



Iowa Business Education Association Executive Board Meeting Agenda

Holiday Inn & Suites
4800 Merle Hay Road, Urbandale, IA 50322
Sunday, September 29, 2019
9:30 a.m. – 12:00 p.m.

Call to Order

Trisha Hopper

9:43 am

Approval of Agenda and Spring Board Minutes

Trisha Hopper

Patrick moved to approve fall minutes, Shannon Smith Second, all approved

Carrie Kohl moved to approve spring board minutes, Liz Weisinger second, all approved

Treasurer's Report

Patrick Geer

No expenses from area reps. We have lower expenses. IBEA is doing well financially. Budgeted total income \$19,240, Actual total income \$13,972.

Budget Report

Patrick Geer

We estimated conference 85 registration and 110 members. We are around those numbers. We lowered the area reps expenses and recommended skype/zoom meetings. We are +20,000 in our account. Removed \$1000 due to NCBEA conference cancelation. Change DOE sponsored content change to speaker/convention fees.

Andrew Thonstad moved to approve the Budget, Kevin Murray second, all approved.

Department of Education Update

Kristy Volesky

Business Standards Approved by department of education. Listed on the Website.

Program approval will be used with Perkins V.

Work-Based Learning Clearinghouse. The website host may projects for teachers to assess.

Executive Reports

President

Trisha Hopper

Program Management Meeting. IBEA was discussed often, create an umbrella for all CSTO and Business groups. Discussion of revamp of Facebook page to a Facebook group. This will also help with the new mentoring program.

President-Elect

Dara Knudtson

In preparation for the annual fall convention, I organized zoom calls with the planning committee in March, April and May and resumed calls in August and September. Over the Summer, only the Program chairs and myself worked on communicating and securing speakers.

In April I attended the NBEA convention in Chicago and had the opportunity to network with other President-Elects as well as other Business teachers. It was an invaluable experience and I'm thankful I had the opportunity to represent IBEA.

After much communication with Iowa ACTE regarding a joint logo, they decided to go a different direction. Since the IBEA logo had been the same for over 10+ years, it was decided to create a more modern and updated look for the logo. Much research was taken into the design by looking at other states Business Education logos. I hired a graphic designer to create 5 different designs based on my research and input. Three designs were chosen by myself and then Trish Hopper, President and myself narrowed it down to one design for board vote. The board approved the new logo in July.

250 window clings were ordered with the new logo design. These clings will be given to all IBEA members regardless if they attend the convention or not. Clings will be mailed to individuals who do not attend along with a welcome letter. ¼ zip pull-overs were ordered with the new logo for all planning committee members and Executive Board members, including Area Reps.

All 7 spotlights for each planning committee chair have been sent via email. Many emails were received by members stating they enjoyed reading about the planning committee and their duties.

This year I chose to create promotional emails using Mail Chimp to share information regarding the IBEA convention. With attendee numbers down, an email was sent to all area reps requesting their help to promote the convention. 76 registered for the fall convention, which is down from 93 in 2018. 14 exhibitors have requested a booth, 7 paid and 7 non-paying.

Zip up polo for all members with the new Logo.

- Discussion about conference dates and joining Work-Based Learning Conference. Comparing IACTE data also. Discussion on moving conference dates. IBEA is still in a contract with correct hotel for next year's conference.

NCBEA Representative

Andrew Thonstad

IACTE & Legislative Representative

Shannon Smith

On September 17, 2019 Iowa Career and Technical Education Association held its Best Practices conference at the FFA Enrichment Center in Ankeny, Iowa. At the conference, there were 152 registrants and 25 exhibitors. Opening remarks were given by Director Ryan Wise of the Iowa Department of Education. He discussed the importance of connecting school with work and work based learning opportunities to help students group. The keynote speaker at the conference was John McHugh, Director of Corporate Communications at Kwik Trip/Kwik Star, Inc. The Luncheon Speaker, Michael Connet, ACTE Associate Deputy of Executive Director of Outreach and Partner Development, discussed Iowa being a model in Career and Technical Education. He discussed how Iowa had 2 CTE Presidential Scholars last year. Teachers can still nominate for this award for 2019. There is a nomination form and rubric on the Iowa CTE website. He challenged Iowa CTE teachers to nominate at least 5 students from all divisions. Business currently has 5 submissions but 3 are incomplete. Applications are due by September 30th.

Iowa ACTE had 597 members for the 2018-2019 school year.

Upcoming CTE conferences include ACTE Visions in Anaheim, California on December 4-7 and Region III ACTE Conference in Prior Lake, MN on June 17-19, 2020. IACTE September 15, 2020 at DMACC FFA Enrichment Center

- Suggested to have CTSO meetings during the IBEA conference.

Executive Secretary

Sandy Warning

Membership continues to decline. Nineteen members used the online membership form. 2019- 2020 membership is currently at 82. 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 provided lists to area reps. I continue to update the Business Teacher Team Drive. We are currently at 244 members. There have been over 40 items added to the drive by team members. I have truly enjoyed my duties as Executive this past nine years. I have resigned and Carrie Kohl has agreed to assume Executive Secretary duties in 2019-2020.

Webmaster

Sue Elwood

Items Updated on the Website: Summer Workshops, Convention, and New Logo. Maintained a file of materials pertaining to the activities of the Website. Web Hosting Fee = \$45. The following are needs: Post-convention Information, New President's letter/photo, New Board List, Add Past-president's List and Awards from past years

Public Relations Chairperson

Carrie Kohl

- A. Facebook updates
 - a. Biweekly spotlights on planning committee of IBEA Fall Convention
 - b. Other updates throughout (summer workshops, CTE presidential scholars, sensational PD, new logo, convention reminders, CTE standards, etc)
- B. August – sent postcards to all high school and college business staff/faculty inviting them to the convention
- C. Rounded up various door prizes and purchased silent auction prize

D. Wrote press release for fall convention attendees

Future:

A. First newsletter – October 2019

B. Will send press releases to local newspapers for award winners from fall convention

C. Will send thank you's to principals of planning committee members

D. Newsletter – March 2020

E. Send press releases to the award hometown papers.

- Send a thank you for supporting your teacher while attending conference. (School board and principals)
- Send a thank you for people who resign.

Historian

Barb Bielenberg

As Historian, I took pictures and set up a display at IBEA October 30-31, 2018; printed pictures for albums from WALGREENS. (\$30 pictures.)

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

- 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
- Silent 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 Monday Brunch, for which I brought my laptop.

Copies of documents for the year were filed.

Brought door prizes for IBEA convention.

Stored boxes of historian's files.

Meetings:

- Attended NBEA in Chicago April 16-20 this year, and will attend NBEA in Boston April 7-11, 2020.
- Will attend state IRSPA meeting October 2-3 this week in Denison.

Awards Chairperson

Megan Kupferschmid

Program Management Chairperson

Carrie Kohl

Business Education Team Drive

We have decided to go a different route. Jennifer Anderson, UNI, is going to start a facebook group similar to the “national” Facebook business educators group. People can then join and ask for or provide lesson plans, ideas, etc.

Business Teacher Mentoring Program

It has been kicked off (with some revamping from last year) – now accepting applications for teachers who want to mentor. We will then get them paired up with mentees as soon as possible. Mentors who successfully complete the program with their mentees will be granted an IBEA membership for the 2020-21 school year (pending budget approval). As of right now, there are 11 potential new mentees.

Summer Workshops

Didn't have very good attendance this year. Looking to revamp?

- Instead of IBEA organizing a workshop, we sponsor members with classes of their choice.
- Have the summer workshops ran their course? Phrase summer workshops into something new.
- Should IBEA take a year or two off.
- Add question on conference survey about summer workshops

Area Representative Coordinator

no report

Area Rep Reports

Central Rivers Area Reps

Carissa Lewis, Sharon Buss

No report

Grant Wood Area Reps

Kevin Murray, Marilee Feldman

Our fall regional business advisory council (RBAC) meeting was earlier than normal this year to coincide with the Regional Advisory Council meetings at Kirkwood CC. I used this time to share information regarding the IBEA conference to all teachers at our regional meeting. At the RBAC, we combined with Kirkwood Community College to meet with instructors and business partners to share ideas. I attended a breakout with Financial Services and talked about future partnerships with Kirkwood for classroom visits and industry tours.

We once again invited members to our Vendor Showcase at Linn Mar High School on Tuesday, October 15th. The basic premise is to allow students to interact with potential vendors who have products that could be customized for his/her school, and structure it like a trade show.

Vendors/Companies are encouraged to set up any information that they might use in this type of

environment, and bring whatever products they think would fit well in a school-store. Area 10 teachers discussed this last year at conference and a few schools have previously attended.

- Marilee Feldman is retired and needs to find a new rep

Great Prairie Area Reps

David Becker, Liz Weisinger

Business Teachers in AEA 16 had the DoE Review approved this fall. All teachers in Area 16 will be meeting on October 16 for the Regional Business Advisory Committee meeting at Ottumwa AEA. Business teachers from AEA 15 and AEA 16 will have a joint meeting to discuss what curriculum and strategies we are using in our classes. Next spring teachers will be going through the process of getting our class assessments approved by our business partners.

Green Hills Area Reps

Elizabeth Brittain, Carrie Kohl

End of May – emailed teachers about IBEA facebook page, summer workshop info, and fall convention, forwarded emails from Kelli Diemer/Kristy Volesky (Dept of Ed) and Sandy O'Brien. In September emailed teachers fall convention and IBEA facebook page. Oct 10th advisory meeting will encourage people to join IBEA

- Elizabeth Brittain has changed jobs and no longer in Green Hills Area

Heartland Area Reps

Rhonda Schmaltz, Amy Christian

1. Area 11 reps forwarded tips and other information sent from Sandy O'Brien.
2. We contacted some lapsed members about renewing their membership to IBEA and NBEA.
3. Sent information out about summer workshops and encouraged participation.
4. Sent information out about IBEA Facebook page.
5. Sent information out about fall conference.
6. We intend to commit more time and energy toward setting up a time for Area 11 business teachers to meet, share more information, and reach out to business teachers that currently are not members of IBEA.

- Rhonda Schmaltz will not be a rep next year
- Elizabeth Brittain a possible rep

Keystone Area Reps Area 1

Jodi Ehlers, DeAnn Lenth

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

1. Used a list of business teachers provided by Sandy Warning and sent individual and group emails to teachers in Area 1 inviting them to IBEA State conference.
2. After the conference, we hope to reach out to Area 1 attendees and thank them for attending our conference this fall and encourage others to attend in the future.
3. We have an AEA1 Business Educators Learning Tour coming up October 28, 2019 that could be used for reflection of the IBEA conference and possible recruitment (generate excitement) for next year.

Mississippi Bend Area Reps

Steve Verdon, Grady Gallagher

No report

Northwest Area Reps

Andrew Thonstad

Still looking for another number to rep Northwest Iowa.

Prairie Lakes Area Reps

Pam Uhlenkamp

Prairie Lakes Area met at the Tools for Teaching (T4T) Professional Development Conference on Monday, August 12, 2019 at Iowa Central Community College - Fort Dodge Campus. Only 13 instructors attended the Prairie Lakes Area meeting. I shared information on the Fall IBEA Conference, IBEA, ACTE, and NBA membership and professional development opportunities. Kristy Volesky and Katy Blatnick-Gagne of the Iowa Department of Education, new this past year; introduced themselves to the group and joined a work session with Iowa Central Business Dean, Neale Adams in working on this year's instructors working on the State Program Reviews. Discussion evolved around what is new related to business with: work-based learning and Intermediaries, Perkins V, and how the Program Reviews will impact RPPs and business instructors and our programs of study. They also updated both groups on what expectations the State had for their next steps and where the State Business Standards sat in being approved (sometime in late July/early August). Iowa Central will have a Business Day for Career Exploration in early December, I hope to have time during this event to connect with instructors while students are in their sessions. I have continued to send out email information and reminders to the Area listing. Very little information has come from the Area Rep director...at this time I do not recall a newsletter for this fall – I did send out copies of the IBEA Conference registration and received only two replies for not being able to attend and none for attending. I did receive, I think, something like six email returns most stating that the emails were no longer active, a few that Iowa Central was blocked from their server. For this year's goal, I personally would like to get a solid connection made with each school in our Area, a second person from north of Fort Dodge as a Rep, and a spring/summer meeting planned.

Shannon Smith motioned to accept all reports, Rhonda Schmaltz second, all approved

Old Business

Summer Workshop 2019 Recap

Jori Lizer

New Business

Board Appointees

Trisha Hopper

- Secretary, Rebecca Epane
- Treasurer, Pat Geer
- Area Representative Coordinator, Kyle Van Ausdall
- Awards Chair, Megan Kupferschmid
- Executive Secretary, Carrie Kohl
- Historian, Barb Bielenberg
- IACTE/Legislative, Shannon Smith
- NCBEA, Andrew Thonstad
- Public Relations Chair, Carrie Kohl
- Webmaster, Sue Elwood

Board Vacancies

Trisha Hopper

- President-Elect (Post-Secondary)
- Grant Wood Area Representative
- Green Hills Area Representative
- Northwest Area Representative
- Heartland Area Representative
- Mississippi Bend Area Representative
- Prairie Lakes Area Representative

Spring 2020 Executive Board Meeting Date

Dara Knudtson

Zoom Meeting in Feb based on Poll.

Conference Dates and Locations for 2020

Dara Knudtson, Trish Hopper

Other New Business

Meeting Adjournment

Trisha Hopper

Liz Weisinger motion to adjourn. Patrick Geer second. all approve

Upcoming Professional Development Opportunities and Conferences

MBA Conclave	Louisville, KY	October 4-7
NCBEA Conference		
ACTE Vision Conference	Anaheim, CA	December 4-7
MBA Leadership Forum	Columbus, OH	January
ACTE National Policy Seminar	Arlington, VA	March 25-27
NBEA Convention	Boston, MA	April 7-11
IWBL Conference	Des Moines	April 7-8