



**Iowa Business Education Association  
Executive Board Meeting Agenda  
Holiday Inn & Suites  
4800 Merle Hay Road, Urbandale, IA 50322  
Sunday, September 30, 2018  
9:30 a.m. – 12:00 p.m.**

***Call to Order***

Andrew Thonstad

***Approval of Spring Board Minutes***

Rebecca Epane

Motion to approve Patrick Geer. Second by Rhonda Schmaltz. All approved. Motion carried.

***Treasurer's Report***

Patrick Geer

Had an increase in revenue due to conference attendance in 2017. Exhibitor fee more than last year. IBEA makes the most money on the fall conference. We had no expense on mileage for meetings since IBEA had a Zoom meeting in spring. IBEA should have a large amount of payments at the conference this weekend. When payments are made by PayPal IBEA pays a fee of \$1.90. Treasurer Report has been submitted and has been audit.

***Budget Report***

Patrick Geer

Budget is based on 2017. Budget for 125, current we are at 99 members. Workshops made about \$750. Exhibit Fee had an adjustment for an increase. Changing DOE Speaker reimbursement to DOE conference sponsorship. Added PayPal fee into budget this year. Summer workshop stipend increase this year. Postcard was added into Postage/Supplies/Telephone category. Web Hosting is not being paid for by IBEA, however it is still in the budget.

Moved to approval Susan Seuferer. Second by Rhonda Schmaltz. All approved. Motion carried.

***Department of Education Update***

Kelli Diemer

**Iowa Department of Education – Division of Community Colleges**

The following positions are posted on the website - Education Program Consultant (CTE Generalist); Education Program Consultant (Perkins Accountability); Education Program Consultant (Computer Science / Information Technology); SkillsUSA-Iowa State Director. We will also be posting another position for an Education Program Consultant (Industrial Technology) in the next few days.

**Business Administration Program Management Committee**

This committee has been expanded to include more collaborative partners including the work-based learning coordinators, both members of the TAN and representatives of the Information Technology service area. This service area will eventually hold independent program management committee meetings.

**Perkins Reauthorization**



On July 31, 2018, HR 2353, the Strengthening Career and Technical education for the 21<sup>st</sup> Century Act was signed into law. There will be a year of transition when the state will write the plan to respond to the new requirements of the law.

Senate proposed level Perkins funding while the House recommended an increase of \$102 million. The conference committee agreed to increase funding for the Perkins Basic State Grant by \$70 million—bringing the total to nearly \$1.263 billion for next school year.

### **MBA Research**

I continue to serve on the MBA Research Board and was elected as the Vice Chair. Susan Seuferer and Carol VonTersch just completed their three year terms on the MBA National Teacher Advisory Network. Jori Lizer (Prairie Valley) and Abbie Weipert (Iowa City West) are Iowa's new TAN representatives. Conclave will be held in Kansas City on October 5-8.

In FY17, IBEA supported Kyle Van Ausdale and Andrew Thonstad to attend the MBA Leadership Forum. This resulted in continuing conference calls for the team leaders from several states.

MBA Research is supporting our conference by sending one of their professional development members – Dr. Ann Stewart to present breakout sessions on school-based enterprises, project-based learning, and other topics.

### **ACTE Business Education Vice President**

I am serving my final year as the ACTE Business Education Vice President. There are two candidates running for this position. In December, the ACTE VISION conference will be held in San Antonio. We will be hosting the 2<sup>nd</sup> Collaborative Summit for Business Education, Marketing Education and Information Technology.

### **Intermediary Network and Work-Based Learning**

The Intermediary Work-Based Learning Network has continued to grow over the past five years – over 110,000 work-based learning experiences in FY18.

The Iowa Work-Based Learning Coordinators are currently planning a two day conference on April 2 and 3 at the Airport Holiday Inn.

### ***Executive Reports:***

President

Andrew Thonstad

- Attended Program Management meetings:
  - February 19, 2018 on Zoom
  - April 11, 2018 in Des Moines
  - September 12, 2018 in Des Moines



- Attended MBA Conclave in October 2017.
- Attended Future Ready Learning Conference in June 2018.
- Will attend MBA Conclave in Kansas City October 5-8, 2018.
- Served on Planning Committee for the 2018 IBEA Fall Conference.
- Wrote letters for Kelli Diemer to include in her statewide newsletters.
- Sent out a statewide email to secondary business education instructors encouraging them to join IBEA and to seek out ways to share importance of business education in Iowa.

President-Elect

Trisha Hopper

- Bi-weekly meetings with Andrew and Kyle
- IBEA will need a new planning committee
- Goal
  - Increase Post-Secondary attendance and membership

NCBEA Representative

Rhonda Schmaltz

As of June 2018, we have 77 current NBEA members Our state goal for the year is 112.

I spent a great deal of time this summer emailing lapsed members and encouraging them to rejoin or renew their NBEA memberships. I included the numerous benefits to joining NBEA and also NCBEA.

Our fall conference is September 30-October 1, 2018 in Des Moines, Iowa. I sent out an email to all business teachers in the state encouraging them to come to our conference and stop by the NBEA booth for joining or renewing memberships. A special incentive for new members through December 1 is a \$100 prize provided by NBEA. Besides drawings at the booth, I plan to have a small gift for each person who joins or renews their membership during the conference.

I would like a person to take over the Iowa Representative.

IACTE & Legislative Representative

Susan Seuferer

IACTE Annual Conference: Best Practices was held on Monday, September 17, 2018 at the FFA Enrichment Center in Ankeny. Sessions covered Perkins, Project Based Learning, Advocacy, and various other topics. The keynote speaker was Kathy Leggett, from Future Ready Iowa.

CTE Presidential Scholar nominations due date has been extended to October 13, 2018. Information can be obtained at <https://www.acteonline.org/iowa-association-for-career-and-technical-education/> or by emailing me. Business can have five students nominated and so far there is one.

Perkins V (Strengthening Career and Technical Education for the 21<sup>st</sup> Century) was passed by the legislature. Iowa Department of Education will be working on what that will look like for all of us in



Iowa. There have been several changes to the accountability system, such as definition of a concentrator and reporting on nontraditional students. They have included science in the accountability piece also.

We will probably be needing a new business representative on the IACTE Board. I have been nominated as 2<sup>nd</sup> Vice President (no one running against me).

Next year's conference will be on Tuesday, September 17, 2019 at the FFA Enrichment Center.

Executive Secretary

Sandy Warning

Membership is down at 99, Conference attendance currently at 91

- DE distribution list
- Postcards to encourage membership
- 16 used the online registration form

Webmaster

Sue Elwood

Items Updated on the Website:

- a. Summer workshop information
- b. Fall Convention Information
- c. New Forms

Redesigned the Website in WordPress (published September 2018). Changed Webhosting Service: \$90/year (other hosting service had jumped to \$120/year)

Maintained a file of materials pertaining to the activities of the Website.

#### **Items needed after the fall convention**

Needs:

- President's letter/photo
- Board Directory
- Award Winners/photos

Public Relations Chairperson

Sara Rowe

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

- Emails were sent from me via Kelli Diemer (Department of Education) to the database of business teachers across the state encouraging them to participate in summer workshops and conference
- Used Facebook to remind about upcoming events during the year.
- I prepared a press release for our conference packets this fall. IBEA members can use the press release when they return to their communities for publication in their local papers. It highlights the features of the conference and the dates the conference was held. This was placed in attendee's conference packets.



Action Items:

- I will be stepping down from this position after the Fall Conference.

Historian

Barb Bielenberg

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.
- Digital pictures were put on Shutterfly for the newsletter editor for website and newsletter.
- Brought door prizes for IBEA convention.
- Stored boxes of historian's files.

Meetings:

- Attended NBEA in Baltimore in March this year, and will attend NBEA in Chicago April 16-20, 2019.
- Will attend state IRSPA meeting in October in Iowa City.

Awards Chairperson

Lois Roth

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

Request nominations via Kelli Diemer (DE) and IBEA President. Nudges and nags as I can.



THIS YEAR Nominees:      1 for New Secondary (did not complete paperwork)  
   1 for Secondary  
   0 for New Post-Secondary  
   0 for Post-Secondary  
   5 for Service to Business Education  
   1 for Distinguished Service  
   0 for Hoffman  
   8 Iowa BEST  
   Years of Service recognized  
   Retirement folks recognized  
   58 IBEA Outstanding Business Students

### **IBEA Outstanding Business Student Recognition**

IBEA Member educators nominate up to 5  
Certificates prepared and signed by IBEA President  
Certificates and sample script sent to IBEA member educator in time for spring awards events  
Post listing of students honored at following IBEA State Convention

Ongoing questions: needed awards program tweaks?

Goal for next year---a WHOLE lot more! Talk to a member IBEA about taking over.

Program Management Chairperson

Carrie Kohl

#### Business Education Team Drive

In the spring 2018, one postcard was sent to all high schools in Iowa addressed to one of the business teachers. This postcard encouraged business teachers to go online and sign up for the new team drive for Business Educators. The purpose of the team drive is to share ideas, network, update events, etc. We currently have 221 members before the start of the IBEA Fall Conference.

We have asked IBEA area reps to forward information to their area business teachers. We also have small flyers in all of the IBEA conference packets.

I am planning to send out a quarterly update about the Team Drive to remind teachers to use it as a resource as well as share items. The first quarterly email was sent September 20.

#### Business Teacher Mentors

A sub-committee has been formed and this sub-committee will be working on a mentoring program for new business education teachers in Iowa. The sub-committee will be coming up with a manual, checklist of items, etc. The plan is to ask for volunteers for to serve as mentors and encourage new business teachers to work with an assigned mentor - preferably in their area.

#### Summer Workshops



Numbers are down however we brainstormed and came up with several new ideas for summer workshops for 2019. Rhonda Schmaltz is stepping down from organizing summer workshops and Jori Lizer has agreed to do.

### ***Area Rep Reports***

#### **Central Rivers Area Reps**

Carissa Lewis & Sharon Buss

No report

#### **Grant Wood Area Reps**

Kevin Murray & Marilee Feldman

Since last spring, we have done the following things:

1. Used a list of business teachers provided by Sandy Warning and sent individual and group emails out to teachers regarding summer workshops and the IBEA conference this fall.
2. We sent an email out to all teachers in the area personally inviting them to the conference this fall.
3. We sent out an e-mail for a workshop or meeting for Area 10 teachers to visit a school store in our area last school year. Nothing ever came of it.
4. I attended a school store trade show at Linn Mar with Mount Vernon, and both of our students. We are planning another trade show for a school spirit store, or a novelty/apparel option as a fundraiser for business classes (entrepreneurship). This show will be open to the Area 10 members, it will be held at Linn Mar on Nov. 7, 2018. An open invitation has been sent via e-mail to our area members.

#### **Great Prairie Area Reps**

Holly Berndt & Liz Weisinger

Had regional meeting. Business partners joined, updated drawing boards, and trends in business world. Ann Morgan talked about CTE redesign.

#### **Green Hills Area Reps**

Elizabeth Ewoldt & Carrie Kohl

We are sharing the area rep duties for Green Hills Area 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 out to teachers regarding summer workshops and the IBEA conference this fall.
2. After the conference, we hope to reach out to our area attendees and thank them for attending our conference this fall.
3. We have not set up any workshops or meetings for our area teachers but hope to do that at some point this semester or next semester.

#### **Heartland Area Reps**

Rhonda Schmaltz & Amy Christian

We have been the area reps for Areas 11 this year. We have done the following things:



1. Used a list of business teachers provided by Sandy Warning and sent individual and group emails out to teachers regarding summer workshops and the IBEA conference this fall.
2. Sent an email out to all teachers in the area personally inviting them to the conference this fall.
3. We did not set up any workshop or meeting for Area 11 teachers but hope to do that at some point this school year.
4. We plan to reach out to Area 11 attendees and thank them for attending the conference this fall.

### **Keystone Area Reps**

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 out to teachers regarding summer workshops and the IBEA conference this fall.
2. DeAnn sent an email out to all teachers in the area personally inviting them to the conference this fall.
3. We both attended the Aug. 8 CTE Workshop Day at NICC, Calmar for professional development where IBEA was discussed and the conference mentioned and website/registration projected. We spent time in our business ed group and working on the Perkins application and the Program of Study.
4. After the conference, we hope to reach out to Area 1 attendees and thank them for attending our conference this fall.
5. We have an AEA1 Business Educators Learning Tour coming up November 13 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 & OPEN

Since last spring I have shared the following with the teachers in my area:

1. Sent group emails out to teachers regarding summer workshops.
2. Sent group emails out to the teacher regarding the IBEA Conference.

After the IBEA conference, I will be:

1. Reaching out to area attendees to thank them for attending the IBEA Conference.
2. Sharing the merits of joining IBEA and the website link to do so to those who did not attend the IBEA Conference.
3. Scheduling an area meeting (or two) for early November.



### **Prairie Lakes Area Reps**

Pam Uhlenkamp & Liz Kløver

Prairie Lakes Area held our first area meeting as “Prairie Lakes” at the Tools for Teaching (T4T) Professional Development Conference on Thursday, August 2, 2018 on the Iowa Central Community College Fort Dodge Campus.

The sign-in indicated that we had 26 instructors in attendance. We discussed the new arrangement of the Areas and all in attendance expressed concerns about making certain that we continue to make Business and all its’ related career options a continued focus in our high school curriculums. Everyone agreed we need to continue to communicate, and despite budget restraints, continue meeting and stay aware of our professional development opportunities. Information was shared and distributed about the benefits of joining and being active in both the Area, State, and National levels of the Business Education Association.

Kelli Diemer attended this gathering and shared DOE updates and Business updates with the group, as well as, presented a session entitled “Quality Work-based Learning”, also well attended.

Iowa Central did not hold our regular “Business Competition Day” last spring, so Prairie Lakes instructors did not meet – a time just didn’t afford itself to our schedules.

Liz and I have continued to send out email information and forward Sandy’s email notices to our Area listing. I’ve not had contact from Liz this fall – I had heard there was a job change, her email does not get returned to me, so I’m not sure what the status is and I’ve not taken time to follow up. Personally, missed the phone/online meeting for Area Reps – notice and timing was insufficient for scheduling my participation. I have not received any minutes or detailed information; but, have forwarded information about our Convention as directed. Our website, a month ago, really needed some updating.

Although I cannot attend this year’s convention, I will continue to stay in contact with Prairie Lakes Area instructors; and look forward to an updated listing and/or will update as I receive information.

### ***Old Business***

- Summer Workshop 2018 Recap
  - 27 attended (\$25 for IBEA member and \$50 for non member)
  - Should workshops be offered during the school year or online

Sandy O’Brien

### ***New Business***

- Board Vacancies
- Great Prairie Area Rep (Post Secondary)
- NW Iowa Area Rep (Post-Secondary)
- NCBEA Representative
- President-Elect (Secondary)
- Public Relation Chair - Carrie Kohl appointed

Andrew Thonstad



#### Area Rep Coordinator Stipend

The role offers a consistent message across the state.

Motion by Rhonda Schmaltz adjust the policy and procedure, while offering a \$300 stipend per year. Second by Susan Seuferer. All approved. Motion passed.

#### Spring 2019 Executive Board Meeting Date

Andrew Thonstad

Face to Face or Zoom Meeting (Send a doodle before the meeting) - Feb 16th

#### Conference Dates for 2019, & 2020

Andrew Thonstad

Maybe looking at moving the date for 2020 back to Oct or Nov.

#### Other New Business

ALL

#### **Upcoming Professional Development Opportunities and Conferences**

- **MBA Conclave** (Kansas City, MO, October 5-8, 2018)
- **NCBEA/Indiana Conference** (Columbus, OH, November 16-17, 2018)
- **ACTE CareerTech Vision Conference** (San Antonio, TX, November 28 - December 1, 2018)
- **MBA Leadership Forum** (Columbus, OH, January 25 – 28, 2019)
- **ACTE National Policy Seminar** (Arlington, VA, March 25-27, 2019)
- **NBEA Convention** (Chicago, IL, April 16-20, 2019)
- **IWBL Conference** (Airport Holiday Inn DM, April 2-3, 2019)
- **IBEA Convention** (Des Moines, September 29-30, 2019)

#### **Meeting Adjournment**

Andrew Thonstad

Motion to adjourn meeting Kyle Van Ausdall Second by Kevin Murray. All approved.