

NASBE Officer Meeting
05/14/2013
3:00 – 4:00 PM Central Time
Adobe Connect

1. Welcome (Sarah Heath – President)
2. Installation of Officers
 - a. Laurie Urich – Past President – installed the 2013-2014 NASBE Officers
 - b. Officers installed: Todd Far, Kelli Diemer, Dawn Morrison, Sarah Heath, & Roger Fulk
 - c. THANK YOU LAURIE FOR YOUR HARDWORK!
3. Officer Roles and Responsibilities
 - a. Handbook Review
 - i. Officers will be submitting all changes to Laurie Urich by May 21.
 - ii. After May 21, the newly revised handbook will be posted on the website.
 - iii. Revision of the handbook led to some proposed bylaws changes (please see next section for the proposed change)
 - iv. It was suggested that we change “Business Education” to “Business Administration” to model the cluster names – we will put this on the business meeting agenda and have members vote on the name change
 - b. Question and Answers
 - i. We discussed membership categories
 1. We will suggest Active Members only at events that are being sponsored by a vendor
 2. All Members (honorary and associate) at the business meeting
4. Bylaws Review
 - a. The following bylaw changes will be proposed to the membership to vote on at the ACTE Convention in December.
 - i. Article IV – Section III
Section 3. The president-elect, vice president, secretary, and treasurer shall be elected from the active membership of this association annually by a majority vote at the **FALL** business meeting ~~during the ACTE Convention~~. Officers shall be eligible for re-election or re-appointment. ~~No member shall hold more than one office.~~
 - ii. Article VI – Section I
Section 1. The association shall have two meetings each year: **MID-OCTOBER AND MID-FEBRUARY VIA TECHNOLOGY** ~~one in conjunction with the Association for Career and Technical Education Convention and one in conjunction with the National Business Education Association Convention~~. Business will be transacted at both meetings, but voting for officers shall take place only at the meeting held during **FALL MEETING** ~~the Association for Career and Technical Education Convention~~.
5. Progress Towards Strategic Plan
 - a. Due to Handbook Revisions, the Strategic Plan will most likely need some fine tuning.
 - b. We will review the Strategic Plan as part of our next Exec Meeting.

6. NACABE Funds
 - a. It was proposed to use the teacher group funds to regenerate a scholarship for teachers to attend the NBEA Conference.
 - b. Melissa updated us that there are no transactions showing that this money was paid out.
 - c. We will create a form for teachers to apply to us to have their registration to NBEA paid with the money and we will ask NBEA to place the link on their website.
 - d. We will place this on the business meeting agenda at ACTE in order to produce policies and procedures on how this will be implemented.
7. Next Steps
 - a. Officers Connecting – Transition
 - i. Please contact the officer who will be replacing you to transition them...
 - ii. This will enable more direct conversation surrounding the officer roles
 - iii. Please connect with this person as soon as possible
 - iv. Please share all documents like agendas etc.
8. NASBE Awards
 - a. Sadly, we lost our chair and this lost the possible applications.
 - b. Awards are typically given out at NBEA.
 - c. Sarah has created a Gmail account for NASBE Awards so that at least one exec officer will have access to all of the applications next year.
 - d. Please ask your friends who are members if they would like to be awards chair.
9. Announcements
 - a. Virtual Business Meeting
 - i. We cannot call it the “business meeting” because of bylaws
 - ii. We will call it the “NASBE Spring Update”
 - iii. Date for this meeting will be Thursday, May 23 at noon Eastern time
 - b. Conference Call Calendar
 - i. Second Monday of:
 1. July
 2. October
 3. February
 4. May
 - ii. 3:00 – 4:00 PM Eastern Time
10. Questions, Discussion, Further Comments
 - a. Melissa asked for more clarification on the Wiki
 - i. Can we place some items in Google Docs?
 - ii. Does everyone have access?
 - iii. We will ask Todd to give us a Wiki update...
 - b. This session was recorded and the link will be sent out to the Executive Committee
11. Adjournment