

**Iowa Business Education Association
Executive Board Meeting**

Minutes

Holiday Inn & Suites
4800 Merle Hay Road, Urbandale, IA 50322

Saturday, February 16, 2019
10 a.m.-12 p.m.

Call to Order (at 10:12 am) Trisha Hopper

Welcome New Members Trisha Hopper

Approval of Fall Board Minutes Rebecca Epane

Motion to approve Dara Knudtson. Second by Patrick Geer. No discussion. All approved. Motion carried.

Approval of Agenda amended

Motion to approve Dara Knudtson. Second by Megan Kupferschmid. No discussion. All approved. Motion carried.

Treasurer's Report Patrick Geer

The U.S. Bank account has a balance of \$23,219.45. The PayPal account has a balance of \$5,566.78. The Hoffman CD has a current balance of \$1,744.19. All payments from the conference have been received and all bills settled.

The conference brought in \$9,192 in deposits, not including the membership dues of the attendees. We did get \$584 from the silent auction this year and \$1,000 from exhibitors. Conference expenditures were \$8577.76, so the conference covered its costs and got a little extra from the silent auction.

Department of Education Update Kelli Diemer

I am retiring on June 27 from the Iowa Dept. of Education.

- The WBL Clearinghouse flyer is attached.
- High School of Business Open House at Waverly Shell Rock
- IWBL Conference at the Airport Holiday Inn
- Business Administration Program Management Committee Feb 21st on Zoom
 - Formal standards review
- CTE Self-Assessment work possibly in June
- Perkins V
 - Requires data driven decision-making
 - Increase stakeholder involvement
 - Revised accountability indicators
 - Serving special populations
 - Encourages innovations
- Future of IBEA

- Creation of a Data Working Group
- Creation of Work-Based Learning/Stakeholder Engagement Working Group
- Creation of Publicity Committee

Executive Reports

President

Trisha Hopper

- 1) Program Management
 - Attended in the fall in Des Moines
 - Will attend later this month by Zoom
 - And again in Des Moines in April
- 2) Serving on planning committee for 2019 IBEA Fall Conference
- 3) Business Professionals of America (BPA)
 - Attended Fall Leadership Conference in Des Moines with 6 students
 - Attending Spring Leadership Conference and Competition in Des Moines with 6 students
 - Attending National Leadership Conference in Anaheim with students who qualify
- 4) Business and Professional Educators of Iowa (BPEI)
 - As the CEAC (Classroom Educators Advisory Council), attending the summer meeting in Washington DC to audit the event exams.
- 5) Updated Webmaster with a letter from the president for IBEA website
- 6) Will draft an email to send out later this month to all HS and PS business educators to promote IBEA its connections. Will also note the reps for each specific area so teachers know who their contact person is.

President-Elect

Dara Knudtson

Dates for the fall 2019 IBEA Conference are September 29 and 30, 2019. The conference location will be at the Holiday Inn and Suites in Urbandale, Iowa.

All chair positions have been filled on the planning committee. The committee will be meeting this afternoon to further discuss the conference theme of “Building a Better You” and details for the conference will begin.

A keynote speaker has been secured. Alissa Gardner was recognized as one of the 40 under 40 leaders in the Cedar Rapids/Iowa City corridor, who have made a significant impact in their business and community. She owns Better Homes and Garden Real Estate in Cedar Rapids and has a great message on the importance of taking time to rest from our busy lives. She will also present several breakout sessions for the conference.

This year the planning committee will be trying a Project Management tool called “Agile”. The tool will allow us to view the current tasks each chair is working on, what has been completed and what still needs to be done for planning.

A survey was sent out to all secondary Business teachers who did not attend the 2018 IBEA conference. The purpose was to gather information on why teachers did not attend, how many were IBEA members

and find out what would make the conference more beneficial for them to attend in 2019. The results will be discussed during the planning committee meeting and used to assist in planning.

NCBEA Representative

Andrew Thonstad

NBEA/NCBEA Membership Director Report

At this time, we are in a membership drive to increase NBEA membership throughout Iowa, the region, and overall. I have been sending newsletters and information to current members, lapsed members, and potential new members in Iowa. Sue Elwood is the overall membership chair, and all of the regional membership directors are meeting on a weekly basis to share ideas to grow our states' membership.

I would request for any board member who is not currently a member of the NBEA, to join at their earliest convenience, as I believe this is a requirement for being part of the IBEA board. According to the IBEA Constitution, in ARTICLE VIII – ELECTIONS - Section 2. No person's name shall be presented for nomination without his/her consent. Each nominee must be a member of IBEA and, if not already a member, join NBEA when elected.

IACTE & Legislative Representative

Shannon Smith

No Report

- we would like them to have a table at our conference and IBEA will have one at IACTE

Executive Secretary

Sandy Warning

I have worked with the mentor committee to identify first and second-year teachers. We have tried to match them with IBEA members to act as mentors, but have had logistic problems. I have worked with Kelli to update the business teacher distribution list. I continue to update to Business teacher Team Drive. We are currently at 234 members. There have been over 40 items added to the drive by team members. We need to come up with a plan to increase membership. Membership is down 11 from past year. I am open to suggestions.

Webmaster

Sue Elwood

Items Updated on the Website:

- a. Awards
- b. Membership Information
2. Maintaining a file of materials pertaining to the activities of the Website.

Needs:

- o Upcoming IBEA Conference Info
- o Summer Workshops

Could we have links to the CSTO?

Public Relations Chairperson

Carrie Kohl

I have completed the following tasks in my role as public relations chair:

- A. Posted on the IBEA facebook page the winners/pictures of IBEA Awards at the fall conference

Upcoming ideas/thoughts:

- A. Newsletter to be published 2 times a year

Spring/Summer - promote the IBEA Conference
Fall/Winter -

- B. Going to do some research on other state organizations to see what ideas we can incorporate for IBEA.
- C. Reach out the NBEA publicity chair/committee to get ideas as well.
- D. Open to other suggestions

Historian

Barb Bielenberg

No Report

Awards Chairperson

Megan Kupferschmid

Talked to Lois Roth and the nomination forms are being updated with my contact information.

Lois contacted Sue to get the Outstanding Business Student form placed on the website, as well as putting the past winners up on the website. (thanks to Sue Elwood for her work)

IBEA Student Recognition Award. (re-emphasize the IBEA member part) I am hoping to get a word format and the links to the forms on the website sent out to all of IBEA members and those who did not attend the conference (will need to get an email list from Trish or Andrew)

Ongoing check with Exec Secretary to see if Teacher Nominator is in IBEA. As per 2011 - 2013: All educator nominations (who complete paperwork) are recognized at the state level. Each receives certificate and table 'gift'. Four educator awards-one champion per category. Receives plaque.

Due dates for 2019: March 20 Outstanding Business Student Recognition names submitted

April 1 Educator, Distinguished, Service, Hoffman (then I send forms to educator nominees)

June 1 Due date for educator forms to be completed – if someone needs to submit later, it is fine.

June-August will share the Outstanding Educator awards with our committee and have you score

July 15 BEST Award

Other awards

Continue nudge to have folks be nominated. Will be sending the next stage of pages for their use. Will be more reminders of things upcoming. Early February status of award nominations:

Certificate folders: ALL educator nominees. Hoffman)And Distinguished Service, Service to Business folks who do not attend convention.

Frames: to those Service to Business and Distinguished Service award recipients in attendance.

Plaques: Final Educator awards (1 to 4).

Table Gifts: (pending educator nominations #s)

Am in the process of determining needs for certificates, folders, frames #s and plaques.

After nominations are received, Exec Secretary will be asked to check membership.

July 2018

Hopefully will receive all nomination papers from those nominated and all follow up will be happening.

Will nudge as much as I can. Nudging will be a good role for the nominator as well!

Hopefully folks will adhere to due dates!

Program Management Chairperson

Carrie Kohl

Business Education Team Drive

1st quarter email was sent to members on September 18

2nd quarter email was not sent

3rd quarter email will be sent out week of February 25

Business Teacher Mentors

A handbook has been created for business teachers in Iowa. The sub committee figured out that there were 8 teachers in the first/second years of teaching. Emails were sent to 8 possible mentors asking them if they would be able to "pilot" the program for 2nd semester.

Summer Workshops

New workshop coordinator - Jori Lizer. Will be working closely with Rhonda Schmaltz. They will be getting a survey done and sent out in the next week or so regarding workshop topics.

Area Rep Reports

Central Rivers Area Reps

Carissa Lewis & Sharon Buss

No Report

Grant Wood Area Reps

Kevin Murray & Marilee Feldman

We held a trade show for school student-run businesses. It was at Linn Mar in the fall.

Schools in attendance were Linn Mar, Belle Plain, and Mount Vernon. We also had one scheduled for February but it was cancelled due to weather.

Marilee Feldman's Area 10 Report

Thanks to our Area Rep Coordinator, Sandy O'Brien, on several occasions, we received a newsletter draft which we were able to edit and share with Area 10 teachers. The newsletter contained updates on IBEA and NBEA as well as teacher resources and trainings.

Great Prairie Area Reps

David Becker & Liz Weisinger

No Report

Green Hills Area Reps

Elizabeth Brittain & Carrie Kohl

Sent emails to Green Hills Area teachers who attended the IBEA Fall Conference thanking them for coming.

Been forwarding emails to area teachers that we get from Kelli Diemer as well as IBEA Rep Coordinator, Sandy O'Brien.

Going to try to set up a meeting...hope to send out a survey asking area teachers what they would like to discuss, meet about, etc.

Heartland Area Reps

Rhonda Schmaltz & Amy Christian

No Report

Keystone Area Reps

Jodi Ehlers & DeAnn Lenth

We are sharing the area rep duties for Areas 1A and 1B this year. Since last fall, we have completed the following things:

1. Used a list of business teachers provided by Sandy Warning and sent group emails out to teachers promoting the IBEA conference this fall.
2. Brainstormed ways to promote stronger attendance from Area 1 for next Fall 2019 IBEA Conference (personal emails, offer to carpool, encourage the benefits of networking)
3. Attended (and helped host) our AEA1 Business Educators Learning Tour on November 13 in Edgewood with approximately 20-22 teachers and curriculum directors from our area. On this day, we:
 - toured Kendrick's Forest Products and their four value added wood companies - Kendrick Home, Forever Cabinets, Shimlee, and the MARKKET.
 - met for a working lunch at Cafe Rose in Edgewood and heard a short presentation from business owner Rosie Totman.
 - Heard presentations from Kelli Diemer with the Iowa DOE regarding our business program approval. Also, Hannah Steiber, our AEA Consultant, and Gena Gesing, from Northeast Iowa Community College, shared updates for our programs. The remainder of the meeting time was spent on Work Based Learning. The business educators in attendance are at varying degrees of understanding and implementation. Numerous ideas and resources were shared.

Mississippi Bend Area Reps

Steve Verdon & Grady Gallagher

No Report

Northwest Area Reps

Andrew Thonstad & OPEN

No Report

Prairie Lakes Area Reps

Pam Uhlenkamp & Liz Kliver

Iowa Central will not hold our regular "Business Competition Day" this year or again in the foreseeable future, spring, so as Prairie Lakes Business instructors, we need to address future Professional Development with IBEA focus.

My email notices to our area listing have been few; none that have required much replying. Liz is no longer a paid member and has not replied to my emails, though they do deliver through the Spencer system.

I was unable to participate in the IBEA Annual Meeting – Fall, October – but will be working and presenting with MBA Research, Conclave, and the Conference in September.

Iowa Central's T4T Professional Development conference will be held on Monday, August 12 and I will request a Prairie Lakes Area IBEA Session(s).

Old Business

New Business

IBEA/ACTE window cling

- Give to members
- Could give to businesses or chamber of commerce
- Could we use the logo created in past years to handout
- Cost could be \$1.00 or so

Mentor Program Pilot - Money approval for mentor to have a free membership (We did not have enough members to vote on this)

2018 IBEA Conference Results - 90 in attendance which was down

-Give Area Reps to increase membership by 1 or more

Summer Workshop Preview 2019 - They are going to meet to send out survey for course offerings

New IBEA Banner - Current one is behind the stage and needs to be replaced.

Board Vacancies

Trisha Hopper

- Northwest Iowa Area Rep (Post-Secondary)
- Grand Wood - Opening

Data Working Group

Work Based Learning Stakeholder Engagement Working Group

- Sponsorship package? Partnership.

Publicity Committee

Officer and Executive board duties - updates - look and make changes. Send back by March 1st.

Upcoming Professional Development Opportunities and Conferences

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|-----------------------------------|---|
| ACTE National Policy Seminar | Arlington, VA, March 25-27, 2019 |
| IWBL Conference | Airport Holiday Inn DM, April 2-3, 2019 |
| NBEA Convention | Chicago, IL, April 16-20, 2019 |
| IBEA Conference | Des Moines, September 29-30, 2019 |
| MBA Conclave | Louisville, KY, October 4-7, 2019 |
| ACTE CareerTech Vision Conference | Anaheim, CA, December 4-7, 2019 |

Next Executive Board Meeting, September 29, 2019

Meeting Adjournment

Trisha Hopper

Motion to approve Patrick Geer. Second by Dara Knudtson.

IBEA Conference Planning Committee Meeting @ 1 p.m.

Dara Knudtson