

IOWA BUSINESS EDUCATION ASSOCIATION
Executive Board Meeting
Airport Holiday Inn, Des Moines, Iowa
Iowa Room
Thursday, October 15, 2009

CALL TO ORDER

President Sandy Warning welcomed everyone and called the meeting to order at 6:39 p.m. in the Iowa Room at the Airport Holiday Inn, Des Moines, Iowa. Present were Sharon Buss, Kristy Cleppe, Roger Davis, Barb Bielenberg, Deb Jones, Sharon Keehner, Dana Lampe, Cindy Murphy, Lois Roth, Rhonda Schmaltz, Sandy Warning, Tracy Weber, Tom Sneiderman, Naomi Yaddof, Deb Jones, Sandy Waters, Kathy Steffensmeier, Kelli Diemer, Wayne Norman, Jody Emerson

Sandy welcomed the newest Executive Board members: Sandy Waters-Area 7, Naomi Yaddof-Area 1B rep, Tom Sneiderman-student representative.

APPROVAL OF SPRING BOARD MEETING MINUTES

The minutes of the April 18, 2009 Executive Board Meeting were approved as presented. Sandy Waters moved to accept the minutes. Kristy Cleppe seconded the motion. The motion carried.

TREASURER'S REPORT

Roger Davis, representing Patrick Greer, presented the Treasurer's Report. See 2009 Treasurer's Report attached to this file. Patrick would like to set up a permanent order to pay for the webmaster & executive secretary positions. Kelli Diemer suggested having it set up to issue the order once a year. Samra Olofson motioned the treasurer be allowed to issue an order to pay electronically on all budget approved items. Sharon Keehner seconded. The motion carried.

DEPARTMENT OF ED UPDATE

Kelli Diemer reported. CTSO meeting went well. Perkins supports the CTSO's and they decided to set the funding the same as last year. Department of Education granted money to community colleges to build programs of study and technical skill attainment with the high schools. IACTE is coming up in Ames in November. Lois Roth requested a way to get materials and information on the program of study and the technical skills attainment. Kristy Cleppe stated Kelli came to talk to her area and it was very beneficial.

OLD BUSINESS

Area Rep Structure:

Areas 2, 4, 6, 12, 14, 15 are open. Sandy Warning suggested matching the area reps position with the AEAs or combining some area rep territories. Areas 13 & 14 are merging with Wayne Norman as the rep. Sharon Keehner suggested it should be looked at next year. Deb Jones suggested getting a committee together to see if there is a better way to readjust the AEA structure. Samra Olofson suggested putting the area reps map on the website so IBEA members know what cities are in each area. Sharon Keehner suggested adding area reps to the Wiki. Sharon Buss could put it on the website with a link to the Wiki. Committee volunteers to look into area reps distribution and letting area reps know what they are supposed to do: Sharon Keehner, Samra Olofson, and Lois Roth.

2009 Convention Update

See attached report. Deb Jones stated she is very happy with the turn out this year (175) and how the convention planning worked out.

NEW BUSINESS

Appointments of:

Executive Secretary, Webmaster, Historian, Student Rep, Area 1A Rep—Cindy Murphy, Sharon Buss, Barb Bielenberg, Tony Sneiderman, Naomi Yaddof, respectively.

Appointments of Standing Committees:

Public Relations, Awards

Rhonda Schmaltz, Lois Roth, respectively.

Convention 2012 Site

Roger Davis represented Mark Ryan. See attachment. Sharon Buss suggested having the convention close to an airport since it will be with NCBEA. Wayne Norman suggested since the next 2 years will be in Cedar Rapids, maybe we should move it closer to the western side of the state to get more people from Area 13. Deb Jones suggested possibly following up with the Airport Holiday Inn since they are making improvements. Roger Davis stated Airport Holiday Inn is not good about getting back with bids. Deb Jones suggested taking a look at rearranging the days of the attendance from Friday-Saturday to something else. Dana Lampe stated there are areas of people who would like to combine the ICTE and IBEA conventions. Sandy Warning stated that JumpStart would like to join IBEA's convention also. Dana Lampe suggested doing another survey to see what response we would get. Sandy Warning will set up a SurveyMonkey survey to send out to all business educators to see how everyone feels about when and where to have the 2012 convention. Kristy Cleppe suggested deciding on the location electronically instead of waiting until the spring meeting. We will do a survey of all Iowa business teachers and Mark may have to look for new bids. General consensus is to stay in the middle of state. Lois Roth suggested giving Airport Holiday Inn a second chance to bid.

Directors & Officers Insurance

See attached report. Sandy Warning's insurance agent suggested IBEA doesn't need it. It is liability insurance for the board. It is mainly for discrimination. Deb Jones state that BPEI board has it. It is

\$400/year. Sandy Waters suggested talking to another insurance agent. Look into what does it cover, what does it not cover. Deb Jones will look into it. She will also look into covering the planning committee also.

Treasurer Bonding & Stipend

See attached report. Sandy Warning suggested getting a Dishonesty Bond for our treasurer although, we do not have to since it is not in our bylaws. Dana Lampe strongly suggested bonding the treasurer due to bad circumstances with other similar organizations. Sandy Olofson is in support of it. Kelli Diemer reminded everyone on the board that it was there job to look over the treasurer's report also. Dana Lampe moved to purchase a \$25,000 Dishonesty Bond from Allied. Sharon Keehner seconded the motion. Motion carried.

Sandy Warning suggested placing a \$250 stipend twice a year for the treasurer. Sandy Waters moved to pay the treasurer \$250 twice a year at the spring meeting & the fall meeting. The move was seconded by Wayne Norman. Motion carried.

Discussion of reports

See attached reports. Dana Lampe stated the IACTE awards do not match up as well with the IBEA awards. She would like to know if changes can be made to have them match up. See attached report. Deb Jones suggested combining IBEA with IACTE. Dana Lampe and Lois Roth will work together on this matter.

Lois Roth suggested that whoever is nominated for an award in each area of the state that they all be sent on to be considered for the state award in order to get more people involved instead of just choosing one from each area. She suggested keeping the "carry over" system in place.

Kelli Diemer had a question about Roger Davis' report concerning area reps. Deb Jones stated that the new committee formed tonight will look into it.

Other: Sandy Warning reminded everyone to check their IBEA email. Sandy Warning also mentioned IBEA has a Facebook account managed by Amanda Eberhart.

FUTURE CONVENTION DATES

November 12-13, 2009 IACTE Conference, Ames
March 31-April 3, 2010 NBEA, San Diego, California
October 8-9, 2010 IBEA, Cedar Rapids
April 20-23, 2011 NBEA, New Orleans, Louisiana
October 7-8, 2011 IBEA, Cedar Rapids

Lois Roth motioned to adjourn. Roger Davis seconded. The meeting was adjourned at 8:25 p.m.

Respectively submitted,

Tracy Weber
Attachments

Fall 2009 Executive Board Meeting Reports

President, Sandy Warning

- Attended NBEA in Chicago this spring. Attended Program Management meetings in Des Moines throughout the year.
- Attended the Region 3 ACTE conference in Burlington in June.
- Served on planning committee for the convention.
- Continued effort to use e-mail addresses for all IBEA appointed board members.
- Assisted Roger Davis in finding candidates for board positions.
- Sent out a statewide letter to secondary business/marketing teachers (attached) encouraging them to join IBEA and attend the 2009 convention.
- Sent out a statewide e-mail to post-secondary business/marketing instructors encouraging them to join IBEA and attend the 2009 convention.
- Researched insurance, bonding, and treasurer stipend and made suggestions to executive board.

I would like to thank everyone on the Executive Board for their service to IBEA this year. Thanks also to the members of the planning committee for their hard work in planning this year's convention. I have enjoyed serving as president and look forward to my role as past president next year.

President-elect, Deb Jones

- Served as Chair of the planning committee for the convention.
 - Had two planning meetings with the committee— January and June
 - Selected Gavin Jerome as the Keynote Speaker
 - Continued the Early Board Sessions and added a \$25 discount for new attendees
 - 161 Registrations as of October 8
 - 19 Exhibitors
- Attended the spring IBEA Board Meeting
- Attended the NBEA Convention in Chicago this spring including the President-elect training.
- Attended Program Management meetings in Des Moines throughout the year.

Past President, Roger Davis

General Duties

- ◆ Updated the Rotation Schedule for Area Representatives
- ◆ Updated constitution and Policies and Procedures Guide for the web site
- ◆ Arranged to have Sue Elwood handle the Drake Credit Option for 1 hour of graduate credit
- ◆ Coordinated the Past President's Breakfast to be held Friday morning

- ◆ Attended Business Program Management meetings held throughout the year
- ◆ Hosted the winter convention planning committee meeting at Hawkeye Community College

Nominating Duties

The following lists positions up for election this fall and those who have agreed to accept the positions. Due to the fact that we have an unrealistically large number of area rep positions given the size of our organization, a number of the area rep positions have no candidates. Nominations will be accepted from the floor, although I believe it is highly unlikely that anyone will agree to run for these positions. Some area reps would have continued in their positions, but were prevented from doing so because of the term limit in the constitution. It may be advisable to discuss the wisdom of this limitation at future board meeting. Given how difficult it is to find people who are willing to serve as officers, it seems to me to be unwise to turn someone down because they have previously served.

Past PresidentSandy Warning, Davis County High School

President..... Deb Jones, Iowa Lakes Community College

President-Elect Sharon Keehner, Clayton Ridge High School

Secretary Kathy Larson, Linn-Mar High School

Treasurer..... Patrick Geer, Hawkeye Community College

IACTE/Legislative Representative..... Dana Lampe, Linn-Mar High School

NCBEA Representative..... Lou Ann Knorr, DMACC

Area 1b RepresentativeJodi Ehlers, Edgewood-Colesburg High School

Area 2 Representative Open for nominations from the floor

Area 6 Representative Open for nominations from the floor

Area 11a Representative Holly Johnson, Oelwein HS

Area 14 Representative Open for nominations from the floor

Area 15 Representative Open for nominations from the floor

Summer Workshops

I also coordinated registration for the IBEA Summer Workshops. All workshops ran as scheduled. Added an additional section of Office as the first one filled and we had several additional requests.

- Workshop Registration Total: 90
- Unduplicated Persons: 65

- Office: 31
 - Employment: 25
 - Dreamweaver: 24
 - Reading: 10
 - New IBEA Members from workshops: 33 (includes the 3 payment issues mentioned below)
- Had some initial confusion over class sizes, but got that worked out eventually and was able to monitor dual enrollments fairly easily thereafter.

Payment Issues. Payments complete for all but three. One has ignored requests for payment. Did not register for grad credit, so we have no leverage with her. The other two claim to have paid for the convention in the fall, but we have no record. Apparently the school district sent to check to Southeast Iowa Community College to the attention of a person who no longer works there. (Possibly a registration chair *many* years ago?). Turned this information over to the president. Not sure there is much we can do about it at this point, but it would appear a couple of people attended workshops and the convention free.

Requests for additional workshops. Had one request for Office in the Davenport area, one request for Office in the western area. Suggested a host school would be needed, but got no response in either case. Had one request for Office 2007 again next year. Office 2010 is rumored to be released in the first half of 2010.

Awards, Lois J. Roth

Worked through the checklist and added a few things. Will keep looking for better/easier processes to follow.

Communicated with area reps, using e-mail most of the time.

Attempted to use area reps, statewide distribution to encourage nominations for awards. Continue to question the 'best' process, changes which should be considered, etc.

As questions were submitted, I e-mailed responses to a variety of people.

Nominee names:

2 for New Secondary	2 for Hoffman
2 for Secondary	
0 for New Post-Secondary	14 Iowa BEST
2 for Post-Secondary	
	Years of Service recognized
6 for Service to Business Education	Retirement folks recognized
2 for Distinguished Service	

Developed created ordered educator table gifts, designed a display board, awards brochure, and various certificates for convention, ordered plaques.

I would suggest some rethinking about the awards program as we know it. See attached for data and questions (repeated question from 2008).

Goal for next year---Nothing less!

FUTURE OF IBEA AWARDS PROGRAM:

Discussion needs to be held regarding the status of the awards process. Considerations may include:

Leave everything the same: (then there is no need to read further)

Types of awards offered

Keep all awards?

Delete some awards?

Add to the list of awards offered?

Nomination process

Educator Awards

Nomination process—leave as is? Required: contact information

Nomination process—expect more on nominator?

Develop extended required info on nominator’s part?

Distinguished Service

Leave as is? (Nominator writes a paragraph used for honoring)

Expect more of nominator?

Service to Business Education

Leave as is? (Nominator writes a paragraph used for honoring)

Expect more of nominator?

Hoffman Award (self application)

Needs to remain due to monies earmarked for this?

Has not been awarded since _____

New promo needed? (seems no one feels ‘worthy’)

Iowa BEST (self application)

Nominee responsibility

Educator Awards

Expectations of nominee—leave as is?

(What is required of IBEA because of N-CBEA or NBEA?)

Expectations of nominee—reduce paperwork expectations

Or develop extended required info on nominator’s part?

Distinguished Service

Leave as is? (No requirements, nice if they attend luncheon)

Other?

Service to Business Education

Leave as is? (No requirements, nice if they attend luncheon)

Other?

Hoffman Award

Iowa BEST

Keep as is? (Self-application)

Alter requirements?

Alter due date? Current due: July 15 prior to convention.

Award	Years & # of nominations	2004	2005	2006	2007	2008	2009
New Secondary		1	1	1	2	0	2
Secondary		6	5	5	4	3	2
New Post-Secondary		1	0	0	0	0	0
Post-Secondary		0	0	2	0	0	2
Distinguished		0	2	3	1	1	2
Service to Bus		1	4	2	5	1	6
Iowa BEST	In 3 years, average 21 recipients			22	23	16	14
Hoffman Award	Given twice in last 8 years	0	0	0	0	0	2




Consideration/Results:

Ultimately the Exec Board and/or Program Management Committee may need to consider options and make some decisions as to the effectiveness, relative-ness and future of the IBEA Awards program.

AEA 9 IBEA REPORT 2009

KRISTY CLEPPE

UPDATED TEACHER LISTS AND VERIFIED TEACHER EMAIL ADDRESSES AND CURRENT POSITIONS

-  In the process of updating the administrative (principals) list
-  Emails have been sent encouraging area 9 educators to attend the IBEA conference
-  Forwarded any IBEA news and activities to area 9 educators

AEA 10 IBEA REPORT

Submitted by: Sandy O'Brien

The Area 10 business teacher's meeting was held on November 10 at Kirkwood Community College. Sixteen teachers from area schools were present for the meeting and dinner. The program guest speaker was Kelli Deimer from the Department of Education talking about changes in Perkins requirements.

This meeting was a joint effort with Lynn Fraker who heads the Career Edge Academy at Kirkwood Community College and some of the program was a discussion of items involving courses and students involved in the Software Specialist Academy. Some of those topics included:

- Articulated courses
- School improvement assessment data
- New supplemental funding information
- New name (Software Specialist) and alignment for courses
- Possible Finance Academy

I introduced an idea to have a portal for the teachers in our area to access lesson plans, worksheets, and other files that might be posted by me or other teachers in the area. This portal would also include a discussion area for teachers to post discussion items and answers to questions. The teachers were interested in this idea so I'm working on putting that together.

I gave a presentation on using ExamView software to create online study guides and tests. ExamView is software that is included with the instructor materials for most of the Course Technology textbooks so all of the teachers present currently owned it.

Because the Kirkwood instructors attended the NBEA convention in the spring I did not have time to have a spring meeting.

AEA #16 IBEA Report

Submitted by: Kathy Steffensmeier

The Area #16 Fall Business Education meeting was held on September 29 in Mt Pleasant at the Southeastern Community College Center. Fourteen area high schools and community college business instructors attended, as well as Monica Hinkle, Area STC/ Tech Prep Coordinator, and Pat Thieben, Department of Education. Also, in attendance were four business partners.

The agenda began with the Regional Business Advisory Committee business meeting. Items of discussion included: a video update and personal financial literacy education-what can the business partners do to help the teachers with personal financial literacy. Pat Thieben gave a presentation on the role of the advisory committee responsibilities in the assessment process of the programs of study.

Monica introduced Pat Bensmiller as the new Work-Based Learning Specialist from Southeastern Community College. Pat gave a brief description of her job responsibilities and how she could help the teachers.

Kiley Miller, Executive Vice President, Mount Pleasant Area Chamber Alliance, presented his thoughts on the trends of the Mt. Pleasant and Southeast Iowa. Kiley sees a need to improve the soft skills of employees and to improve our work force. He feels it is no longer true that Iowa has the best workers. That is a thing of the past because most of our kids no longer grow up in rural farm related areas. However, he is very upbeat about

Southeast Iowa and the things that are happening. Kiley gave us several wonderful success stories of individuals in the area who are helping thousands of people through their entrepreneurship.

Following lunch provided at the college center, Pat Thieben continued with more details of the programs of study and how it related to the high school and community college instructors, what steps need to be taken and a timeframe. After Pat’s presentation, Monica Hinkle gave updates from Southeastern Community College and requested SCC faculty present introduce themselves and to give updates from their departments. There was a brief sharing session which included discussion of articulation agreements, CE programs, the rotation schedule and the restructuring of the business partners and their commitment to the Regional Business Advisory Committee. Also, Monica mentioned both the upcoming IBEA Convention in October and the IACTE State Convention in November.

At this time, the next meeting will be held in Burlington on March 23, 2010 and will follow the Area Business Advisory Committee meeting. Participating schools will be updating their business members on the Committee before the spring meeting.

Executive Secretary



2008-2009 Membership Report

Iowa Business Education Association

AEA	Area Representative	2004-05	2005-06	2006-07	2007-08	2008-09
	At Large Members	30	1	1	1	2
	Lifetime Members	48	52	53	58	62
	Students		10	6	3	2
1A	Sharon Keehner	19	15	20	9	11
1B	Kelly Jared	9	10	7	9	11
02	Jennifer Nicholls	6	11	9	5	3
03	Lecia Berven	3	4	5	2	3

04	OPEN	4	6	4	4	3
05	Mike Latta	6	9	8	9	16
06	OPEN	4	5	2	0	0
07	Sandy Waters	34	19	31	25	16
09	Kristy Cleppe	7	9	14	13	9
10	Sandy O'Brien	9	16	18	19	17
11A	Lou Ann Knorr	17	14	18	17	15
11B	Samra Olofson	15	24	26	19	32
12	OPEN	5	8	7	6	8
13	OPEN	12	8	13	4	5
14	Cindy Hutson	10	10	8	2	3
15	Karen Moore	9	9	9	9	7
16	Kathy Steffensmeier	8	9	15	12	8
	Total Members:	226	249	274	226	233

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
 2008-2009 233 members

IACTE Report

- I. **IACTE Conference - CTE in Iowa: *Leading the Way & Making a Difference*, November 12-13, Ames. Conference information is attached.**

- Vendors – In the past, IACTE has limited vendors in order for affiliates to generate income from these vendors at their conferences. Suggestion – Have 10 vendors. 5 would be related to Program of Study/Technical Skill Attainment (NOCTI, Mark Ed) and 5 would be related to CTSSO's

II. 2009-10 Goals

Goal #1 – Membership – Increase IACTE membership by 10% from 1,100 to 1,210 and increase ACTE membership by 20% from 250 to 300

- **Health** –Heads of Health promote IACTE. Last year's IACTE conference had a health strand that was well received by HOE members.
- **Industrial Technology** –Attendees at last year's Industrial Technology conference automatically became IACTE members through their conference registration. Indian Hills now promotes both IACTE and ACTE membership at.
- **FCCLA** –Attendees at last year's FCCLA conference became members of IACTE through their conference registration. Few FCCLA members join ACTE, but many join the national FCCLA.
- **IBEA** –Attendees of the IBEA conference become IACTE members through their registration.
- **Agriculture** - Future agriculture teachers can only student teach at a school with a teacher that is a member of IAAE
- **Further Discussion:** The history of how IACTE dues were reduced from \$25 to \$5 per year with a commitment from each division to include IACTE membership through their conference or regular registration process.

Goal #2 - Programming

- IACTE should serve as a sounding board regarding guidelines and structure for teacher mentoring with increased leadership from the Department of Education.

Goal #3 – Legislation

- With the current economic conditions, it is critical to monitor changes and set priorities for legislative action.
- Each week, ACTE Executive Director Jan Bray shares a weekly update that Dave forwards to the IACTE Board. It is important to review key issues and legislative action.
- It is also important to work with the Department of Education and the Department of Economic Development to stay current on legislation.

Goal #4 – Communication

- Website will be enhanced to help improve communication between members
- NPS 2010 – Health, FCCLA, Industrial Technology, Marketing. IACTE will invest up to \$1,000/student attending for a total of \$4,000

III. Awards

- Align the IACTE awards and selection criteria to ACTE awards and selection criteria.
- That IACTE would provide up to \$500 to support the travel and hotel expenses of award recipients to attend the ACTE Convention if they are also the Region III award winner.

IV. Unified Conference

- This continues to be a discussion topic with the Board
- There is a need to keep moving this forward with the soonest date of 2011
- It is suggested to bring in Jan Bray as the Keynote

V. Other Topics

- Dave Bunting was appointed the role of part-time Executive Director

Submitted by Dana Lampe
September 14, 2009

North Central Business Education Association Report

By Jody Emerson, NCBEA Representative

Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin

National Business Education Association – www.nbea.org
North Central Business Education Association – www.ncbea.com

Current Iowa NBEA Membership: 113 Professional, 0 Student, & 4 Retired Members = 117 members

Iowa Membership Goal: 178 – Current membership is 63.48 percent (not including student & retired members)

NCBEA Officers:

President – Beth Sindt, Hawkeye Community College, Waterloo, Iowa, bsindt@hawkeyecollege.edu

President-Elect – Karen Drage, Eastern Illinois University, ksdrage@eiu.edu

Immediate Past President – Kimberly Schultz, Kirkwood Community College, Cedar Rapids, Iowa,
kimberly.schultz@kirkwood.edu

Secretary – Sue Elwood, Northeast Iowa Community College, Calmar, Iowa, elwoods@nicc.edu

Treasurer – Twana Hulen, Northeast Randolph County R-IV, Cairo, Missouri

Student Representative, Jeremy Joecks, University of Western Wisconsin, Jockesjj24@uww.edu

NBEA Representative - Administrative – Maurice S. Henderson, Business Professionals of America
Eastern Michigan University, Ypsilanti, Michigan

Illinois State Representative, Karen Drage, Eastern Illinois University

Indiana State Representative, Greg Valentine, University of Southern Indiana

Iowa State Representative – Jody Emerson, Creston, Iowa, jemerson@iowatelecom.net

Michigan State Representative – TBA

Minnesota State Representative – Bob Murray, Little Fork, Minnesota

Missouri State Representative – Michelle Lindsey, Ozark Community School District

Ohio State Representative – Christy Culver

Wisconsin State Representative – Debbie Stanislawski, University of Wisconsin

Newsletter Editor – Jen Wegner, Wisconsin Department of Public Instruction

Web Master – Tonya Skinner, Jackson Community School District

ISBE Representative (ex-officio) – Pat Wissen,

NBEA Executive Director (ex-officio) Janet M. Treichel

NBEA President (ex-officio) – Karen Williams, San Diego Mesa College

NCBEA Update:

- **North Central Business Education Association**
of the National Business Education Association
Will be selling **Reach for the STARS—2008-2009 at IBEA convention, October 16.**
Business Education Classroom Activities Created by Teachers for Teachers!
For detailed information, go to www.ncbea.org
- The NBEA Administrative Board awards stipends to first-time attendees at the national convention. Encourage teachers who qualify to take advantage of this. No one made applications for stipends so none were awarded last year. Application deadline is December.
- **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 2008 state convention exhibit area was successful. Six teachers and three students joined NBEA.
- Received Membership Director's material at NBEA Convention in Chicago, IL in April, 2009.

Upcoming Conventions:

- NBEA Convention: March 30 – April 3, 2010, San Diego, CA
See complete list of conventions on the NBEA web site: www.nbea.org

Program Management, Sandy Warning

The committee met October 23, January 29, April 14, June 4, and September 15. There are currently 23 members from secondary, post-secondary, business & industry, and student organizations. There has been continual work on Professional Development.

Summer Workshops included Beginner Dreamweaver, Advanced Dreamweaver, Office 2007, Teaching Literacy in the Business Classroom, Employment Basics, and Jump\$tart Financial Literacy. Workshop data collection improved this year. We asked workshop participants to fill out a pre-survey and a post-survey. They will be asked to fill out an implementation survey after first semester ends and they have had a chance to use what they learned in the workshops in their classrooms. Results from the pre-survey and post-survey indicated a need for continued professional development. Participants also made suggestions for workshop offerings and locations. Roger Davis volunteered to be in charge of workshop registration. He organized the process of registering, collecting fees, and keeping workshop presenters informed of participant numbers.

There was continued discussion on joint professional conferences and CTSO conferences.

Plans for the coming year are to work on programs of study and 3rd party assessments.

HISTORIAN - Barbara J. Bielenberg

As Historian, I took pictures and set up a display at IBEA in October, 2008; printed pictures for history.

Will take pictures at the IBEA conference (with digital camera) of:

- **Session Speakers**

- **Award Winners (groups and singles)**
 - **Regional Winners Distinguished service (secondary, Postsecondary, university)**
 - **State Winners Distinguished service (secondary, Postsecondary, university)**
 - **Years of Service**
 - **Retirees**
 - **BEST**
 - **Hoffman Award (if one)**
- **General Session Speakers**
- **Exhibitors and tables**
- **Auction**
- **Casual shots of attendees & tables at meals**
- **Past President's breakfast & State Presidents**
- **Convention Committee Assembling Packets**
- **Current Board**
- **Newly elected Board**
- **Registration Committee & Registration Desk**

I organized pictures on computer for PowerPoint to play at Past President's Breakfast, and the Saturday Brunch, for which I will bring my laptop, but a projector will be furnished. I will be making copies of the Photos and PowerPoint CD for President and Convention Chair.

Copies of documents for the year were filed.

Digital pictures were sent via e-mail to Sue Elwood for Newsletter.

Brought door prizes for IBEA convention.

Stored boxes of historian's files.

Wrote to congressmen regarding Perkins funding, and had all my teachers do the same.

Meetings: I have officially retired from SCCSD, but will do some Perkins & budget work for them this year.

- I am serving as NASBE (National Association of Supervisors of Business Education) as Past President as of July 1, 2009, and Chair Elect for PCBEE (Policy Commission for Business & Economic Education).
- Will attend ACTE November 18-21 in Nashville, TN, and NASBE meetings there.
- Will attend NBEA in San Diego March 30-April 3, 2010.

2009 Treasurer's Report

On the back is the annual Treasurer's Report. Account balances increased slightly in total, but I did have to transfer some cash from the Money market account to cover some expenses over the summer. We are actually, slightly behind last year, as I received some of the convention registrations a little earlier this year than last year. Part of the decrease was the increase in NBEA expenses due to the change of adding funds for the NCBEA rep and increasing the President-Elect amount.

Below are a couple of recommendations to speed up transactions:

- I would recommend creating permanent order to pay for the Stipends for Executive Secretary, Webmaster (and Treasurer if it passes).
- I would recommend allowing people to pay for conference registrations using PayPal. This would enable people to pay using a credit card, instead of mailing a check if their school didn't cover it. The fees are 2.9% + \$.30 per transaction. This would mean if someone just registered for Friday this year, they would pay \$115 and we would net \$111.36 ($115 - 3.64$). If just one more person came to the conference that wouldn't because they didn't want to write a check, the fees would take care of themselves. (Or we could add a fee charge to pay by PayPal if they used a credit card). There are a couple of ways this could be done, and I would be willing to set this up and co-ordinate with the registration and convention chairs.

IBEA TREASURER'S ANNUAL REPORT			
October 1, 2008-September 30, 2009			
Checking Account Balance 10-01-2008			3,749.83
Income			
Membership Dues	1,520.00		
Conference Registrations	25,055.50		
Donations	150.00		
Exhibitors Fees	1,020.00		
Auction	401.00		
Interest Income	40.65		
Total Income		28,187.15	
Transfer from Money Market		1,000.00	
Total Deposits		29,187.15	
Expenses			
Non-Convention Expenses			
Meeting Expense	321.54		
Mileage	1,319.16		
Awards	70.81		
IACTE Dues	850.00		
Executive Secretary Stipend	500.00		
Gifts	575.14		
NBEA Conference	4,591.50		
NCBEA Conference	525.59		
NCBEA Development	200.00		
Office Supplies	264.10		
Postage	11.36		
Web Hosting	61.60		
Webmaster Stipend	400.00		
Total Non-Convention Expenses		9,690.80	
Convention Expenses			
Decorations	528.08		
Facilities	9,128.44		
Insurance	404.00		
Gifts	490.03		
Mileage	1,243.71		
Postage	105.69		
Printing	546.97		
Speaker	2,194.00		
Supplies	17.04		
Total Convention Expenses		14,657.96	
Total Expenses		24,348.76	
Checking Account Balance 09-30-2009			8,588.22
Money Market Account Balance 10-01-2008			15,104.00
Interest Revenue			120.75
Less: Transfer to Checking			(1,000.00)
Money Market Account Balance 09-30-2009			14,224.75
US Bank Certificate of Deposit Balance 09-30-2009			10,000.00
Hoffman CD Balance 09-30-2009			1,737.23
	18		
Total Cash from all Accounts			34,550.20

IBEA Convention Site Proposal-2012

Mark Ryan, Convention Site Chair

October 2, 2009

Based on prior contacts with hotels, I submitted a bid solicitation via e-mail to several Des Moines, Dubuque and Cedar Rapids/Iowa City corridor hotels. In the bid proposal I asked for prices based on three possible dates in October 2012. Solicitations were sent to the following organizations:

Des Moines Convention and Visitor's Bureau
Cedar Rapids Marriott
Coralville Marriott
Des Moines Holiday Inn Airport
Hotel Fort Des Moines
Des Moines Marriott
Adventureland Inn
The Meadows
Isle of Capri (Waterloo)
Honey Creek Resort
Clarian (previously a Holiday Inn) Amana Colonies
Riverside Casino and Resort
Grand Harbor Resort

I received proposals from the following:

Adventureland Inn
Des Moines Marriott
Coralville Marriott
The Meadows
Riverside Casino and Resort
Sheraton West Des Moines
Honey Creek Resort
Embassy Suites DSM

The Convention Site Chair would recommend to the IBEA Executive Board that consideration be given to holding the 2012 convention at the Honey Creek Resort.

IBEA Convention Site Proposals for 2012						
Hotel Name	Adventureland Inn	Des Moines Marriott	Corallville Marriott	The Meadows	Riverside Casino & Resort	Sheraton West Des Moines
Dates Available						
10/5-10/6	Yes	Yes	Yes	Yes	Yes	No
10/12-10/13	Yes	Yes	No	Yes	Yes	Yes
10/19-10/20	No	No	No	Yes	Yes	No
Room Rate	\$129	\$109	\$89	TBD*	\$109.95 (S) \$109.95 (D) \$119.95 (T) \$129.95 (Q)	\$99
Exhibit Tables	Waived	\$45	\$35	Included in room quote	\$15/ea	\$600 Friday \$600 Saturday
Meeting Room Costs	Waived	Not indicated on quote	Not indicated on quote	\$1,600 (all requirements)	\$1,000 (all requirements)	\$300 Friday \$300 Saturday – plus all AV
Meal Costs/Person						
Lunch	\$16.95	\$17	\$15	\$19	\$16	\$24
Dinner	\$24.95	\$25	\$26	\$23.95	\$32	\$39
Brunch	\$13.95	\$12	\$10	\$13	\$12	\$19
Service Charges						

Percentage	21%	22%	22%	19% F & B, AV	20% F & B, AV	22%
Assigned to:	All Functions	F & B, AV	F & B, AV			F & B, AV
Parking	Free	\$17/day	\$9/day	Free	Free	Free
Complimentary Rooms	1/40	1/50	1/40	1/40	1/40	1/40
Contact Person	Molly Downs	Brenda Ibarra	Annette Rullman	Matt Kiernan	Micki Shanklin	Jana Finnegan

*The Meadows will be building a new hotel (200-300 rooms) due for completion in fall 2011 – individual room rates have not yet been determined

IBEA Convention Site Proposals for 2012

IBEA Convention Site Proposals for 2012						
Hotel Name	Honey Creek Resort	Embassy Suites DSM				
Dates Available						
10/5-10/6	Yes	No				
10/12-10/13	Yes	Yes				
10/19-10/20	Yes	No				
Room Rate	\$119 (Q) \$119 (K)	\$149				
Exhibit Tables	\$30 per table \$50 w/power	?				
Meeting Room Costs	\$300 Grand Ball \$100-150 for others	Free w/\$11,000 food – or \$150-\$2,000				
Meal Costs/Person						

Lunch	\$15	\$19.99				
Dinner	\$32	\$32.99				
Brunch	\$10	\$15.99				
Service Charges	9% service					
Percentage	9% gratuity	22%				
Assigned to:	7% tax	F & B, AV				
Parking	Complimentary	\$7 surface \$14 under \$19 valet				
Complimentary Rooms	1/50	1/40				
Contact Person	Cora Whitney	Abbey Duncan				

•