

1 WESTERN BUSINESS EDUCATION ASSOCIATION

2 Executive Board Meeting

3 Friday, February 13, 2009

4 The Coeur d'Alene Resort, Idaho

5
6 1. The meeting was called to order by President Angie Neal at 12:31 p.m.

7
8 2. Present were voting members: (*nonvoting, **substitute for regular delegate)

9 WBEA President Angie Neal

10 WBEA President-elect Eileen Wascisin

11 WBEA Treasurer Mike Fujita

12 WBEA Secretary Marty McFarland

13 WBEA Past President Kris Sheets (Strategic Planning Director)

14 NBEA Representative Kay Ono

15 Voting STP delegates were

16 Chris Liebelt-Garcia and Allyson Hill**, Arizona

17 Martin Runge and Ken Kuhn, British Columbia

18 Roietta Fulgham and Carolyn Anderson**, California

19 Dottie Sunio and Mike Fujita, Hawaii

20 Cindy Arnzen and Amy Brown, Idaho

21 Jennifer Rohrer and Dana Grupenhoff, Montana

22 Vida Bierr ** and James Ertman**, Nevada (arrived at 2:45)

23 Mary Ann Lammers and Christy Ekroth, Oregon

24 Stephanie Wynder and Cyndi Krebs, Utah

25 Cory Bartlett and Rita Figlenski**, Washington

26 Awards Director Jean Hara*

27 Legislative Liaison Helen Humbert*

28 Newsletter Editor Eric Swenson*

29 Telecommunications Chair and Webmaster Michael Morrell*

30 Professional Development Institute Director Mary Ann Lammers*

31 Ex-Officio: Dr. Jan Treichel, NBEA Executive Director*

32 Sharon Fisher-Larson, NBEA President*

33 Mary Ann Lammers, ISBE Western Region Representative*

34
35 Absent: Linda Simmons, WBEA Membership Director

36
37 3. Introductions/Welcomes

38 a. Angie introduced Karen Williams, NBEA President-elect from San Diego.

39 b. Jan Treichel brought greetings on behalf of NBEA. Their goal is to get more
40 people involved in our organizations and help them see that this is part of being a
41 professional.

42 c. Sharon Fisher-Larson thanked WBEA for the invitation to attend the conference
43 and invited everyone to attend the NBEA convention in Chicago, April 7-11.

44 d. Sue Sydow, Mountain-Plains President, was not able to attend because of family
45 illness.

1 f. Mary Ann introduced the eight who completed the Professional Development
2 Institute this morning. This is the tenth year for PDI and she has ribbons for the
3 77 who have participated during the ten year.
4

5 4. Angie introduced Clay Long who is a former national BPA Parliamentarian and a
6 member of the BPA National Board of Trustees as parliamentarian.
7

8 5. Approval of Agenda

9 MOTION #1: Moved by Rita Figlenski and seconded by Kay Ono that the agenda be
10 adopted as revised. Passed.
11

12 6. Announcements and Correspondence

13 a. Angie read a letter from Bob Thompson wishing us a good conference. He could
14 not attend because of personal business.

15 b. Past Presidents' Reception will be at 8:30, Sunday evening in Suite 1801. All are
16 invited.
17

18 7. Secretary's reports by Marty McFarland

19 a. The minutes of the Executive Board meeting in Scottsdale, on May 23, 2008,
20 were accepted as presented.

21 b. A copy of the Executive Committee Minutes for July 10 and 11, 2008 in Reno
22 were presented for review.

23 c. STP Directories were passed around for corrections and updates.

24 d. A calendar of business education activities was passed around for input.
25

26 8. Treasurer's Report by Mike Fujita

27 a. Mike reviewed the procedure for requesting the \$50 stipend for attending this
28 meeting.

29 b. The 2007-2008 Financial Report was presented.

30 c. Donations—The Professional Improvement Scholarship fund has received
31 donations.

32 d. 2008-2009 Year-to-Date Report: Most expenses will be received after this
33 meeting. There will be a \$750 fee when we submit the paperwork to become a
34 501 (c) (3) corporation.

35 e. Mike received the financial review report last week. The balance sheet will show
36 reflections from the review.

37 MOTION: Moved by Kris Sheets and seconded by Carolyn Anderson to accept the
38 treasurer's report. Passed.
39

40 9. Program of Work Reports

41 a. President—Angie Neal: Angie highlighted her report by mentioning the effects
42 of attendance that funding cuts and freezes have had. She remarked that
43 increasing NBEA membership should continue to be a goal because teaching is a
44 "profession not just a job".

45 b. President-elect—Eileen Wascisin: In addition to her written report, she stated that
46 the President-elects' Workshop this morning had been very successful.

- 1 c. Treasurer—Mike Fujita: Nothing to add to report.
- 2 d. Secretary—Marty McFarland: Nothing to add to report.
- 3 e. Past President—Kris Sheets: Nothing to add to report.
- 4 f. NBEA Representative—Kay Ono: deferred her report to 13. c.

5
6 10. Committee Reports

- 7 a. Awards—Jean Hara: Jean gave the missing numbers in her report. Total cost of
- 8 awards this year was \$751.22.
- 9 b. Legislative—Helen Humbert: Nothing to add to report.
- 10 c. Membership: No report.
- 11 d. Newsletter—Eric Swenson: Nothing to add to report.
- 12 e. Professional Development Institute—Mary Ann Lammers: Passed around her
- 13 report. She encouraged participation in future Institutes. She also encouraged
- 14 support for the Silent Auction since those funds help to support the PDI.
- 15 f. Strategic Planning—Kris Sheets: The committee met yesterday and their report
- 16 will be presented to the Executive Committee this summer for approval and then
- 17 will be posted on the web site.
- 18 g. Telecommunications and Webmaster—Michael Morrell: There was no
- 19 Telecommunications Committee meeting because no STP representatives were
- 20 present.
- 21 h. Nominating Committee—Kris Sheets: Encouraged all STPs to nominate
- 22 candidates next year. This year's nominated candidates will be presented later
- 23 under 13. i.
- 24 i. Annual Conference Advisory—Kay Ono: Committee members are Helen
- 25 Humbert (next year's chair) and Eric Swenson. She thanked the representatives
- 26 of the conferences from Arizona, Idaho, WBEA 2010, Washington, California,
- 27 and Utah who attended the meeting this morning. The committee has set a June 1
- 28 deadline to receive a detailed proposal from California for 2012.

29
30 The committee is suggesting some changes to procedures:

- 31 1. Set a 1 ½ hour meeting for the committee instead of 1 hour.
- 32 2. Bylaws—Article VII, WBEA Conference, Section 2. add (wild card
- 33 years).
- 34 3. Polices and Procedures 6110. Clean up language about Chair not being a
- 35 board member
- 36 4. Policies and Procedures 8010. Wording changes.

- 37
- 38 j. Robert J. Thompson NBEA/WBEA Membership Endowment: no report.
- 39

40 11. STP and Affiliate Reports

- 41 a. Alaska: No report, however, Alaska is now officially affiliated with NBEA.
- 42 b. Alberta: Written report.
- 43 c. Arizona: Written report.
- 44 d. British Columbia: Martin Runge reported that they are stressing financial
- 45 literacy, which is a topic on everyone's minds these days. They are working with

- 1 many business partners to develop resources to be used in classrooms. Their
2 conference will be in River Rock, October 22 and 23, 2009.
- 3 e. California: Roietta passed out her report. California spent a day developing a
4 vision for CBEA. They are now holding strategy sessions to study reorganization.
5 She requested input from other STPs.
 - 6 f. Hawai'i: Dottie Sunio reported that they are collaborating with businesses and
7 they are partnering with Nordstrom's for their program at their spring conference
8 on May 9.
 - 9 g. Idaho: Cindy Arnzen reported that they will have their financial statement
10 available after the Idaho meeting on Monday morning.
 - 11 h. Montana: No further report.
 - 12 i. Nevada: Delegates had not yet arrived but there is a written report.
 - 13 j. Oregon: Mary Ann Lammers reported that OBEA is also working on financial
14 literacy concerns.
 - 15 k. Utah: Stephanie Wynder reported that UBEA has a great board and that they
16 have increased their membership.
 - 17 l. Washington: Rita reported that WSBEA is financially stable. They are looking at
18 combining conferences with other groups that have "cross-over" membership.
19 Their 2009 conference will be the second weekend in October.
 - 20 m. ISBE: Mary Ann Lammers, Western Region Representative had a written report.

21
22 Following a 15-minute break, the meeting continued.

23
24 12. Unfinished Business

- 25 a. WBEA Conference 2008 Report: Kris Sheets reviewed highlights from the
26 Scottsdale conference in May. There were 142 paid registrants, 78 percent paid
27 by credit card. The program included breakout and computer sessions. Proceeds
28 to WBEA were \$9,311.
- 29 b. Bylaws and Policies and Procedures Manual Revisions—Kris Sheets reviewed the
30 proposed changes: Table of Contents, 2010.1 (change to one NBEA
31 Representative), 3020.1 (two representatives until completion of the last year of
32 the term during FY 2007-2008, with only one representative after FY 2007-2008,
33 per approved NBEA Executive Board Restructuring vote of April 2006), 3030.11
34 (up to two persons; during the wildcard year, the Nominating Committee may
35 nominate up to two (2) candidates for the office of WBEA President-elect,
36 3030.12 (up to two candidates; add to last sentence—and WBEA President-elect
37 during the wildcard year), 3030.13 (13. The voting members of the WBEA
38 Executive Board will cast their votes by written ballot, with a simple majority
39 making the selection. All voting members of the Executive Board, including the
40 President, will cast a secret ballot. The President's ballot will be used only in the
41 event of a tie vote. Two (2) ex-officio Executive Board members will count the
42 ballots twice with the President's ballot only in the event of a tie. The two (2)
43 official counters will report the winner of the election to the President, who will
44 report the election results to the entire Executive Board), 6010.4 (change to
45 *plaque or a gift*), 6030 (e. Obtain mailing labels rather than order computer
46 labels), 6060.5 (Promote the WBEA \$0.50 at the First-Class Mail Letter rate plus

1 \$0.10 per mailing of lapsed NBEA/WBEA members guidelines), 7020.4
2 (reimbursed at \$0.375 per mile the current federal government standard mileage
3 rates), 7020.7 (First-Class Mail Letter rate plus \$0.10), A6010.3 (If a nominee is
4 not selected for the award the first year of nomination, the nominee may be
5 considered the next year), 6010.4.1 (Three (3) Newsletter winners will be
6 selected), A6030 (add dates to each item; add to March 15: Prepare and mail
7 letters or e-mail messages to the Newsletter Editors and Presidents of the S/T/Ps
8 and the WBEA Executive Committee requesting information for the second issue.
9 Prepare and mail letters or e-mail messages to Awards, Membership, and
10 Legislative Directors as well as NBEA Representatives asking for information
11 and reports for the second issue) and new items to April 15 and May 1),
12 A6060.4.A (First-Class Mail Letter rate plus \$0.10), and A6062.3 (The award will
13 be a plaque, certificate, and/or functional gift (pen set, paperweight, etc.).

14 MOTION: Amy Brown moved and Cindy Arnzen seconded that the revisions to the Bylaws
15 be approved as presented. Passed.

16 MOTION: Rita Figlenski moved and Martin Runge seconded that the proposed changes to
17 the Policies and Procedures be approved as presented. Passed.
18 Changes will take effect on July 1, 2009.

- 19 c. Candidate Eligibility List---Kris Sheets will update the list for this year.
- 20 e. President-elect Leadership & Membership Breakfast. The breakfast was
21 sponsored by Pearson.
- 22 f. Other. There were no other items under Unfinished Business.

23
24 13. New Business

- 25 a. Scholarships/Donations. No report.
- 26 b. WBEA Corporate Status. Kris Sheets is our corporate agent in Arizona. Mike
27 and Eileen will complete the application for 501 (c) (3) status and money has been
28 found in this year's budget.
- 29 c. NBEA Update---Kay Ono: Kay reported that we will be electing the Western
30 Representative to NBEA today; nominations for the Representative-at-Large
31 should be sent to the NBEA Nominating Committee. Membership is critical. She
32 challenged everyone to get one new member. The 2010 NBEA convention will
33 be in San Diego. Chicago is the site for the 2009 convention.
- 34 d. WBEA Conference 2009 Idaho: Written report was presented. Room rates were
35 very reasonable, activities were reviewed.
- 36 e. WBEA 2010 Conference Reno: Marty McFarland, Conference Chair, reported
37 that the February 12-15, 2010, conference will be at the Circus Circus in Reno.
38 Room rates are \$79. The conference committee will meet on Sunday at noon.
39 Each STP will receive \$10 per registrant from their STP. Plans are underway to
40 recognize each STP in several ways.
- 41 f. WBEA 2011 Conference Washington: Rita reported that the conference will be
42 held at the Double Tree Guest Suites in Tukwila. Room rates are \$119 and each
43 room is a suite. Dates are February 17-21, 2011.
- 44 g. WBEA 2012 Conference California: no report.
- 45 h. WBEA 2013 Conference Utah. Stephanie Wynder reported they are looking at
46 Ogden for the February 15-17 conference.

- 1 i. Nominations for 2009-2010 WBEA Officers—Jean Hara: The Nominating
2 Committee submitted: Jackie Floetke (WA) for President-elect, Joe McFarland
3 (CA) for Treasurer, Janie McFarland (MT) for Secretary, and Marty McFarland
4 (CA) and Kris Sheets (AZ) for NBEA Representative.

5 MOTION: Moved by Jean Hara and seconded by Kay Ono to accept the slate of officers
6 as presented. Passed.

7
8 Each candidate for NBEA representative made a 5-minute presentation to the
9 Board. The vote was then taken and Kris Sheets was elected NBEA
10 Representative for the next 3 years.

- 11
12 j. 2009-2010 Budget. Eileen Wascisin presented her proposed budget. Account
13 6330 Institute luncheon expense was deleted. Bringing the Total Expenses to
14 \$22,335.

15 MOTION: Kris Sheets moved and Cory Bartlett seconded to approve the budget for 2009-10
16 as presented and revised. Passed.

- 17 k. Logo. Committee is still working on a new logo for WBEA.

18
19 14. Miscellaneous /Announcements

- 20 a. Eric announced an April 15 deadline for the last issue of the *WNE*.
21 b. Angie thanked everyone and reminded everyone that there are still tickets
22 available for the Saturday cruise.
23 c. Jan Treichel reported that a Task Force on Regions has met. The group
24 commended the Western Region on the *WNE* for its content and circulation.

25
26 The meeting was adjourned at 3:20 p.m.

27
28 Respectfully submitted,

29
30
31 Marty McFarland
32 WBEA Secretary