upcoming conferences. We talked about hosting the 2015 wildcard WBEA Conference. WBEA wants us to nominate colleagues to receive awards at the WBEA Conference. We could go back and submit our past ABEA winners for WBEA. We also discussed Martha Rader for Post-Secondary. We can send up to 2 attendees for PDI where ABEA pays half and WBEA pays half of the registration fees for the conference. Anne Wisener wants to go. NBEA is offering a National Honor Society in which Metro Tech is going to participate in.
16. **WBEA Regional Membership Chair.** Linda Simmons reported that there are currently 63 Arizona NBEA members. The goal for AZ is 113. They are now requiring the membership chair to fill out a form every month. Linda will be relinquishing her position as WBEA Membership Chair in June 2011.
17. **FBLA Representative.** Ryan Hamilton submitted a report of FBLA activities.
18. **ACTE_{AZ} Board of Directors Representative.** Barbara reported that ACTE_{AZ} is considering giving the scholarship awards to the affiliates. We will suggest giving the affiliates the money for scholarships. Barbara attended an ACTE_{AZ} Retreat in Tucson and would like reimbursement for her travel. Chris motioned to pay Barbara for her night stay and registration to the ACTE_{AZ} Retreat. It was seconded by Shelley and motion carried.

The next meeting will be determined for some time in January when Anne Wisener will be able to attend and the Spring Conference can be discussed.

Barbara Renner adjourned the meeting at 2:30 pm.

Respectfully submitted by,

