

IOWA BUSINESS EDUCATION ASSOCIATION
Executive Board Meeting
Marriott Hotel, Cedar Rapids, IA
Elm Room
Saturday, May 3, 2008

CALL TO ORDER

President Roger Davis welcomed everyone and called the meeting to order at 10:00 a.m. in the Elm Room at the Marriott Hotel, Cedar Rapids, Iowa. Present were Tracy Weber, Samra Olofson, Sandy O'Brien, Cindy Murphy, Lana Hoffman, Jennifer Nicholls, Sandy Warning, Patrick Geer, Rhonda Schmaltz, Kimberly Schultz, Dana Lampe, Kelli Diemer, and Mike Latta.

Condolences were sent to Sue Elwood. Lana Hoffman will be getting a plant for Sue.

SECRETARY'S REPORT

The minutes of the October 11, 2007 Executive Board Meeting were approved as presented. Motion made by Sandy Warning and seconded Rhonda Schmaltz. Motion carried.

TREASURER'S REPORT

Patrick Geer reported the treasurer's report dated for the Semi-Annual Period Ended March 31, 2008, with the following balances: checking account balance, \$5,349.24, CD Account (Hoffman), \$1,737.23, and CD Account (US Bank) \$10,000.00. Patrick suggested moving the dating system for the treasurers' reports to an accounting standardization of 6 months or quarterly and to set the fiscal year from October 1 to September 30 in order to keep more consistent records. Lana Hoffman moved to approve the treasurer's report and the motion was seconded by Sandy Warning. Motion carried.

HOTEL TOUR

Shannon Finnegan took us on a tour of the Cedar Rapids Marriott so we could better determine the location of the 2010 fall convention. The general session and any meals would take place in the Hickory room which contains large round tables. The tables will seat 10-12 people, but Shannon suggested only seating 10 per table. The room is not equipped with a screen but Shannon stated that the hotel would furnish all A/V equipment needed and if they did not have the equipment on hand, they would locate anything we needed. The Oak room would be used for exhibits, but the pre-conference area outside the Hickory room has been used by exhibitors in the past also. Shannon stated that all table fees had been waived for IBEA. The banquet rooms have recently been renovated in May of 2007 and will be more updated in June of 2008. Shannon stated that the Cedar Rapids Marriott has recently been rated in the top 10% of all Marriott's in

customer service. She also stated that the staff at the Cedar Rapids Marriott has held their positions for quite some time. She assured us that whoever we begin working with to plan the convention now would be who we would be working with throughout the entire time. Their employee turnover rate is a lot lower than other hotels. Shannon showed us the Rosewood room which is not currently reserved for IBEA, but may be of some interest to us. It contains its own restrooms, but has 2 columns in the room which could be a detriment. On the second floor we looked at room 204 and the Waterloo room. They re connected. Room 204 contains a sink, refrigerator, buffet table, etc. but food is not allowed in the Waterloo room. The Iowa City room will be the location of the Past President's Breakfast. We also looked at a suite which contains either 2 double beds or 1 king size bed and a couch that rolls out into a bed. The hotel also offers use of boardrooms which contain a bedroom and a small room with a round table and leather chairs. The guest rooms contain either a king size bed or 2 double beds. If the room has 2 beds, then the room also has 2 sinks. Amenities include coffeemaker, television, iron, hairdryer, and Bath & Body Works. The Cedar Rapids room will be the location of the board meeting and maybe the auction. Shannon stated the guest room rates for IBEA for 2010 on weekend days will be \$92 and for weekdays will be \$99.

EXECUTIVE BOARD REPORTS

President. In March, Roger Davis attended the NBEA convention in San Antonio including the President's and Membership Directors meeting. NBEA representatives reported that NBEA membership has been declining and asked state associations to promote membership in NBEA.

Roger contacted Dianna Briggs asking for a recommendation for a new student representative to the board as Ashley Barfels has graduated. She recommended Chad Larson. Chad has accepted the position of student representative.

President-Elect. The convention planning committee is made up of the following:

Convention Chairperson	Sandy Warning
Program.....	Deb Hageman and Naomi Yaddof
Registration	Michelle Roberts
Decorations.....	Dana Lampe and Kathy Larson
Exhibits	Jennifer Nichols
Local Arrangements.....	Deb Jones
Publicity	Rhonda Schmaltz
Awards	Lois Roth
Door Prizes	Sharon Keehner
IBEA President	Roger Davis

The planning committee met February 2, 2008 and accomplished a great deal. This year's theme is "It's a Jungle Out There – Let IBEA Be Your Guide." The convention will be held October 10 and 11 at the Airport Holiday Inn. After reviewing evaluations from last year's convention, a few minor changes have been incorporated. The early bird breakout

session will be offered at 8:00 on Friday morning. A silent auction will be offered, which will run throughout the day on Friday. The auction will close at 2:45 p.m. and the winning bidders will be announced at the business meeting at 3:45 p.m. The Friday banquet has been changed to 5:00-6:30 p.m. to allow attendees to socialize or enjoy Des Moines attractions on their own on Friday evening.

Multiple award-winning teacher, humorist and author Juli Burney will be the keynote speaker. Approximately 75% of the presenters are scheduled. Hands-on computer sessions will be offered, but attendees will need to bring their own laptops with the session program already loaded. New exhibitors have been added. Committee members have been working exceptionally hard and are on track to provide a great convention.

The convention registration form, hotel reservation form, and the president-elect's message have been sent to Sue Elwood to be posted to the web page.

The planning committee will meet again on June 13, 2008.

Past President. Lana Hoffmann reported that after convention Chuck Sengstock, Director of Extension Education, contacted Sue Elwood and told her that we would have to either increase the number of contact hours to 15 or add an online component that more than makes up for the lack of contact hours. The additional lesson plan that was offered last year was only a temporary fix. Since then, Sue and Lana have both been in contact with Chuck. As a result, Sue has drafted a temporary course outline. In addition to attending all of the sessions and writing a lesson plan, the report and lesson plan along with a reflection of the experiences must be submitted online through Drake Blackboard.

This fall Area 1a, Sharon Keehner; Area 9, Bonnie Beorkrem; Area 10 Sandy O'Brien; and Area 16, Jeane Schweitzer are up for reelection. In addition Area 4 has been vacant since 2004, and Areas 6, 7, 12, and 13 have been vacant since 2007.

NCBEA. Jody Emerson reported the current Iowa NBEA Membership is 127 Professional, Student, & Retired Members. The New NCBEA Officers are:

- President – Kimberly Schultz, Kirkwood Community College, Cedar Rapids, Iowa
- President-Elect – Beth Sindt, Hawkeye Community College, Waterloo, Iowa
- Immediate Past President – Laura Taylor, State Fair Community College, Sedalia, Missouri
- Secretary – Sue Elwood, Northeast Iowa Community College, Calmar, Iowa
- Treasurer – Twana Hulen, Northeast Randolph County R-IV, Cairo, Missouri
- Student Representative Demetri P. Andrews, University of Wisconsin—Whitewater, Wisconsin
- NBEA Representative - Administrative – Maurice S. Henderson, Business Professionals of America Eastern Michigan University, Ypsilanti, Michigan
- NBEA Representative – Membership – Bill Murphy, Winona State University, Winona, Minnesota
- Illinois State Representative – Karen Drage, Eastern Illinois University

- Indiana State Representative – Greg Valentine, University of Southern Indiana
- Iowa State Representative – Jody Emerson, Creston, Iowa
- Michigan State Representative – Barb Bartosiewicz, Manistee Area Public Schools
- Minnesota State Representative – Bob Murray, Littlefork, Minnesota
- Missouri State Representative – Roger McMillian, Mineral Area College
- Ohio State Representative – Vicky Ryan, Davis College
- Wisconsin State Representative – Jen Wegner, Wisconsin Department of Public Instruction
- Newsletter Editor – Jen Wegner, Wisconsin Department of Public Instruction
- Web Master – Bill Murphy, Winona State University, Winona, Minnesota
- ISBE Representative (ex-officio) – Pat Wissen
- NBEA Executive Director (ex-officio) Janet M. Treichel
- NBEA President (ex-officio) – Sharon Fisher-Larson

NCBEA Update:

- *North Central Business Education Association* of the National Business Education Association will be publishing *Reach for the STARS—2008-2009 Business Education Classroom Activities Created by Teachers for Teachers!* Encourage all business teachers to submit activities for publication. Remember that each activity needs to be correlated with the Third Edition of the NBEA National Standards for Business Education. For detailed information when submitting activities, go to www.ncbea.net
- The NBEA Administrative Board awards stipends to first-time attendees at the national convention. Encourage teachers who qualify to take advantage of this.
- NCBEA received \$300 from Iowa that was raised at Fall IBEA convention through the 50/50 fundraiser and raffle. This is used to support NCBEA activities.
- NBEA/NCBEA booth at 2007 state convention exhibit area was very successful. Many teachers stopped by to participate in contests, receive information, view NBEA publications, and win prizes.
- Received Membership Director's material at NBEA Convention in San Antonio, TX in March.

Upcoming Conventions:

NCBEA/Michigan Convention: October 3-4, 2008, Grand Rapids, Michigan
 NBEA Convention: April 2009, Chicago, Illinois
 See complete list of conventions on the NBEA web site: www.nbea.org

Executive Secretary. Cindy Murphy gave a handout of the breakdown for IBEA Membership since 1998. She also submitted a form on the breakdown of memberships by Area from 2003 to the present.

AEA	Area Representative	2003-04	2004-05	2005-06	2006-07	2007-08
	At Large Members	4	30	1	1	1
	Lifetime Members	48	48	52	53	58
	Students			10	6	3

1A	Sharon Keehner	21	19	15	20	9
1B	Kelly Jared	8	9	10	7	9
02	Jennifer Nicholls	5	6	11	9	5
03	Lecia Berven	6	3	4	5	2
04	OPEN	2	4	6	4	4
05	Mike Latta	14	6	9	8	9
06	OPEN	6	4	5	2	0
07	OPEN	32	34	19	31	25
09	Bonnie Beorkrem	14	7	9	14	13
10	Sandy O'Brien	12	9	16	18	19
11A	Lou Ann Knorr	24	17	14	18	17
11B	Samra Olofson	25	15	24	26	19
12	OPEN	6	5	8	7	6
13	OPEN	12	12	8	13	4
14	Cindy Hutson	11	10	10	8	2
15	Karen Moore	12	9	9	9	9
16	Jeane Schweitzer	14	8	9	15	12
	Total Members:	276	226	249	274	226

1998-1999	316 members
1999-2000	307 members
2000-2001	306 members
2001-2002	265 members
2002-2003	262 members
2003-2004	272 members
2004-2005	226 members
2005-2006	249 members
2006-2007	274 members
2007-2008	226 members

Newsletter/Web site Report. Sue Elwood reported she published the Winter Newsletter on the Web which included 2007 IBEA award recipients, new Board information, updated membership form, etc. She also renewed our hosting account and domain name (cost for Domain Name and server space for one year is \$66). Sue would appreciate and welcome any input on Site features/items. She is currently collecting items for the Spring Newsletter. Send any items to Sue Elwood at rselwood@mchsi.com. Sue attended the NBEA convention in San Antonio March 18-22.

Historian. Barb Bielenberg reported she took pictures and set up a display at IBEA in October, 2007. She will take pictures at the upcoming IBEA conference (with digital camera) of Session Speakers, Award Winners (groups and singles), General Session Speakers, Exhibitors and tables, Casual shots of attendees, Past President's breakfast & State Presidents, Assembling Packets, Registration, Current Board, Newly elected Board, and Registration Committee & Registration Desk.

Barb organized pictures on the computer for PowerPoint to play at Past President's Breakfast, and the Saturday Brunch. She will be making copies of the Photos and PowerPoint CD for the President and Convention Chair. She filed copies of documents for this past year. She sent digital pictures via e-mail to Sue Elwood for the Newsletter.

Barb attended NBEA in San Antonio, Texas, and she will be attending the NCBEA board meeting as NCBEA Past President. She organized the basket for Iowa at the Silent Auction at NBEA. She was elected by NBEA as member of the National Policy Commission for Business & Economic Education for a 3-year term beginning July 1, 2008. She hosted the NCBEA Past President's Meeting in San Antonio, and received stipends from the past presidents for first-time attendees at NCBEA in Grand Rapids in October. She was elected NASBE (National Association of Supervisors of Business Education) president-elect, taking office as President July 1, 2008. Barb will be attending NCBEA in Grand Rapids, Michigan, October 2-4, and presenting \$200 stipends for first-time attendees to NCBEA from NCBEA Past Presidents.

Department of Education. Kelli Diemer reported on Perkins. Right now they are working on a 5 year application. It looks very similar to the transition plan. You can choose to do another 1 year plan or you can jump in and do a 5 year plan right away. You can adjust the 5 year plan as you go. If you do 1 year then you have to do a 4 year plan. Consultants are going to all the areas to explain this further. The application form is on the web site.

Community colleges will be getting a larger percentage than in the past. Five percent must be spent to build links with high schools. High school students need to see the plan. Technical skill attainment must be measured in some way. Schools have to come up with a test to test their skills. Teachers can make it up. The assessment must be approved by each schools advisory council. More information will be coming. School are suppose to give students the test when they are a concentrator (1.5 units—3 semesters—1/2 of program). The assessment must be approved by the community college if your school is tied into it. Within a 5 year window 75% of secondary schools must be identified with programs at the post secondary level. There will be samples on the web site.

Program Management. Kimberly Schultz reported the Assessment—Phase II is at a standstill until the two writers have time to finish their assigned assessment standards. It is hoped that the project will be completed in time for the 2009 IBEA conference. Kimberly Peterson (Essex) and Leasha Henriksen (Price Lab/NU High) are writing the assessments; Kimberly Schultz is editing the work.

The IBEA conference session on Mentoring was a success. Leasha Henriksen facilitated the session while Dianna Briggs, Deb Jones, and Kimberly Schultz assisted. An ICN session was held on December 6. Kathleen Zimmerman presented information regarding Office 2007. Leasha Henriksen has agreed to assume the chair position from Deb Jones for this endeavor beginning next school year.

Barb Lujan is spearheading the Model Curriculum project which includes many facets important to a business educator. In addition, this subcommittee is maintaining our web site.

The Summer 2008 Workshops are still in the planning phase. Two workshops have been confirmed and both will cover Office 2007. One of the workshops will be held at DMACC while the other will be at NICC. Follow-up workshops for sessions held last year covering topics of reading strategies, Dreamweaver, and Photoshop have still yet to be confirmed. In addition, if logistics can be worked out, an Emerging Technology workshop will be held at KCC. Once the workshop is finalized, the registration information will be found on the IBEA web site.

For this year, Leasha Henriksen has served as the committee's secretary; Jodi Ehlers will take over this position beginning next year. The person who will assume the chair responsibility for Kimberly Schultz has yet to be determined.

The last meeting for 2007-2008 will be held on Friday, June 6, in the Walnut Room of Building 7 on the Ankeny DMACC campus.

IACTE/Legislative Representative. Dana Lampe reported as the new IACTE/Legislative representative for IBEA this will be her first report.

IACTE has set up a meeting with the Governor Chet Culver, Monday, May 12 from 10 – 10:30 a.m. in the Kennedy Conference Room in Des Moines.

Key points discussed will be dialog about (1) CTE: How that fits into Iowa's current educational initiatives, (2) What is the vision for HS reform and how does she see CTE fitting into Daggett's 3 R piece, (3) 4 year (8th grade) plan: 4333 model and the Career component, (4) Vision of how Iowa's educational system and current initiatives relate to Iowa's workforce, the 3 targeted industries, etc? How do we connect young people to careers in Iowa so that they want to stay here? Other topics that will be discussed are Teacher shortage: Pat will expand and initiate the dialog, Articulation: Chris will expand and initiate the dialog, and Under-prepared students: Dave will expand and initiate the dialog

IACTE has also sent out Award of Merit nomination forms to recognize two individuals, companies, or organizations for their support/commitment of CTE. In the past they have recognized companies like John Deere and Rockwell, CTE leaders in Iowa, DE leaders, and a college president.

It is Dana's understanding that the board has not met since the conference in Ames last fall. The next IACTE Board of Directors meeting is Friday, May 1 10:00-2:00, at Waukee High School.

The following agenda has been sent.

1. Welcome & Introductions

2. Volunteer to Take Minutes
3. 2008 Region III Conference – Minneapolis 10:15 a.m.
 - Board Members Attending
 - Conference Theme & Schedule
4. 2009 Region III Conference Planning 10:30 a.m.
 - Location Possibilities
 - Theme(s)
 - ACTE Role
 - Sessions
 - Tours
 - Evening Fun
5. ACTE Award of Merit 11:30 a.m.
 - Individual, Organization, Business/Industry
- Lunch Noon
6. IACTE Award Winners – Region III Applications 12:30 p.m.
7. Senior Plus Legislation 12:35 p.m.
8. IACTE 2008 Fall Conference Planning 12:45 p.m.
 - Theme
 - Sessions for Your Division
 - General CTE Sessions
 - Department of Education Sponsorship/Involvement
9. Unified Conference Discussion 1:15 p.m.
10. IACTE Committee Structure & Membership 1:35 p.m.
- Adjourn

Kimberly sent information to Dave Bunting on what are our responsibilities. It was decided to have a 2010 partnership, not 2009.

Public Relations. Rhonda Schmaltz reported the following items that are currently in progress for publicity (1) Announcement of Fall Convention to newspapers statewide. Her plan is to e-mail this announcement to them and encourage them to print it in their local paper. This will go out prior to the end of school. (2) Development of a database of newspapers in Iowa, which will help with the mailings. (3) Send information to Business Education Forum regarding our fall conference. This will go to them prior to the end of school. (4) Development of a flyer for the fall conference to be included with summer session information. Flyer will be sent to Dianna Briggs. (5) Send letters to schools of officers and Executive Board members informing them of their participation in IBEA.

Awards. Lois Roth reported that in January of this year she decided to take a new slant. She asked a few others, “What if we tried the online approach to acquiring nomination forms, etc.?” She got the go ahead to try this. So she proceeded. She informed the area representatives of the materials available (where online or within my e-mail as attachments). She has been in contact with Sue Elwood regarding online access to things. In early May she will be sending the next stage of pages for their use and she will be sending more reminders of things upcoming. She has answered various questions from

area representatives. At the Fall 2007 IBEA Convention, Iowa BEST was awarded to 23 persons (10 new, 13 2nd year). Since then the rubric was revamped and now is available online.

The April status of the award nominations includes New Secondary-0, Secondary-4, New Post-Secondary-1, Post-Secondary-1, Hoffman-no report, and Distinguished Service-no report.

Lois will purchase Certificate folders that will be a modified frame for protecting certificates. These will be used for Area educator winners, Hoffman, Retirees and Years of Service, as well as Distinguished Service, Service to Business folks who do not attend convention. Frames will be given to those Service to Business and Distinguished Service award recipients. Four plaques will be given to the Final Educator award recipients. She is in the process of determining the needs for certificates, folders, frame numbers and plaques. She will email area representatives to get actual names so she can verify membership with C. Murphy.

On June 1, 2008 she will receive nominations from area representatives and proceed. Lois' concern is some area representatives respond immediately and some never respond. Some areas don't even have a representative. Should discussion for future include open area rep positions, are awards as we know them old fashioned?

AREA REPRESENTATIVE REPORTS

Area 1a. Sharon Keehner was unable to attend. No report was submitted.

Area 1b. Kelly Jared was unable to attend. No report was submitted.

Area 2. Jennifer Nichols reported that in February of 2008 she updated the area teacher list, in March of 2008 she sent out IBEA award nomination forms to area teachers, and in April she e-mailed a reminder to the area business teachers to submit their Iowa BEST forms.

Area 3. Lecia Berven reported that the Area 3 business teachers will be meeting during the week of May 19 at Iowa Lakes Community College to discuss curriculum trends, awards, and other topics of interest.

Area 4. No representative.

Area 5. Mike Latta reported that a meeting was held during Iowa Central's Business Competition Day on Iowa Central's campus on April 9, 2008. Most business teachers in the area were in attendance because of the competition event. Pam Uhlenkamp introduced Mike as the new Area 5 IBEA Representative. IBEA membership forms were handed out and discussion on importance of membership followed. Attend the IBEA fall convention which included membership was mentioned. Forms for membership to NBEA were handed out. Kelli Diemer was introduced and she spoke of her role as Business and

Marketing Consultant for the Department of Education. No other business was discussed pertaining to IBEA.

Area 6. No representative.

Area 7. No representative.

Area 9. Bonnie Beorkrem reported that Kristy Cleppe will be taking over for her as the Area 9 Representative. Bonnie handled the award nominations for this year. The Area 9 Outstanding Secondary Business Education Instructor nominee will be Tracy Weber of Bellevue High School this year.

Area 10. Sandy O'Brien reported that the Spring Area 10 IBEA Meeting was held April 16, 2008, at Kirkwood Community College. Sixteen Area 10 high school teachers attended.

Jeremy Bechen, Kirkwood Community College (KCC) Assistant Professor, discussed emerging technology trends. Jeremy talked about how he uses blogs, wikis, and podcasts in his courses. He showed student samples and discussed how he incorporates these new technologies into his curriculum.

Kimberly Schultz, KCC Assistant Professor, discussed what was new with IBEA, NCBEA, and NBEA. Kimberly had recently returned from the NBEA Convention and her report included a summary of the sessions she attended. She also discussed the 2009 NBEA Convention in Chicago, Illinois, and encouraged all the high school teachers to attend.

Lynn Fraker, KCC Career Edge Academy Coordinator, discussed what was new with the Career Edge Academy. There was also discussion about possible legislation to require a personal finance course for high school graduation and a possible connection for students to receive college credit through the academy.

Sandra O'Brien, KCC Assistant Professor, discussed using ExamView test generating software to create online tests, quizzes, study guides, and surveys.

Area 10 had two submissions for educators of the year; one new post-secondary and one secondary.

We are looking into the possibility of taking a KCC bus to the NBEA Convention so we can offer transportation at a reduced price to area high school teachers.

Area 11a. LouAnn Knorr was unable to attend. No report was submitted.

Area 11b. Samra Olofson did not submit a report.

Area 12. No representative.

Area 13. No representative.

Area 14. Cindy Hutson was absent. No report.

Area 15. Karen Moore reported that she had nothing to report. She cannot get people to attend anything—she doesn't know if it's apathy or everyone is too busy--she knows she may have too much on her plate right now. She is so grateful to those who give of their time for IBEA.

Area 16. Jeane Schweitzer reported that area business teachers and business professionals met in March for their semi-annual Area Business Advisory Committee Meeting. Eleven business education instructors joined school administrators and business people from several communities. Those present participated in informative discussions. One topic discussed was how to encourage more students to take business classes, especially in light of the emphasis on reading, math, and science because of No Child Left Behind.

After the Advisory Committee Meeting, the business instructors continued with their spring meeting. Kelli Diemer from the State Department of Education was introduced to the instructors. She talked about the program of studies required with the new Perkins five-year plan. Monica Hinkle, Director of High School Relations from Southeastern Community College, gave an update in the career/technical area.

Holly Cleghorn, area sales representative from Course Technology, was present. She presented a program on the features of the new Office 2007 software and updated us on resources available from Course Technology.

Two of our members, Lana Hoffman from New London and Donna Roberts from Mt. Pleasant, are retiring at the end of this school year. They were recognized and thanked for the many years of service and dedication they have given to Business Education.

Teachers in our area have been encouraged to apply for the Iowa BEST Award.

UNFINISHED BUSINESS

Joint Convention with IACTE. Initial discussion was about combining IBEA with IACTE for a Summer 2009 convention, but not to replace the IBEA fall convention. Dana Lampe stated the IACTE Committee met at Waukee High School on Friday, May 2, 2008. The topic of a unified conference was discussed extensively. Included in the discussion was how each division could still have their own convention or strand held in conjunction with the IACTE unified convention. Also included in the discussion was the need to move the year to 2010 instead of 2009. More time is needed to insure proper preparation in order to make the convention a success. What time of the year would be most beneficial was also discussed. The first week of August was suggested at the IACTE meeting. Discussion was also held as to the number of days the conference should include. Some suggestions were 4 days which would include a 2 day unified convention with the other 2 days designated for each separate division's own convention. The

IACTE would like more representatives from each division to help make decisions on the conference. They would like to get more feedback on setting up tracks such as general studies, business education which would include marketing, entrepreneurship (which may be included for all divisions), etc. The ACTE Region 3 conference in 2009 will be in Burlington, Iowa. The 2008 ACTE Convention will be in Minneapolis with "Stronger Together" as the theme.

Kelli Diemer complimented Dana for offering good input and for being so thorough. Missouri already has a unified conference and they have had one for a number of years. She will be attending it. The Region 3 is not that large of a conference. It includes around 100 participants. IACTE conventions typically include around 250-275 participants. They are looking for needs from each organization. Planning is crucial in order to make it a success. She said the planning committee decided to slow down the process in order to make the convention better. Some suggestions that were discussed were to share the opening session and meals among all divisions and somehow trying to make it work so it fits in with professional development for teachers to make it more worth their while.

Dana Lampe commented on how well the Agriculture group works. Maybe we should try to imitate their ideas. Attending their association's convention is required.

Samara Olofson commented on how colleges are not meeting career & technical instruction & computer instruction needs. She suggested including small colleges in discussions in order to encourage them to give proper computer instruction to student teachers such as how to teach keyboarding, etc. Not just classroom management instruction, but how to teach skills courses. Some college students don't even know about IBEA.

Kelli Diemer has talked to the licensure department and it appears that the college's interpretation on how to instruction may be different. Licensure has changed and been updated to include technological trends. Kimberly stated that colleges are interested in producing good products.

The IACTE conference in 2009 will be at the Gateway Center on November 13 & 14 in Ames. Dana stated the planning committee wants each division to suggest what topics would interest their membership in order to increase their conference representation.

Kelli recommended IBEA holding portion of the unified convention in 2010 at a separate location from the Gateway Center. Patrick Geer expressed his concern about changing the time frame to a long waiting time. He stated two years is not enough time to book a hotel. More time is needed.

Samra Olofson suggested making license renewal credit available for attending the unified convention.

It was decided that IBEA is interested in participating in this new venture. Kimberly Schultz and Sandy O'Brien volunteered to be part of the committee to help represent

IBEA through the planning stages of this new venture in order to best represent our association's workshop topics. It was suggested trying to tie 4-5 sessions into the business strand.

Sandy Warning suggested a financial topic would be good for this year's ACTE convention in November.

Dana Lampe informed the board that we may suggest nominees for the Region 3 awards. They must be submitted by May 15th.

NEW BUSINESS

Convention Site for 2010. Patrick Geer submitted a report comparing possible locations for the 2010 IBEA convention to be held on October 8 & 9. Lana Hoffman informed the board about the changes made to the graduate credit offered through Drake. In addition to attending the sessions, etc. at the convention and creating a lesson plan and written summary of the convention, students will need to participate in online discussions and complete online assignments through Drake's Blackboard.

Kelli Diemer suggested trying to include Thursday night for the contact hours needed for the graduate credit. As part of the discussion it was stated that this would make more expenses for people.

Sandy Warning motioned to have the 2010 IBEA Convention at the Cedar Rapids Marriott. Lana Hoffman seconded the motion. During discussion, Samra stated that it was a good idea to move the convention to different areas of the state. The banquet room at the Cedar Rapids Marriott is about the same size as Airport Holiday Inn in Des Moines. Patrick Geer commented on how it would be nice to have the auction in room instead of in an open area due to noise.

Mike Latta stated it is an easy commute from western Iowa. He was impressed with facilities. He commented on how the program must be strong in order for western Iowa teachers to make the trip. Tours at local businesses in Cedar Rapids would be a great opportunity. Patrick Geer pointed out that we would still be pretty close to Kirkwood for tours, etc.

Samra Olofson suggested rotating the convention to different areas of the state to increase membership. She has attended other states conventions and suggested providing entertainment and social events designed to help people meet new people. Dana Lampe suggested a local Blues artist. She also commented on how Cedar Rapids businesses are great about accommodating tours.

2010 Convention at Cedar Rapids Marriott—Motioned carried.

Lana Hoffman motioned to keep the format for the convention set at Friday and Saturday. The motion was seconded by Patrick Geer. Motion carried.

Convention Site Proposals for 2011. Patrick Geer reported that bidding out 2 ½ years in advance is not enough time for hotels. He found that four of the hotels he was checking were already booked. He suggested that at the fall meeting we should discuss what to do on this matter. He suggested looking at alternate dates instead of October due to the difficulty in scheduling dates. Roger Davis stated the membership wants an October convention as was proven in the surveys.

It was suggested doing a multiple year deal at multiple sites between Cedar Rapids, Des Moines, & other areas under J.Q.H Company, the same company that owns the Cedar Rapids Marriott. Patrick Geer will look into it.

Lana Hoffmann motioned to keep the convention in October for 2011. The motion was seconded by Rhonda Schmaltz.

During discussion, Samra suggested late September might be acceptable also. Dana Lampe reminded the board to try to avoid the first weekend in October since that is the fall FBLA conference.

Motion carried.

2011 Convention Location: Sandy O'Brien mentioned that it might be difficult to get people to serve on the convention committee if the location was moved to western Iowa since the membership for IBEA in western Iowa is low. Statistics show that 6% of IBEA members live outside the Des Moines and Cedar Rapids areas. Roger Davis said can have discussion in the fall if something is a good deal in the western part of the state. Rhonda Schmaltz suggested the Cedar Falls/Waterloo area. Mike Latta suggested keeping the convention at the Cedar Rapids Marriott in order to keep it simple. Roger Davis said we will discuss this matter more in the fall.

Area Rep Positions. Roger Davis state that there are 5 area representative positions unfilled due to lack of interest. He suggested combining some area representative positions in order to match AEA set up of 10. Roger also suggested having just 4-5 At-Large representatives who would be more committed. In the past proximity has been an issue, but with email it isn't so much of an issue. The constitution will need to be changed if changes are suggested on the organization of area representative. This should be distributed to the membership before the fall business meeting.

Kelli Diemer commented on Lois Roth creating a packet on how to be a good area representative. She commended Lois on being a good mentor. She suggested mentoring of new people by the people who are stepping down is important to keep consistency. Rhonda Schmaltz suggested offering a session at the IBEA convention on how to be more involved in IBEA. Kelli Diemer stated that successful representatives have meetings in order to meet the other business teachers in their area. Patrick Geer thinks networking is important and that some new teachers don't even know about IBEA. It is important for area representatives to make themselves visible. He likes the idea of

aligning area representatives with the AEA structure. Sandy Warning suggested that when current area representative positions expire to let them go until we get them aligned with the AEA structure.

Kimberly Schultz motioned to form a task force to look into this matter of restructuring the area representatives. The motion was seconded by Samra Olofson.

During discussion Kimberly Schultz suggested forming a small group to form a task force to figure out best way to get membership represented on the board. Sandy O'Brien, Kelli Diemer, and Lana Hoffman volunteered to serve on this task force. Kelli Diemer recommended talking to Leasha Hendrix to get contact with younger teachers.

Motion passed

Convention Site Chair Position. It was discussed how the constitution on the web site may not be current. The Convention Site Chair is not currently a board member.

Kimberly Schultz suggested that the Minutes should be on the web site and then archived as they get older. She also commented on how the executive boards for other organizations are reducing their size. Should IBEA consider reducing its executive board?

Newsletter/Webmaster Position. Sue Elwood is currently doing both positions. It was pointed out that by changing this position the constitution will have to be changed. Roger Davis suggested banishing the newsletter position from the constitution. If this happens does the stipend need to be reduced? Newsletter isn't really needed anymore since everything is on the web site. Kimberly Schultz suggested asking Sue Elwood her thoughts on the matter.

Kimberly Schultz motioned to combine the newsletter/webmaster into one position titled Web master. Sandy Warning seconded the motion. Motion carried.

Roger suggested tabling the stipend discussion until Sue Elwood can add input. This will not take effect until the fall at business meeting.

Payment for Attending NBEA Convention. IBEA currently asks the President-elect & NBEA representative to go to the NBEA convention. In practice IBEA is not following the procedure on paying people who attend NBEA.

After much discussion, a motion was made by Patrick Geer to reimburse the president & president-elect up to \$1000 each to attend NBEA and reimburse the NCBEA representative up to \$500 to attend NBEA and for the president to receive actual expenses to attend NCBEA conference up to \$500. Motion seconded by Mike Latta. Motion carried.

Electronic Document Storage. Patrick Geer posed the question: how much do we actually need to keep for hard copies? He suggested keeping everything on paper for 3 years, but put everything beyond that as digital. Sandy Warning stated that the IRS goes back 7 years. Kimberly Schultz stated she read 10 years is plenty of time to keep all documents and after that they can be destroyed. Cindy Murphy suggested keeping the treasurer's reports forever, but most could be digital and that by going digital it would make things easier to find. She also recommended keeping all hard copies that require a signature for legal proof.

Roger Davis suggested having our students scan in old documents in order to convert to electronic filing. Kelli Diemer mentioned that security may be an issue with treasurer's reports if that procedure is followed through. Rhonda Schmaltz suggested if you have boxes of information to have student begin scanning. Cindy Murphy commented that it would be the responsibility of the person with the box to get the information in the box scanned. Roger suggested postponing this discussion until the fall.

Permanent E-mail Addresses. Roger Davis suggested establishing a permanent email addresses for members of the board such as: president@ibea.org. This would be on the web site.

Insurance. Roger Davis recommended that we have insurance to cover the IBEA convention. He attended a session at NBEA that strongly encouraged all associations to cover their conventions. IBEA has had the insurance in the past but it was left to expire and was never renewed. Kimberly Schultz suggested placing it in the budget as a line item so that it always gets done. Kelli Diemer suggested West Bend Insurance Company. Sandy Warning will work on getting the insurance policy needed.

IBEA Logo/100 Year Celebration. IBEA will celebrate 100 years in 2009. Past presidents have suggested honoring past presidents & award winners. Roger has suggested designing a new logo. Dana suggested asking school art departments to design the new logo. Make it a contest and award money or certificates. Kimberly Schultz suggested sending the business teacher in the winning school to the IBEA convention for free.

Rhonda Schmaltz motioned to develop a contest to develop a new IBEA logo and promote it through our membership with the business teacher at the winning school getting their IBEA convention registration paid. Sandy Warning seconded the motion.

During discussion, Rhonda Schmaltz volunteered to be in charge of organizing this project.

Motion carried.

Membership Database. Kelli Diemer has databases. She is waiting on some post secondary emails. It took 3 months to get all business teachers in the database.

Duties Lists. Roger Davis stated if any members of the executive board have a good list of duties to please send it to him.

NBEA. Kimberly Schultz reported that NBEA will in Chicago April 8-11, 2009. There will be more offering on Wednesday with sessions all day on Thursday and Friday. NBEA is going back to offering round table discussions. Six different round tables will be present. The session topics are great. Kirkwood may be taking a bus. Friday is the awards. NCBEA will be in Grand Rapids, MI on October 24-26.

The next Executive Board meeting will be on October 9 in the evening at the Airport Holiday Inn in Des Moines.

Patrick Geer motioned to adjourn the meeting. Samra Olofson seconded the motion. The motion carried.

The meeting was adjourned at 2:46 p.m.

Respectively submitted,

Tracy Weber