

**Minutes of the Executive Board Meeting
Mississippi Business Education Association
May 19, 2016**

Call to Order

The Executive Board of the Mississippi Business Education Association (MBEA) met on Thursday, May 19, 2016, at the IED Building at Mississippi State University in Starkville, Mississippi. Several members attended the meeting virtually. The meeting was called to order at 11:08 a.m. by President Michelle Taylor. The following Board members were present: Joanna Alston, Pamela Bracey, Lisa Courtney, Carole Deere, Christy Ferguson, Judy Hurtt, Nashandra James, Vickie Keel, Angela Kitchens, Lyndie Lyon, Melinda Parnell, Kim Phifer, and Haley Zehner. Tammie Brewer was present as a resource person. A quorum was present. Lisa Courtney agreed to take minutes.

Minutes and Correspondence

Minutes from the January 13, 2016, meeting were presented. The following corrections were made: date change, changes in those present, addition that the treasurer's report was approved via email, change in spelling of Christy Ferguson's name in two locations, and change of name from Craig Johnson to Craig Jackson. The motion was made by Christy Ferguson and seconded by Haley Zehner to approve the minutes with the corrections. The motion carried.

Treasurer's Report

The treasurer's report dated January 13, 2016-May 18, 2016, was presented. The beginning balance was \$9,086.14, total income for the period was \$170, and expenses for the period were \$2,471.94. The current balance is \$6,784.20. The motion was made by Melinda Parnell and seconded by Christy Ferguson to accept the treasurer's report as presented. The motion carried.

President-Elect's Report

President-Elect Christy Ferguson reported that she is very pleased that the fashion show at the fall conference is confirmed—the fashion squad from Mississippi University for Women will put on the fashion show, and the squad is working with Belk for the attire. Christy is meeting tomorrow with Scott at MUW to continue plans for the conference. She plans to hold ten different workshops. At the request of members attending the conference last year, workshops viewed as popular will be repeated. Christy stated that only two workshops will be offered for the first morning session since attendance was low at the first workshop session last year.

The program area roundtable session will follow lunch. Christy reported that Vickie Keel will facilitate the university roundtable, Judy Hurtt and Kim Phifer will facilitate the junior/community college roundtable, and Haley Zehner and Nashandra James will facilitate the middle/high school roundtable. Board members stated that the middle and high school teachers requested meeting together. Christy will look at the number of middle and high school teachers registered for the conference and will separate middle school

and high school teachers into two groups if a large number registers. Christy stated that three vendors have responded at this point, and one has paid.

Christy has a spreadsheet with email addresses for 381 prospective conference attendees. She sent 250 prospects (including FBLA and PBL advisers) an email in March. Some emails came back as undeliverable, and some people responded asking that their name be removed from future email distributions. Tammie Brewer offered to send MBEA Fall Conference information to DECA advisers.

The conference registration fee is \$75 for professional members and \$35 for student members. The registration fee includes MBEA dues. After discussion, the Board recommended that registration fees be sent in by mail rather than being paid by credit card through the web site. The conference registration information on the web site and the registration form will need to be changed.

Tammie Brewer asked if student organizations had vendor tables last year and, if so, if there was a charge. Michelle Taylor said that all vendors had to pay for tables because the Marriott charged for each table used by MBEA, but she did not believe that any student organizations had tables last year. Christy stated that the MUW is not charging MBEA for tables and that student organizations were welcome to have vendor tables.

State Membership Report

Michelle Taylor reported that Carole Deere will be helping with SBEA membership in addition to her duties as Mississippi's Membership Director. Carole reported that Mississippi currently has 79 members with 43 lapsed memberships. She stated that each month she is asked to target a specific group and sends emails to these former members. Some of the emails she sent recently came back undeliverable, and others responded that they are retiring and are not interested in continued membership in NBEA. Carole said that she gets a membership report each month, but the numbers are staying the same rather than fluctuating. Barry with NBEA is investigating this issue. Carole has a list of last year's MBEA Fall Conference attendees and has been contacting them concerning NBEA/MBEA membership. She asked all Board members to help in getting more members.

Webmaster's Report

Nashandra James reported that she has updated the web site with everything that has been sent to her. Once the minutes are approved, she will post them on the web site. Michelle Taylor thanked her for posting items from SBEA.

Old Business

Pam Bracey stated that an MBEA Twitter account has been created. She welcomes conference information for Twitter. The Twitter handle is @mbea_ms.

New Business

Scholarship Application and Procedures

Drafts of scholarship procedures, scholarship criteria, and scholarship application were reviewed. Tammie Brewer suggested combining the last three items on the scholarship application. The motion was made by Haley Zehner and seconded by Melinda Parnell to approve the scholarship documents with changes. The motion carried. Lisa Courtney will make the changes to the documents.

Tax Update

Michelle Taylor reported on the status of the submission of the 501c3 paperwork. She thanked Amie Crawford and Lyndie Lyon for their efforts. Lyndie stated that this is a 20-page document that lists the names of the President, Vice President, President Elect, Secretary, and Treasurer. Reported items must be kept up to date with supporting information such as revenues and expenses, balance sheet, etc. The form is dated May 15, 2016, and must be filed within 60 days or the process will have to be started over.

Michelle sent an email to those members who received monies from MBEA in 2013, 2014, and 2015. The member must sign a document that states how much was received, the purpose, that the expenses were unreimbursed, and that the amount was not claimed on personal taxes. Lyndie Lyon stated that, without this completed documentation, a 1099 will have to be issued to the member, and the member may have to re-file income taxes for the appropriate year(s). Michelle stated that she will sign the 501c3 form once she receives all the verification forms. Joanna Alston and Carole Deere stated that they have mailed a signed form to Michelle. Michelle stated that she has not received the signed form from two members—Christy and Carole offered to contact the members.

The motion was made by Christy Ferguson and seconded by Joanna Alston to approve the filing of the tax documents provided that the verification forms are received from all appropriate parties and that any expenses incurred will be paid by MBEA. The motion carried.

Honorarium Policies and Procedures

Drafts of reimbursement policies and procedures and reimbursement request were reviewed. Michelle Taylor stated that the 501c3 status will require MBEA to change the way monies for expenses are handled. Stipends in advance will not be allowed at this time; reimbursements will be given after the conference/event, and original receipts must accompany the reimbursement request. She stated that another potential issue with giving funds in advance could arise if the member was unable to attend the conference due to personal reasons—it may be that the member would not return MBEA's funds. Lyndie Lyon stated that a W9 would have to be completed if funds were given in advance and not used as intended and that the funds could be considered income for the individual's tax purposes. Lyndie also stated that, until the non-profit status paperwork is completed, it is difficult to get answers on issues such as this; once the paperwork is completed, it will be easier to get answers resulting in a change in MBEA's reimbursement procedures.

When asked how long it would take for a member to receive reimbursement, Lyndie informed the Board of the following process for generating a check: the information is entered in the bank's web site, a calendar appears indicating when the check will be written, and the check is mailed to the payee. During the meeting, Lyndie processed a check request. The check will be written by May 31; therefore, it takes approximately two weeks for a check to be processed.

The motion was made by Nashandra James and seconded by Melinda Parnell to accept the reimbursement policies and procedures as presented. The motion carried. Pam Bracey suggested adding a statement to the reimbursement policies and procedures that the funds will be disbursed within 30 days of the treasurer's receipt of the request accompanied by original receipts. The motion was made by Melinda Parnell and seconded by Christy Ferguson to amend the previous motion. The motion carried. The motion was made by Christy Ferguson and seconded by Melinda Parnell to add a statement to the reimbursement policies and procedures that the funds will be disbursed within 30 days of the treasurer's receipt of the request accompanied by original receipts. The motion carried.

MBEA Awards

Michelle Taylor proposed that a new award be established to recognize individuals who support MBEA that are not presently teaching. An ad hoc committee will be appointed to establish criteria for the new award.

Program of Work

Michelle Taylor asked Board members to look at their duties in the Handbook to determine if they are performing their duties. She also requested that deadlines be set when appropriate—an example is that the President's Report is due on September 30. Michelle believes that it is important for the President, President-Elect, and the Vice President to work closely together so that expectations will be known. She asked Board members to send to her a list of duties with deadline dates by July 4.

Announcements and Adjournment

Pam Bracey updated Board members on her efforts in planning the 2017 State Conference. She has requested quotes from Hinds Community College, Muse Center; Embassy Suites, Ridgeland/Madison area; Holmes Community College, Ridgeland; and Hilton on County Line. A tentative date of September 15, 2017, has been set.

Michelle Taylor requested that Board members respond to emails and phone messages concerning MBEA in a timely manner.

Michelle stated that Mississippi's state report was recognized by SBEA as a model state report.

Dr. Diane Fisher is President-Elect of NBEA. Mississippi will have two members (Diane and Margaret Blue) on the national board.

Michelle reported that Amie Crawford informed her that the newsletter is ready and she plans to send it out as soon as she checks with Dr. Connie Forde on one item.

The list of names and addresses of the Executive Board was reviewed. Carole Deere reminded Board members that the Board approved several years ago the removal of Board members' phone numbers before posting on the MBEA web site. Nashandra James will remove the phone numbers from the list on the web site.

Tammie distributed a tentative calendar of events for DECA. She will send an electronic copy to Michelle for distribution to the members attending the meeting virtually.

Haley Zehner asked if Board members still contribute \$10 each for door prizes at the fall conference. It was stated that the Board members still contribute. Board members should send a check for \$10 to Lyndie Lyon by August 1, 2016.

Haley Zehner suggested that an incentive be given to register early for the state conference and become an MBEA member. Board members were encouraged to think of appropriate incentives.

Melinda Parnell suggested a redesign of MBEA's logo. She was charged with the task of designing a new logo. Michelle Taylor requested Melinda work closely with our webmaster Nashandra James to ensure the new design would look appealing and appropriate on the website. Melinda stated she would make two copies of the design for everyone to view, make suggestions, and incorporate into a single design if possible.

The motion was made by Christy Ferguson and seconded by Haley Zehner to adjourn the meeting. The motion carried. The meeting was adjourned at 12:30 p.m.

Lisa Courtney, Acting Secretary