



Today's students. Tomorrow's business professionals.

**Montana Association
State Executive Board Meeting
MINUTES**

Friday-Saturday, July 22-23, 2011
Office of Public Instruction & Wingate Inn
Helena, Montana

Place of Meeting

The meeting of the Executive Board of Business Professionals of America was held at the Office of Public Instruction, in Helena, Montana on July 22, 2011.

Call to Order

The meeting was called to order at 12:40 p.m. by Natalie Schaff, Board Chair.

Members Present:

Jerry Grinder, Cut Bank, Region 1 Representative
Region 2 was not represented
Carolyn Stone, Stanford, Region 3 Representative
Kerri Cobb, Bozeman, Region 4 Representative
Regina Wood, Park High School, Region 5 Representative
Natalie Schaff, Roundup, Region 6 Representative and Board Chair
Julie O'Dell, Hardin, Region 7 Representative
Elaine Stedman, Sidney, Region 8 Representative and CEAC Representative
Eric Swenson, Helena, Business Education Specialist, OPI
Anza Ketterman, Executive Secretary
Molly McGonigal, Cascade, BPA State President

Order of Business

Members of the Executive Board introduced themselves and their role on the Board. The following corrections were noted for last year's minutes: Under **Place of Meeting page 1** change the word American to America and on page 3 change **State Office Liaison Contract to State Officer Liaison Contract**. Julie moved and Regina seconded that the minutes be approved with corrections. Motion passed. The minutes were approved with the corrections.

Unfinished Business

Insurance for Montana BPA

Eric discussed the need for insurance for BPA. DECA has insurance because the coordinator is not a member of the state department. DECA pays over \$1,000 a year.

The discussion stated that some schools already cover the students so that BPA would not need insurance; however, BPA might want to check to make sure that all students and advisors are covered in case of an accident. Michigan has protection for travel and conference.

Montana BPA does purchase insurance from the College of Technology in Billings for the state conference.

Another idea might be to have insurance for the Executive Secretary. Eric is checking into having all the CTSO's go together to write one group policy in order to cut the costs. Eric will check whether the coverage would also include the regional events for the CTSO's.

New Business

Montana Advisor Manual

Eric and Anza made a new advisor manual with all the current information. Anza will put all this information on the Website.

Montana BPA Website (www.mtbpa.org)

The website has been revised.

State Executive Board Business

Calendar

Region	Fall Advisor Meetings	Regional Conference
1		
2		
3	October 4-Great Falls	
4		January 16-
5	October 5-Big Timber	January 9-Livingston
6	September ?	December 19-20-Billings
7	September ?	December 5-Baker
8	October 5-Glasgow	January 18-Sidney

Due Dates

Montana BPA Scholarship, State Leadership Registration, Statesman Torch Awards, Judged Events Packets Due, State Officer Applications are due February 7, 2012

Rotation Schedule

Next year Region 7 will be chair, Region 8 will be vice-chair, and Region 2 will be secretary. Elaine asked if she should find someone to take her board position since she represents CEAC. There is nothing written that says that she cannot do both positions.

Natalie asked if there were written duties for the Chairman, Vice-chair and Secretary. The usual duties are as follows: Chair announces scholarship at state conference and is present at the state officer interviews. The Vice Chair should be at the interviews of the state officers. The secretary is responsible for the minutes of meetings. Eric will get something in writing regarding the duties.

Financial Reports & Budget

Review of 2010-2011 Financials

Anza changed the accounting program to QuickBooks. The books have been reconciled. The books will be reconciled each month. Anza explained the Profit and Loss Statements (Comparison). She also recommended the 2011-2012 budget. This budget was used to acquire Carl Perkins monies.

Carolyn moved to adopt the budget. Regina seconded the motion. The budget was discussed. Anza was asked to create a 2300 category for CEAC expenses. The figures in categories 3001 and 3002 are CEAC expenses and should be moved to the new 2300 category.

Jerry moved to table the budget. Carolyn seconded the motion. Motion passed to table the budget.

Corporate Sponsor Program

The board wants to keep the Corporate Sponsor Program. The recommendation was made that the regional coordinators encourage their region to acquire sponsorships.

Education Partner Program

The board elected to continue the Educational Partner Program since it is a way to acknowledge people who donate or provide scholarships to BPA. An example is the \$5,000 from the Carl Perkins Fund going to BPA this year.

Postsecondary Division

Eric stated that Montana had one active chapter. Flathead Valley had four (4) members. They went to state and nationals. They had national winners. They held their own state competition in Kalispell. Montana Tech did not have a chapter because of money issues.

2010-2011 Montana BPA Membership Report

The membership report was discussed. Total membership was 1,589. Montana BPA decreased in members but increased in chapters. National membership is down about 2,000 members.

2011 State of State Association Report/Complied "State of My Chapter" Survey

This was a survey that Eric asked Montana chapters to fill out so that the national office could have some feedback about membership, leadership conferences, software used, budgets, conferences attendance numbers. Not all regions provided leadership conference registration numbers so regional-level competitive events data could not be completed.

Executive Secretary Evaluation and Contract

The general consensus is that Anza has done an excellent job as Executive Secretary. Members of the Executive Board completed job evaluations for her performance.

Carolyn moved to renew Anza's contract for 2011-2012 year. Regina second. Elaine amended the motion and Julie second to raise the salary to \$10,000. The amendment passed. The motion to issue the State Executive Secretary, contract to Anza Ketterman in the amount of \$10,000 was passed.

State Officer Coordinator Contract

The board members felt that Staci Auck has been a superior State Officer Coordinator. Elaine moved to issue Staci a three (3) year contract with the first year in the amount of \$1,500. Carolyn second the motion. Motion passed.

State Constitution Amendments/Update

The revisions will be sent to the voting delegates.

Page 2 Article 5 due Section 3. 2/3-majority need the hyphen

Page 2 Section 5 add the Montana *Secondary* CEAC representative, *the Montana Postsecondary CEAC representative, the State Officer Coordinator*

Page 3 Article VI Section 4 delete “*& Marketing*”

Page 4 Article 8 Section 1 delete “*& Marketing*”

Scholarship Award, John Lillegard

John will be going to Germany for an exchange program this first year. There was a question as to whether he should receive the scholarship. He can receive the scholarship after he has returned and enrolled in school. He will need to show proof of enrollment. The check will be sent to the school for the second term.

State Officer Team

Molly McGonigal, BPA State President, reported that the state officers met June 3 at Big Sky Bible Camp in Bigfork. The team is made up of six girls who did team building activities. Shannon Stoberg discussed leadership and had some leadership activities. The state officers set three goals.

1. Each officer will contribute at least one article to the each newsletter-- Aug 31, Nov 30, and Jan 30. The article will be submitted on time.
2. Each officer will check their e-mail at least every other day in order to keep in touch with each other.
3. To increase middle school awareness. The Huntley Project girls will work on middle school attendance. A PowerPoint of “What is BPA” will be made.

Program of Work & Projects

The officers want to include HOBI and Girls/Boys State in the newsletters. They are going to continue the Buddy Chapter. Molly encouraged the board to be sure to tell the regions to share the Buddy Newsletters with the chapter members. The state officers have set up their calendars. The calendars were given to each board member. The 2012 State Conference Theme—“UnMask Your Future” with the colors of purple, gold and green. Decorations will go with a Masquerade Ball theme and the opening skit will be based upon the topic “I Wonder What Will Be In My Future”

Local/Regional Issues

Membership Items

Cooperative (Co-Op) Chapters

Eric developed a set of guidelines for Co-Op BPA. Ryegate and Harlowton are two chapters using the Co-Op.

Early Graduation –Kerri asked if the student graduates early can they still be involved with BPA. Eric said that it is really at the discretion of the individual school. Liability might be an issue in deciding whether a student could participate.

Dues—Carolyn moved and Elaine seconded to increase state BPA dues to \$8 from \$7. Motion passed

Chapter Regional Realignment Request

Julie moved and Kerri seconded to move Chinook High School to Region 3 from Region 8. Discussion was held including a suggestion to take the highline chapters and make a new region with the people coming to Havre for competition. At the present time Region 3 has over 300 people in Great Falls competing. After much discussion the **motion failed**.

The meeting was adjourned and will reconvene on Saturday, July 23 at 8:30 a.m. in the Wingate Inn conference room.

The meeting was called to order by Board Chair Natalie Schaff at 8:40 a.m. in the conference room of the Wingate Inn

Regional Coordinator Reports & Recommendations

Eric mentioned that he had an example agenda for the regional meeting in our binders. Eric will also send this out electronically. Eric told the board that the national BPA website had an area for new advisors. A request was made to put a map of the schools in the state program and that the use of flash drives at the state conference should be the same as the national conference. This would keep everything consistent. Eric was praised for the weekly Wednesday Reader that he publishes each week. Everyone seemed to like the e-mailed communication before the state conference.

New Chapters and/or Advisors

There are 12 openings in the business education area in Montana. Some of the new advisors are:

Herbert Dust in Polson, Heather Heaney in Havre, Mona Sunchild in Rocky Boy, Jenny Hope in Butte, Doug Anderson in Park City, Tom Plavak in Lame Deer, Jodi Sandru in Twin Bridges.

2011 Regional Fall Advisor Meetings and Regional Leadership Conferences

These are listed on the calendar.

Regional Registration

The chapter holding the regional conference needs to send the information about regional numbers and the contest winners to Eric. Eric would like to have everyone to use the DLG registration system. By using the DLG program Eric would have better access to regional information for national surveys and a record of who should be taking the state contests. The cost is \$1 per student.

Upload of Early Submissions via BPA Website

The national web site has an area to upload the online submission materials for the state and regional materials. All materials will be submitted to that site. Regional coordinators can have their materials uploaded to the national site as well. There is form provided in the board packet. The

form needs to be completed and sent to Eric so that he can have the site setup for the regional information. This will save a great deal of confusion.

Participation Numbers

A discussion was held regarding setting a minimum score on the regional and state events for students to advance to state and national competition. A suggestion was to put the scores on the ranking sheet. Advisors would like to see the scores. The board felt that the decision for advancement should stay with the local advisor since competing at the regional level is sometimes a motivator for membership recruitment and many students try to improve their contest skills after taking the regional contests.

Results

A suggestion was made to include a student list of those who signed in to the open events at the State Leadership Conference be placed in the advisors packet. Also to have the scores listed on the ranking sheets.

2011 State Competitive Events Participation Data

A discussion regarding the number of the students taking the state contests as compared to the number of entries possible was held. The board felt that there were significant numbers to warrant holding all the contests.

2011 State Leadership Conference Evaluation

Eric sent the hotel a copy of the comments regarding the registration process and the lateness of getting into the room. It was suggested that the hotels be told again that the rooms should be ready at a reasonable hour for check in. A suggestion was made to ask the hotel management to schedule additional staff on Sunday so that rooms would be ready for check in.

Food: Taco bar is the least expensive on the menu.

Proctors: Proctors need to be at their events. An administrator could be assigned to each contest to keep track of which proctors are at the events.

Contest Changes: Changes will be posted at the conference headquarters as well as e-mailing them to the advisors.

Dance: Turn up the lights a bit.

Advisor meeting: The following suggestions were given: 1. Move to a later time on Sunday 2. Print an informational flyer and place it in the registration packet. 3. Use the website for conference updates.

Torch Awards: Keep the ceremony somber and respectful.

The board stated that advisors need to be responsible for their students and the students actions.

Conference Activities Comparison 2004-2011

Eric has compiled a comparison chart of the conference activities and their rating at the conference from 2004-2011.

Future Conference Dates & Locations

The conference will be held in Billings for the next few years. In looking at future locations the following items need to be considered: Hotel space and location, meeting rooms and equipment availability, and advisors to hold key roles in setting up the conference.

- a. 2012: March 11-13, Billings
- b. 2013: March 10-12, Billings

- c. 2014: March 9-11, Billings
- d. 2015 & Beyond There is a possibility for the conference to be held the first week of March.

Conference Facilities for 2012

Conference Committee wishes to continue the walk through at the COT in Billings to make sure the rooms are ok. A tech person needs to be hired to be at the COT all day during testing.

Design Contests & Due Dates

Trading Pin: Due October 26 The pin should be a simple design with no year on it.

Program Cover: Due on December 1

T-Shirt: Due on December 1

2012 Registration & Dates

The state conference registration will be \$45. Elaine moved and Regina moved the late registration fee be increased to \$60. Motion passed.

Refund Policy Statement

The following statement will be included in the registration materials.

State Leadership Conference registration is due February 7, 2012. There will be no refunds for cancellations. Registrations received after February 7 will NOT receive T-shirts as part of the registration fee. The Late Registration Rate is \$60 for any chapter submitting its registration materials after February 7.

Registration, Judged Event Early Submission, Torch Awards, Scholarship, State Officer

Applications are due February 7, 2012

Early Submission of event materials will be done via BPA Website Upload

Chapter Recognition Video

Julie moved and Kerri seconded to remove the chapter recognition video from the state conference. Motion passed.

Silver Star & Member Recruiter materials are due February 24, 2012. Regional coordinators are reminded to encourage all their chapters to try to earn these awards.

Last Day to Drop Competitions is Friday, February 24, 2012.

Conference Coordinators & Contracts

Kerri moved and Carolyn seconded to issue the State Leadership Conference Registration Coordinator contract to Becky DePuydt. Motion passed.

Elaine moved and Regina seconded to issue the Competitive Events Administrator contract to Julie O'Dell. Motion passed.

Regina moved and Julie seconded to issue the Judged Events Coordinator contract to Elaine Stedman. Motion passed.

Carolyn moved and Elaine seconded to issue the Judged Events Recruiter contract to Molly Barta. Motion passed.

State Officer Candidate Applications

Rubric for Evaluating Application

The rubric that is used to evaluate state officer candidates will be handed back with the application forms so that the candidates may have some feedback. There is no minimum score for candidacy.

Conference Interns

There will be only 10 Interns at the state conference. Advisors need to be reminded that it is important for the Interns to report to their locations on both days and be on time. The Intern duties will be posted at the conference headquarters.

Member Recruiter Award

Regional coordinators are encouraged to promote the Member Recruiter Award.

2012 National Leadership Conference

1. The national conference will be held in Chicago, Illinois on April 25-29, 2012
2. The theme for NLC 2012 is “*Reach New Heights*”
3. Conference Headquarters will be the Hyatt Regency Chicago. All chapters will be housed there. The room rates are: \$222 for single/double; \$232 for triple/quad. Room tax is 15.4%.
4. There is a small mall attached to the hotel with a large variety of reasonable restaurants.
5. We discussed what to do for the Montana Special Event to be held on Wednesday. Suggestions made were a baseball game, a lake lunch cruise, Bubba Gump’s, Dick’s Last Resort. Board of Trade. Julie moved and Carolyn seconded to have a special event in Chicago with Eric and Anza deciding on the event. The motion passed.
6. Trading Pins money must be sent before the pins will be sent.
7. Deadline for Drops/Bump-Ups March 19, Monday

Classroom Educators Advisory Council (CEAC)—Elaine Stedman

1. The Style manual was updated to make examples easier for students to follow. The table was broken into two sections one showing a table with borders and one showing a table without borders.
2. Rubrics in all judged events follow the same point range with 5 point increments.
3. Technical scores carry over to finals.
4. Oral presentations will be stopped at the maximum minutes and only the maximum number of pages will be read
5. Two new events will be added this year—2D & 3D Artist Pilot Test and Strategic Meeting Management. Montana will not offer these contests this year.
6. Dave Coffman of the National Office is investigating the possibility of having equipment supplied by Nationals for presentation events with a usage fee assessed to the chapter using the equipment.
7. Data with Chart of Accounts file will be provided for Computerized Accounting; limit to two software packages: South-Western and QuickBooks. Students will have an audit test.
8. Title pages have been eliminated from Economic Research Project Individual and Team events, and the research project must follow the report format in the Style Manual.
9. Two computers will be allowed in the Financial Analyst Team Prep Room.
10. Accounting acronyms will be identified in the directions of the contest.

11. Desktop Publishing will now be done in color and saved to a flash drive. Regional and States may handle the color situation as they want.
12. Title pages have been eliminated from Administrative Support Research event, and the research project must follow the report format in the Style Manual.
13. C++ directions must state that Widows operating system is required.
14. The Broadcast News event will continue.
15. The Software Engineering Team event and virtual video event will continue as online events in the Fall with a November 15 deadline. The top 10 finalists will be recognized.
16. There will be technical components to PC Servicing and Troubleshooting at the National level.
17. The theme for Website Design Team will be changed each year.
18. Decisions are made a Regional and State levels regarding flash drives for IT output; flash drives will be provided at the National level.
19. The rubric for the Interview Skills cover letter will be specific to grammatical and spelling errors. The letter does not have to conform to the Style Manual
20. Rubrics have been totally revamped.
21. The Special Event will be at Navy Pier on Saturday.
22. A Special Olympics walk is being planned by the National Officer Team
23. Train from O'Hare is about \$2.25 with a 12-15 block walk to the hotel or a shuttle service (Go Airport Shuttle) is about \$20-\$25.
24. AICPA will be sponsoring an Advisor Reception on Wednesday of NLC. It will be free of charge but advisors need to pre-register.
25. Deadline for Special Recognition Awards is March 15.
26. www.bpa.org additions and changes:
 - a. www.bpa.org/admin will allow advisors to create custom sites for local chapters, regions and states which will appear as links from the National website. A tutorial to create the web page is available on the Resources tab under mybpa.org.
 - b. Tutorials and webinars on a variety of topics will be available under the Resources tab.
27. **The Source** will have user-friendly resources for classroom educators. Advisor log-in is www.bpa.org/source.
28. There will be a couple of new Special Recognition Awards: Advisor of the Year; Emerging Advisor of the Year
29. There will be an anti-bullying toolkit made available to chapters this Fall. The Video Production Team theme will be bullying.

Future NLC Dates

Chicago, IL, April 25-29, 2012
 Orlando, FL, May 8-12, 2013
 Indianapolis, IN, April 30-May 4, 2014
 Anaheim, CA, May 6-10, 2015
 Boston, MA, May 5-9, 2016

State Association Advisory Council (SAAC)—Eric Swenson Membership

Overall national membership continues to decrease

2011 National Leadership Conference Review

Attendance less than budgeted

Open session costs higher than budgeted (even with Special Event budget)

30% of judges did not show

Education Partnerships

Working on developing more partnerships

Some new ones include Global Institute of Cyber Security, National Organization of Youth Safety, & QS

Webinars & Local Advisor Leadership Training Series

Professional development opportunities for local chapter advisors

Possibility of earning professional development units/hours (will need to complete the OPI pre-approval form to gain OIP Renewal Units)

Will include training on using the BPA.org Online Pre-submission system

Organizations Leadership Survey

Sent out in early June to various governing bodies of BPA

Used for National Center Staff Retreat

Newsletter

Copy of the first Office Education newsletter, printed Spring 1967 which was provided by John Ross, Wisconsin Postsecondary State Advisor.

Business Education Issues

Eric gave the board a list of the Montana Business & Marketing Teacher Openings.

Guidelines Update (Montana Standards & Guidelines for Career and Vocational/Technical Education)

The Business Education section needs to be updated this Fall. Eric will request people to be on a committee to make the revisions. He will send out feelers.

Framework for Business Education in Montana Update

The framework for Business Education in Montana needs to be updated in April. Eric will try to bring in a variety of people from a number of different size schools to work on the update.

Big Sky Pathways

There will be more overview and organizational meetings during the year to get the next pathways started. Montana has a grant to develop a rigorous program of study. Pathways need to extend to the total curriculum with the entire school. All classes including Math, Science, and English need to be included in the Pathways.

MBEA Report—Regina Wood

Regina said that the Summer Update in Great Falls was a success. The conference guest speakers were from Microsoft and Mac. She encouraged board members to go to the conference next year and spread the word to the regional advisors.

2011 Fall Institute

Janet B. Bray, Director of ACTE, will be the speaker at the Fall Institute Oct 20-21, 2011 in Great Falls at the Best Western Heritage Inn. Regina asked that board members send to send topics for conference or to become presenters. There will be a New Tech teacher workshop on Wednesday, before the conference.

Other New Business

Elaine moved to bring budget from table Regina Seconded. Motion passed.

Elaine moved to increase the BPA State dues \$1. Motion seconded by Regina. Motion passed. The State BPA dues will be \$8.

Julie moved to accept the 2011-2012 budget. Regina seconded the motion. The motion passed.

Adjournment

The meeting was adjourned at 1:30 by board chair, Natalie Schaff.

Respectfully submitted,

Julie O'Dell
MT Executive Board Secretary (Appointed)