

**WESTERN BUSINESS AND INFORMATION TECHNOLOGY EDUCATORS
Executive Board Meeting**

Friday, February 16, 2007 - 12:30 to 5:00 p.m.
Ballroom A & B
Holiday Inn Missoula Parkside

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1. Call to Order and Welcome..... Julie O'Dell

Meeting called to order at 12:40

2. Roll Call..... Eileen Wascisin

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|---|----|---|
| President, Julie O'Dell | 26 | Alaska: (Inactive) |
| President Elect, Kris Sheets | 27 | Alberta: Gerald McConaghy (Absent) |
| Treasurer, Roy Kamida | 28 | Arizona: Neala Sillman, Bennie Carlos |
| Secretary, Eileen Wascisin | 29 | British Columbia: Martin Runge, Adriana Zylmans |
| Past President, Jean Matsui Hara | 30 | California: Maureen Fitzpatrick, **Dr. Jane Thompson, |
| NBEA Sr. Representative, Joe McFarland | 31 | **Dr. Rhoda A.M. James |
| NBEA Jr. Representative, Kay Fujimoto Ono | 32 | Hawai'i: **Michael Fujita, Normandeene Musick |
| Awards Director*, Jackie Floetke | 33 | Idaho: Darien (Dee) Hartman, **Angie Neal |
| Legislative Liaison*, Jane Thompson | 34 | Montana: Sue Cheff, Maureen Richardson |
| Membership Director*, Mark Branger | 35 | Nevada: Davis Ayers, Tina Fulks |
| Newsletter Editor*, Greg Colf | 36 | Oregon: Adriann Spencer, Twila Lehman |
| PDI Director*, Mary Ann Lammers | 37 | Utah: Laurie Brems, Kim Thompson |
| Strategic Planning Director, Jean Matsui Hara | 38 | Washington: Lori Finn, Rita Figlenski |
| Telecommunications Director*, Tim Miller | 39 | NBEA Executive Director*, Dr. Janet Treichel |
| | 40 | ISBE Representative*, Bettie Goodman |

- * ex-officio, non-voting member
- ** substitutes

Members absent Gerald McConaghy, Martin Runge, Bennie Carlos

Guests – Christine French – Mountain Plains Business Education Association, Dr. Bob Thompson, Dr. Al Talbot

3. Introductions Julie O'Dell

- | | |
|---|---|
| a. | N |
| BEA President, Dr. Peter F. Meggison | |
| b. | N |
| BEA Executive Director, Dr. Janet Treichel | |
| c. | N |
| BEA Membership Director, Linda Rounsavall | |
| d. | M |
| ountain Plains Business Education Association President, Christine French | |

Christine French – will be giving greetings at luncheon on Saturday. Looking forward to interacting with members – extends invitation to attend MPBEA - June 13-16, 2007

Dr. Peter Meggison – Massachusetts – will speak at the Saturday luncheon. This is the third WBITE conference he has attended. Previously he attended WBITE Conferences in Boise, Scottsdale and Hawaii. He encourages everyone to register for NBEA Convention, April 4-7, 2007. – The room block is filling up fast. Be sure to make reservations soon.

Dr. Janet Treichel – nice to be here and to see Missoula. She extended an invitation to everyone to attend the NBEA Convention in New York.

1 4. Appointment of Parliamentarian..... Julie O'Dell

2 President Julie O'Dell asked Joe McFarland to serve as parliamentarian. The appointment was accepted.

3 5. Approval of Agenda..... Julie O'Dell

4 A few changes will be inserted as we approach those items.

5 **MOTION #1 A motion and second was made to accept the agenda as is. Motion passed**

6 6. Announcements and Correspondence..... Julie O'Dell

7 The Past President reception will be Sunday from 8:30 p.m. – 10:30 p.m.

8 7. Approval of Executive Board Minutes, February 17, 2006 Eileen Wascisin

9 No corrections or additions to minutes. Minutes stand as approved.

10 8. Treasurer's Report Roy Kamida

11 a. Stipend Procedure/Explanation..... Roy Kamida

12 A \$50 stipend check for all approved members of the board will be given out during the meeting

13 b. 2005-2006 Financial Reports Roy Kamida

14 A balance sheet for last past year including 2007 was distributed to board members. Our cash account
15 investments have gone up. We are healthy.

16 c. Audit Report Roy Kamida

17 The audit/review report was accepted by the finance committee.

18
19 Checking account \$18,754.01

20 Interest - \$1.05

21 Money Market – 15,116.46

22 CD at a value of \$43,007.54

23 Accounts Receivable - \$1000 – advance to Montana

24 Interest receivable - \$455.70 is an accumulation of dividends earned during the current accounting period
25 and will be posted in July 2007.

26 Accounts payable consists of

27 NBEA President Reception \$300

28 NBEA Accrual Costs - \$1724.45

29
30 **MOTION #2 - Dee Hartman made the motion, Sue Cheff, seconded to accept the audit report. Motion passed**

31 d. 2006-2007 Year-to-Date Report..... Roy Kamida

32 The report is based on conference. At this time there are only minimal changes.

33 **MOTION #3 – Joe McFarland made the motion, Rita Figlenski seconded, that we add a line item of \$500 to the**
34 **President-elect's expenses to cover attendance at the NBEA Convention in part to attend the President-elects'**
35 **meeting. Discussion. Motion passed and the budget will be amended.**

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- 1 a. President, Julie O'Dell
- 2 b. President-elect, Kris Sheets
- 3 c. Treasurer, Roy Kamida
- 4 d. Secretary, Eileen Wascisin
- 5 e. Past President, Jean Matsui Hara
- 6 f. NBEA Sr. Representative, Joe McFarland
- 7 g. NBEA Jr. Representative, Kay Fujimoto Ono

8 No additions to reports

9 10. Committee Reports

10 Standing Committees

11 a. Awards Jackie Floetke
 12 No additions

13 b. Legislative Jane Thompson
 14 The primary job of the legislative liaison is to inform about members about legislation particularly in the US.
 15 Jane passed out a four-page handout on Perkins legislation to each board member. Particular attention needs
 16 to be given to the following:
 17 Action needed item is on page 2
 18 ACTE allowing us to copy information
 19 Last page is a highlight that there is other information.
 20 A legislative session will be held Sunday from 11:00 a.m. to 12:00 p.m. She encourage board members to
 21 attend

22 c. Membership..... Mark Branger
 23 Eric Swenson reported that he had the opportunity to spend time with Linda Rounsavall, NBEA Membership
 24 Director. He stated that it was extremely worthwhile

25 d. Newsletter (*Western News Exchange*).....Greg Colf
 26 Highlight - The next newsletter will be out in April – please send info to Greg from S/T/P . He asked board
 27 members to please be sure to send items from their area – especially awards, etc.

28 e. Professional Development InstituteMary Ann Lammers
 29 Mary Ann brought in this year's PDI participants. Six participants – Regina Webb, Montana; Amy Brown,
 30 Idaho; Christy Ekroth, Oregon; Michael Morrell, Oregon; Lorelee Beatty, Montana; and Donna Smith from
 31 Washington Mary Ann would encourage each S/T/P to send members to participate in this workshop. Her
 32 goal is that she would like to see 20 participants each year.

33 f. Strategic Planning Jean Matsui Hara
 34 Five members of the Strategic Planning committee met on Thursday evening and completed a SWOT Analysis.
 35 Members will meet at NBEA in April and to use the SWOT Analysis to drive initiatives for the coming year.

36 g. Telecommunications and Webmaster Tim Miller
 37 No additions to add

38 **SPECIAL COMMITTEES**

39 h. Annual Conference Advisory Sue Trautwein
 40 Kay Ono reported on annual conference advisory. The committee consists of Sue Trautwein, Marty McFarland,
 41 and Kay Ono. Hawaii passed on a copy of Hawaii's conference planning to the WBITE 2007 chair and WBITE
 42 2008 chair. Conference committee is in agreement to change Idaho conference from Post Falls to Coeur
 43 d'Alene.
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 45

46 **Annual Conference Advisory continued**

1 The following information/proposals were presented to the conference advisory committee.

2 2010 – Nevada – Hotels in Las Vegas will not book out more than two years out. It is recommended that by June 1,
3 2007 that Nevada bring final their final recommendation. The other possibility is Reno.

4 2011 – Washington presented their tentative proposal and was accepted by the conference committee

5 i. Robert J. Thompson Student NBEA Membership Scholarships Alden Talbot

6 The Robert J. Thompson Membership Scholarship gave eight student memberships this year, and so far only
7 one first-year membership. It was recommend that if anyone has a good first year teacher nomination to
8 recommend them for this scholarship before June. If you nominate someone who is already a member of
9 NBEA/WBITE, please be sure to send in their number NBEA number with the nomination..

10
11 Robert Thompson was present at the executive committee meeting to present a special request. Dr. Robert
12 Thompson has requested the Executive Committee of WBITE to accept a \$25000 deposit into an income
13 producing Endowment fund in the name of WBITE to support the student membership and first year teacher
14 program. Al Talbot will continue as director of the Robert J. Thompson NBEA/WBITE Membership endowment
15 committee.

16 In addition, Bob Thompson presented Julie O'Dell with a wrap around leather jacket.

17 President Julie O'Dell informed the board that the executive committee accepted his proposal.

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19 **MOTION #4 - Kay Ono made the motion, Lori Finn seconded – that WBITE accept the generous donation of \$25000**
20 **from Robert J. Thompson for the Robert J. Thompson Endowment Fund. The annual interest from this endowment**
21 **fund will be used to fund the Robert J. Thompson student NBEA/ISBE membership and first-year teaching**
22 **endowment. Motion accepted unanimously.**

23
24 11.STP and Affiliate Reports

25 a. Alaska, (Inactive) - no report

26 b. Alberta, Gerald McConaghy - no report

27 c. Arizona, Neala Stillman

28 Linda Simmons reported that the Arizona state conference is April 20-21, 2007.

29 d. British Columbia, Martin Runge

30 Adriana Zylmans passed out their newsletter. The BCBEA Conference will be October 18-19, 2007 and would like
31 to invite everyone to attend. Regional Awards were presented to Terry Downton and Adriana Zylmans. On a sad
32 note, Bob Hickok recently passed away.

33 e. California, Maureen Fitzpatrick

34 Rhoda James reported that California had two conferences because they changed their calendar year. In April the
35 conference was held in Monterey with 212 participants. The other conference was held in Palm Springs during
36 October with 178 participants. The 2007 conference will be held in San Francisco, October 11-14 at the Hilton.

37 f. Hawaii i, Normadeene Musick

38 Normandeene thanked all who came to Hawaii last year and made the WBITE Conference a success.

39 g. Idaho, Darien "Dee" Hartman

40 Dee brought up membership issues in Idaho. Something new they have been trying for the last two years is to
41 incorporate student leadership with state leadership conference.

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44 h. Montana, Sue Cheff

1 Sue has been excited to host everyone here for the WBITE conference. She would like to welcome everyone back
2 again to see their state, when you are not here for business.

3 Sue went on to mention a great site for educators "Google for Educators." Currently, Montana is working toward
4 career clusters. (Report passed out at conference).

5 Next year's Montana conference will be in Bozeman.

6 i. Nevada, Davis Ayers
7 No additional information to report.

8 j. Oregon, Adriann Spencer

9 Adriann informed the board that last spring OBEA formed a task force to restructure current board. This is
10 currently ongoing. They had a successful conference last October in Corvallis. The next conference will be
11 October 12 in Welches, Oregon.

12 k. Utah, Laurie Brems
13 Laurie brought up that UBEA is currently going through an identity crisis. They are working through what needs to
14 happen, etc. Their conference will be held next week in conjunction with ACTE. Al Talbot will be receiving an
15 award and it will be submitted to ACTE.

16 l. Washington, Lori Finn

17 Lori reported that the WSBEA Conference will be October 5 and 6 in Wenatchee, Washington.

18 m. ISBE, Bettie Goodman

19 Jane Thompson reported for ISBE. She invited board members to the international conference being held in
20 Vienna. The ISBE dinner will be held Thursday at NBEA. Everyone is invited to attend.

21 ISBE is hosting a reception tomorrow night just before dinner – 4:30 – 5:30

22 12. Unfinished Business

23 a. WBITE Conference 2006 Final Report Kay Fujimoto Ono

24 Kay – especially thanked conference committee. She passed down everything in notebooks and cd's for future
25 reference for conference planners.

26 Other information – the conference planners had guaranteed 275 nights and sold over 700 nights. The final
27 numbers include 198 participants and 46 breakout sessions. Yes, they did make a profit. The "Paddle"
28 sponsorship brought in over \$27000 in donations. The share sent to WBITE was \$13498.

29 b. Bylaws—Policies and Procedure Manual Revisions Update Jean Matsui Hara

30 The Executive committee met and recommended the final changes. Jean reported that all changes will be made
31 in the manual. All members of the board received recommended changes.

32 Policies and Procedures and Appendices
33

34 There were many changes made to clarify information.
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36 MOTION #5 – Jean Hara motion, Jane Thompson seconded – that the board accept the proposed edits to the WBITE
37 bylaws. Motion passed.
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1 None of the changes in the Policies & Procedures will be acted upon until summer planning meeting. If anyone has
2 questions, please send to Julie O'Dell or Jean Hara by June 30. These include the following:

- 3 • Awards criteria to align with NBEA Awards Criteria
- 4 • WBITE payment for WBITE President's airfare and ½ room at NBEA to attend the regional
5 presidents' council meeting at the NBEA Convention
- 6 • Bylaw changes to reflect NBEA Executive Board composition changes of having only one
7 NBEA Executive Board representative from each region (once the senior rep's term expires, only
8 one representative will represent the western region; the presidents will no longer be part of the
9 NBEA Board)

10 c. Candidate Eligibility ListsJean Matsui Hara

11 Jean informed the board that anyone who served on the WBITE board for the last 10 years is eligible for a WBITE
12 office. People who have been on the board since July 1, 1997 will be eligible to run for an office on July 1, 2008.

13 WBITE President will let S/T/P's presidents know about NBEA openings.

14 d. President-Elect Leadership & Membership Breakfast Report.....Kris Sheets/Mark Branger

15 Kris reported that 21 were present including guests at President-elect breakfast. The three main items of the
16 meeting were communication, membership, and leadership. During the sharing session, there was discussion
17 about challenges and strengths of each area.

18 A huge thank you to Carolyn Anderson from DDC who sponsored the breakfast.

19 Eric Swenson, who ran the membership meeting had no additional information

20 e. Other

21 Student registrations – how do we handle student registrations to make it easier for students to attend?

22 Thoughts – comments –

23 Lori Finn and Rita Figlenski from Washington asked if there is some way through the endowment that students
24 could be sponsored. It was brought up that WBITE does provide reduced rate for students to attend. No further
25 discussion at this time.

26 13. New Business

27 a. NBEA UpdateJoe McFarland/Kay Fujimoto Ono

28 Kay informed members that our WBITE representatives are on the following NBEA committees. Joe McFarland
29 is on membership committee, Kay Ono is on Finance Committee, and Julie O'Dell is on Program of Work
30 Committee.

31 WBITE numbers are low. We need to increase membership. We need to get more creative and find out of the
32 box ways to increase membership. It is our number one source of income. There are many wonderful benefits by
33 being a member. We need to emphasize the use of the NBEA Standards. There needs to be strong leadership in
34 membership (WBITE and S/T/P's). A suggestion is that everyone go back and get one or two members. Joe
35 asked that if you have ideas on membership to email him so he can take suggestions to the NBEA board to find
36 different ways to increase membership.

37 Communication – It is extremely important to send up-to-date information to the president and secretary. Be sure
38 to send in names for awards.

1 Kay mentioned an email that she received from Carol Larson Jones a past president of NBEA. It was an email
2 talking about a special book to be sold called Creative Teaching Strategies. If anyone is interested in submitting to
3 this publication, please contact Kay to have her forward the email. Deadline is May 1. Julie O'Dell will send this
4 correspondence with template to all executive board members to disseminate among S/T/P's.

5 Dr. Janet Treichel requested that all S/T/P's send up-to-date conference information. Also, each S/T/P needs to
6 send in award winners. It is important that S/T/P's send this information upon completion of their conference.

7 Dr. Peter Meggison reiterated what Joe and Kay stated which was the theme of the fall NBEA meeting and that is
8 that membership is critical for our survival.

9 Kay and Joe will help each board member to get more members.

10 b. WBITE Conference 2008 Report, Arizona Kris Sheets

11 Kris reported that the WBITE 2008 Conference will be over Memorial Day weekend. Room costs at Scottsdale
12 Plaza will be \$97 a night. Information on the conference is available at the Information Booth. Room reservations
13 can be made now. If you would like to help out, contact Kris. Linda Simmons is the exhibit coordinator.

14 c. WBITE Conference 2009 Report, Idaho Darrell A. Muck

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16 Angie Neal informed the board that the WBITE 2009 Conference has been changed from Post Falls, Idaho to
17 Coeur d'Alene, Idaho. The conference will be held at Coeur d'Alene Resort on the lake. The dates are February
18 12 – 15, 2009. There are several different types of sleeping rooms. Angie passed out a handout that also
19 includes room rates. A sample of room rates are deluxe rooms \$69 plus tax and premier rooms are mini suites at
20 \$99 plus tax.

21 The theme for the conference is *Innovate, Cooperate, and Integrate*.

22 d. WBITE Conference 2010 Report, Nevada Lynda Spann

23 Davis Ayers reported that President's weekend is tough in Las Vegas because of Valentine's Day. Hopefully they
24 can find a place near the strip location, otherwise conference will be in Reno.

25 e. WBITE Conference 2011 Report, Washington Jackie Floetke

26 Jackie Floetke reported that the WBITE 2011 Conference will be in Tukwila. The same place as in 2001. Rates
27 are firm at \$119. There is a complimentary shuttle to hotel. The dates for this conference are February 17 – 20,
28 2011.

29 f. Nominations for 2007-2008 Officers Jean Matsui Hara

30 The president elect will be nominated from the next S/T/P conference. The nominating committee accepted
31 unanimously the previous accepted president elect due to a job change and is no longer in business education.
32 The nominating committee presented the slate of officers for open positions.

- 33 President-elect – Angie Neal, Idaho
- 34 Treasurer – Michael Fujito, Hawaii
- 35 Secretary - Eileen Wascisin, Washington

37 **MOTION #6 - Sue Cheff made the motion, Lori Finn seconded, to accept slate of officers -**

38 g. 2007-2008 Budget Kris Sheets

39 The following change were made 6410 – Delete; 4400 - Delete

41 **MOTION #7 - Joe made the motion, Davis Ayers seconded to accept 2007/08 PRESIDENT ELECT'S BUDGET AS**
42 **REVISED.**

1 h. 2007 WBITE Professional Improvement ScholarshipMary Ann Lammers
2 Jane presented a proposed scholarship fund. It is to pay for a class to improve professional development. Jane
3 and Mary Ann asked that board members review and send suggestions to either Jane and Mary Ann.

4 i. Other
5 Kris Sheets stated as WBITE President that he will try to attend as many state conferences as possible.
6 Eric Swenson let board members know that the silent auction is now set up.

7 Additional Conference Information

- 8 • Opening session is tonight.
- 9 • The tailgate reception is Montana casual.
- 10 • The Dine around Town is at registration. It will close at noon tomorrow.
- 11 • Page 14 additions – continental breakfast between 7:30 – 8:30
- 12 • Page 21 – no luncheon or general session – there is a cash/carry luncheon buffet.
- 13 • ISBE reception – 4:30 – 5:30
- 14 • Breakout sessions 10:45 – 11:45 - Sessions 31 & 32

15 14. Announcements

16	<u>WBITE Conference Dates</u>	<u>NBEA Conference Dates</u>
17	February 15-18, 2007, Missoula, Montana	April 4-7, 2007, New York, New York
18	May 23-26, 2008, Scottsdale, Arizona	March 19-22, 2008, San Antonio, Texas
19	February 13-16, 2009, Post Falls, Idaho	April 8-11, 2009, Chicago, Illinois
20	Nevada 2010 Reno, Nevada	March 31-April 3, 2010, San Diego, California
21	Washington 2011, Tukwila, Washington	April 20-23, 2011 New Orleans, Louisiana

22 15. AdjournmentJulie O'Dell
23 Meeting adjourned at 3:35 p.m.

24 Respectfully submitted,

25 ***Eileen Wascisin***

26 Eileen Wascisin
27 WBITE Secretary 2006-07

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