

Business & Information Technology Education Division

Executive Officer Team Meeting

ODCTE, Tuttle Seminar Center

Business Meeting Minutes

October 30, 2013

Call to Order

President Teresa Pinkston called the meeting to order at 9:41 a.m.

Welcome

Teresa Pinkston welcomed everyone to the meeting. Carrie Demuth from the Oklahoma Department of Career Tech welcomed everyone and introduced the BITE state staff.

Business Reports

Secretary's Report

Daniel Devers reported the previous meeting minutes had been posted to the biteok.org website for review and read the minutes from the previous meeting. Athena Frank motioned for the minutes to be approved, seconded by Crista Hyatt. All Approved. Motion carried.

Treasurer's Report

Pam Hulsey presented the BITE Treasurer's Report. Mary Barton motioned for the treasurer's report to be approved, seconded by Sheila McMurry. All Approved Motion carried.

Reporter's Update

Don Helm presented the reporter's update. He reported he has made all the seasonal changes and annual changes, officers, bylaws, and handbook. Another item was reported and asked for feedback was for the regional activities. He invited everyone one to add regional activity to the website to give everyone information on what is happening in the region.

File sharing was brought up and discussed. Dropbox will be setup to share files with the division for easier access.

Regional Vice-President Updates

North Central – Angela Brownfield reported the North Central Region was working on developing and connecting for online training and course development.

Northeast – Sharon Hudson was absent. Teresa Pinkston gave her report. She reported that the Northeast Region held a tablet play date workshop which featured CamStudio, Google Drive swap and the new Microsoft Surface.

Northwest – Emily Goff reported the Northwest district was looking for items for online training and webinars for development.

South Central – Cindy Adams reported the South Central District had no real updates, but was working on online training.

Southeast – Cindy Mitchell reported they held their technology swap shop last week which

included investigations of Photoshop, screen sharing, Surface tablet, and web cameras.

Southwest – Hital Damani reported they were working together to look and develop online training and webinar setup for their region

Committee Planning Time

Each of the committees utilized time for planning and goal setting.

Committee Goals and Reports

Awards – Roberta Patterson is absent. Cindy Adams presented guidelines are changing and processes are changing and will affect us. Working with nominee not enough nominees, Membership needs to help out. Be proactive in email and shorten the description of the nominations and follow-up emails. Getting directors and administrators more involved with awards. As an awards committee mentor the division candidate to move onto the state and national.

Audit – The audit team met and reviewed the debits and credits and evidence of expenditures, audited; all good.

CTAC – Mary Barton reported on October 24, 2013 at 4:30 p.m. CTAC met in Oklahoma City, but were short of a quorum. Learned trouble with registration ending relationships with the register system with Timberlake and find another registration company. They are trying to fix the registration system. Vision 2012 is in Las Vegas. The format last year was changed and had good luck with the format. ACTE Region 4 – National Conference is in New Orleans, LA this year. National Policy the President-Elect will go to Washington, D.C. August Conference is going to be in Tulsa, OK and may move to a three-day format in the future.

Diversity Action – Adam Rogers had no items to report

Legislative – Bill Chamberlin, talked about extending conference, possible sooner dates, elected officials and state superintendent activities. Barresi should look a. We are going to have to support, she is asking money. Barresi is on the CareerTech board so we have to look at giving her a token as well as the Governor.

Membership – Cindy Mitchell talked to Vice Presidents to encourage making a phone call and making sure they paid their membership. Thinking about what it is going to cost of August Conference and let membership know that dues have not changed and inform non-member of the benefits and let them know we are here. We are trying to keep our membership up and steady.

Mutual Benefits Plan – Debbie Newsom has been out to September 2012. We have had 8 deaths. So members may get hit on the auto-debit. The Mutual benefit plan records are behind and they will be withdrawing money in November 2013. They encourage members to enroll in the auto-debit for easier filing.

Nominating – Afton Brower discussed email flood to the membership for nominations. Include a form which was created by a meeting and nomination forms and information should be posted on the website and social media to attract more individuals. They encouraged the Vice-Presidents to get out and inform others to run for office from the membership.

PAC – Royce Bell reported on the PAC. She got the basket. The basket raised Down over

\$300.00 \$1430 from the silent auction. Suggested the baskets should be more and smaller for more baskets to encourage more bidding. Royce welcomed idea on cheaper baskets and to get started with the baskets. She passed out very few packets and didn't get the packets back from August Conference so membership is down. PAC money was down this year.

Policy – Michelle Gillory updated the policy and handbook in August Conference.

Scholarship – deadline March 14th, 2014, make a couple changes to the items on the guidelines for the scholarship. Also changed from mailed to email and included the email. Scholarship Committee #3 suggested a change in the by-law.

New Business

Sherry Gleaves talked about the organization OBEA – Oklahoma business education association. NBEA – national business education associate. 5 state group called Mountain Plains Business Association ND, SD, TX, W. We are unrepresented from this organization. Email was given to Sherry Gleaves encouraging a member to join in the NBEA. Invited someone to pursue to revive our status within the organization.

National Policy – verify Afton Brower to go to National Policy. She will think about it. Teresa may trade with Afton Brower due to the date is during the BPA State Conference.

Budget to the ACTE basket – suggestion on the baskets – last year they did gift cards. We need to make sure the President are aware if it is going to be an on-going item at conferences and make sure we put a line item in the budget and make sure the Presidents are aware of the funds are available. Discussion was given by Royce Bell made motion to cut PAC baskets down to \$100 and allocate region 4 basket \$25 and nation to \$25. Seconded by Mary Barton. All approved and motion carried.

Adjournment

Teresa Pinkston adjourned the meeting at 11:30 am

Next Meeting : March 25th, 2014, 9:30 AM ODCTE