

**ACTE CONVENTION  
Executive Committee Meeting**

**Saturday, December 15, 2007  
7:15 A.M. – 8:30 A.M.  
Las Vegas Hilton Convention Center, Room 2  
Las Vegas, NV**

**Call to Order:**

The meeting was called to order by the President. Lee Marcoux Members present introduced themselves by name and the state that they represented.

Present were: Lee Marcoux, CT  
Kara Burkett, TN  
Diane Carver, WA State  
Edith Duncome, NC  
Anna Nemesh, MD  
Deborah Seehorn, NC  
Kay Orell, CA  
Barb Bielenberg, IA  
Mable Burchfield, TN

**Approval of Minutes:**

Hard copies of the minutes were read and approved with two corrections. Kay Orell moved for approval and Anna Nemesh seconded.

**Treasurer's Report:**

None given. Colleen Hunt, Treasurer was absent. No report was submitted.

Barb Bielenberg received an e-mail from the treasurer that she would try to get a report prepared and submitted. Kara reported that she had had members express concern that their checks have not cleared the bank that were submitted following the ACTE Convention in December 2006 and the membership list had not been update since December 2006. The President stated that it is not good to not know the status of our finances (not to know the balance in the account). Discussion led to the review of the approval of the Executive Committee expenses. (See: Officer/Committee *Expenses and Travel Regulations on the NASE Website*.)

**Note:** The President expenses must be approved by the Executive Committee prior to payment. The President should be approved for airline expenses to New York, hotel and monies for social. The President approves the expenditures of the members of the Executive Committee.

**Other Officer Highlights:**

Past President. NASBE Past President, Kara B. Burkett presented the Nominating Committee Report. Nominating Committee members are:

Kara B. Burkett, TN, Chair  
Jean Kyle, MN  
Abby Reynolds, WV

**The following names were submitted for approval.**

Lee Marcoux, CT – Past President  
Barb Bielenberg, IA – President  
Kay Orell, CA – President Elect  
Kelly Scholl – ND – Vice President  
Diane Carver, WA –Secretary  
Sandra Porter, AR – Treasurer

**Note:** Reporter, Webmaster and Parliamentarian are all to be appointed by the incoming President.

**President's Report:**

President Lee M. Marcoux provided a hard copy of her report and presented nine major activities:

- Wrote President's Message for the November, 2007 *NASBE Newsletter* and Website and included as the major goal for the year - to improve communication within the NASBE organization.
- Appointed Barbara Bielenberg as President-Elect to fill Denise Roseland's position upon the approval of the Executive Committee; appointed Sandra Porter, as committee chair of the Program Leadership Committee and appointed Maurice Henderson as Parliamentarian to serve at the Executive Committee and Business meetings at ACTE and NBEA Conventions.
- Presented emerging critical issues and concerns for NASBE as being membership, communications and sponsors for events.

**Vice President's Report**

Vice-President, Kay Orrell, also prepared a hard copy of her activities to include accomplishments since NBEA 2007. Her major activities were contacting, arranging and implementing sponsors for the:

Continental Breakfast for the Executive Board meeting, California Business Education Resource Consortium

NASBE Rap Session - Rick Horner of Pearson/Prentice Hall and the

NASBE Social - Dr. Jim Gleason – EMC Paradigm Publishing.

Kay also gave special thanks to Kara B. Burkett for her help in scheduling events at the ACTE Conference.

### **Secretary's Report:**

The hard copy of the secretary's report was given by Mable Burchfield. Highlights included serving as the NASBE representative for the BE Division Diversity Action Committee at NBEA, responding to all requests made by the President, Kara B. Burkett, and submitting minutes at the NBEA convention in New York. In addition, Mable Burchfield was selected by TACTE as the Tennessee Career and Technology Supervisor of the Year and represented Tennessee in Nassau, Bahamas.

### **Newsletter Editor's Report:**

The hard copy of the *NASBE Newsletter* Editor's Report was given by Barb Bielenberg. Highlights of the report detailed the newsletter information and articles that are welcomed on the following:

- Information regarding award winners, state highlights, and innovative and quality programs and trends in Business Education programs
- Success stories that portray the benefits of business education
- Ideas being used to recruit potential business educators
- Successful technology, articulation, and school-to-work initiatives
- Information for those seeking credentials that certify professional excellence such as: National Board for Professional Teaching Standards, Software Certification
- Information, as needed, regarding the new Career Clusters that are being developed by the U.S. Department of Education Office of Vocational and Adult Education
- Information notifying members of pending legislation with concise suggestions for appropriate course of action.

Submission of pictures to accompany newsletter articles is welcomed.

Next newsletter **deadlines are:**

**Friday, April 4, 2008** for May 2008 publication and  
**Friday, October 17, 2008** for November, 2008 issue.

A copy of the Report to the Board, Business Education Division, submitted by Jean Kyle, MN, was given as a handout which included more than twelve accomplishments since the last report. The report included:

Attendance at the ACTE Board of Directors meeting at ACTE headquarters, the Minnesota Business Educator's Conference (brought greetings), and the NBEA Board of Directors meeting in San Antonio, Texas in November (brought greetings).

### **President's Comments:**

Lee Marcoux will correct the officer list sheet and send it out under the list serv. There are some NASBE committees who should attend ACTE as indicated on the report. It is the responsibility of the President to make appointments to fill vacancies.

Kara Burkett suggested that copies of all reports should be given to the secretary. The secretary will send the report copies to the President and to the NASBE reporter.

Deborah Seehorn complimented Kay Orell for her work with hospitality. Kay Orell will provide a contact list so that we can send a thank you to those who provided support and meal functions.

### **Committee Reports:**

**Cultural Awareness** - The Cultural Awareness committee is a new Standing Committee established by the ACTE Board of Directors in Fall 2007. The committee is designed to address issues related to cultural awareness within the realm of CTE teachers and students. The previous Diversity Committee will now be a sub-committee of the Membership Committee. This committee has a responsibility for diversity issues within the ACTE membership. Eight action steps were discussed and established based upon the objectives proposed and revised in the charter. Edith Duncombe who reported is our representative. Mable Burchfield was the ACTE/BE Division committee member and Edith Duncombe the NASBE committee member serving on the BE Division committee. Mable Burchfield is still diversity under membership. Edith will provide a hard copy of the information reported to NASBE.

We were reminded that the new officer training will be held at NBEA in March. The date will be confirmed later.

**Awards Report** - Anna Nemes, Awards Chair submitted the report. Highlights:

- Disseminated information regarding NASBE Outstanding Leadership Award at ACTE Convention, Atlanta, GA, December, 2006 and NBEA Convention, New York, New York, April, 2007
- Information in newsletter regarding application and criteria for award
- Solicited nominees for NASBE Outstanding Leadership Award at ACTE and NBEA conventions
- Purchased and presented the award to Mable Burchfield, Instructional Supervisor, Business Technology Education, Memphis City Schools, TN

The committee also provided draft copies of the NASBE Outstanding Leadership Award Official Nomination Form and Rubric criteria and nominee recommendation forms for review.

**2007-2008 BE Committees Update Report** - A handout of the 2007-08 BE Committees was updated during the meeting and the names of NASBE officers and their contact information was also given by Kara B. Burkett.

### **Unfinished Business:**

Kara has prior treasurer report records that did not include audit report. She will ask that the audit report include these older records.

### **New Business:**

- Electronic Voting. Kara suggested that we need to be able to vote electronically so that when we run into certain issues, we can present the situation to the Executive Committee or the membership immediately for an early resolution. Vacancy appointments are recommended by the President and approve by the Executive Committee. Maurice Henderson will be asked to work research and update the Bylaws to include Electronic Voting.
- Kara Burkett motioned that Barb Beadle be appointed to fill the position of Denise Roseland as President Elect. Kay Orell seconded and the motion passed unanimously. Congratulate were made to Denise Roseland who has been promoted to a new job position.
- Kara Burkett suggested that when we are actually acting on Bylaw changes that they be submitted earlier.
- Rubrics for NASBE awards were presented by Anna as a rough draft for review and recommendations by the Executive Committee's. For example, contributions should be submitted in bullet form. The committee will review any suggestions. Kara will put the rubrics in table form and get it to the Awards Committee. Kara also asked that the Awards Committee review the draft and have ready for 2008. Barb Beadle will put the report in Word form to be downloaded. Barb Bielenberg will put the Awards Application/Rubric in the newsletter.
- Nominating Committee Report. A hard copy of the report was available. Following a long discussion, Kara Burkett moved that after the President contacts Colleen Hunt (treasurer) and determines that she is not going to serve, that Sandra Porter be approved to assume the Treasurer duties. The motion was seconded by Kay Orell. Barb Bielenberg will also try to call

Colleen Hunt. The records that Colleen Hunt has are needed for audit purposes.

**Announcement:**

In March at the NBEA agenda should include a discussion on the need for a second person to sign checks, i.e., President.

Submitted by Mable Young Burchfield, Secretary