

Business & Information Technology Education Division

Executive Officer Team Meeting

ODCTE, Tuttle Seminar Center

Business Meeting Minutes

March 25, 2014

Call to Order

President Teresa Pinkston called the meeting to order at 9:30 a.m.

Welcome

Teresa Pinkston welcomed everyone to the meeting.

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. There were two corrections needing to be made, Christie Hyatt name misspelled under Business Reports, and Roberta Patterson changed to Roberta Sams under Committee Goals and Reports Mary Barton motioned for the minutes to be approved with changes, seconded by Christie Hyatt. All Approved. Motion carried.

Treasurer's Report

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

Reporter's Update

Don Helm presented the reporter's update. Don Helm didn't have anything new about the website, but would like to recommend that the group form a team for the website and the reporter only be a people person and project leader. Teresa Pinkston asked for the group to think about it. If a team was gathered together we could have better communications with the team and website including new tools with social media and other interactive tools. We need as social media

Teresa Pinkston also mentioned the Dropbox and Google Drive will be moved to the reporter team.

Regional Vice-President Updates

North Central – Angela Brownfield gave a update. Still working on staff development training for online. Most teachers have been focused on competitions and contests for BPA.

Northeast – Sharon Hudson wants to do a Google Drive workshop to use the drive to its full potential. Inviting everyone who wants to be a part to the spring workshop. Maybe a summer workshop for teachers at conference. Ideas were bounced to the floor to have the instructor from 8th floor to teach a workshop at summer conference.

Northwest – Emily Goff the district areas due to weather have been out of school. This region due the weather has focused mainly on

South Central – No report was given.

Southeast – Cindy Mitchell BPA updates were given from the state level. They are very pleased of the results.

Southwest – Hital Damani reported about the BPA contests and winners.

Committee Planning Time

At 9:46am each of the committee's utilized time for planning and goal setting.

Resumed the

Committee Goals and Reports

Audit – no updates were given. Most updates are done in the fall.

Legislative – Royce and Mary were the only representative of the Legislative committee meeting Oklahoma Legislative Day at the capitol. August conference will be in Tulsa this year. Region 4 is April 10-12 Afton Brower talked about her experience about National Policy. National Policy spoke to Coburn's representative for education task force. They got to speak to everyone except Langford. Senator Langford did not take time for us while at policy committee. Each senator was welcoming to the CareerTech teachers and system.

Membership – Teresa Pinkston says she has an awesome team here! Membership is down. Can't cut BITE dues. Suggestion was made to raise dues to \$25 to match other organization. Ideas only. As a BITE Organization can't affect OkACTE or ACTE dues those are set. A draft an email after BPA Nationals to be sent out to everyone so that all people know what money they have to have to join the organization and support. Have a competition setting a goal to membership for a prizes to help membership drive. Give communication and set goals and open communication for goal met. Maybe communication weekly? Then make a cutoff date. Maybe a regional competition, if region reaches 100% then an additional prize would be given. This would be only for BITE members. Every person will receive a gift. Prizes will be given on how many members are made within the entire organization. The prize given is based on how many people are reached to make the goal of the entire membership. If a region reaches 100% an additional prize will be given to that region. The goals is to get 300 members. New Teacher workshop to promote the membership; Teresa asked if anyone was interested to help. Normally New Teacher staff has given them a 15 minute time to do something. New teacher is July 15th-17th, 2014 at Meridian Technology Center.

Nominating – Afton Brower gave the report on nominations and the nominating committee. As of today's date all the spots are full. North Central will need to have an election for the region at conference. All votes are done electronically. Afton needs from the Region Vice Presidents, she needs the Member of the year for awards.

Policy – Don Helm gave the report in absence of Michelle Gillory. Don and Daniel suggested that the reporter duties be changed from current wording. Maintain website....etc. The policy committee suggests shall create Communications and Media committee The question was raised does it need to be a committee or a team? We would like it to be brought to the membership to change the By-laws for those new items.

Scholarship – 4 applications. 1 discarded because they didn't qualify. We recommend 1 to move on.

New Business

Royce Bell has ACTE promotional material from last year for new members. Royce Bell also mentioned we need a new PAC representative. Teresa Pinkston suggested that we have a representative in mind.

Membership – Teresa asked if membership dues be raised. Currently they are at \$20.00. A healthy competition may do well.

Scholarship – The scholarship committee has recommended that Alisha Olinger be awarded for the scholarship. She is from Central Tech in Drumright, OK. Sherry Gleaves brought up discussion about who makes the decision on how many scholarships are given. The by-laws only state that we will give up to three. The actual system is based on financials and up to the officer team. Pam Hulseley checks the financial standing of the organization. This is what decides how many do we give out. Sherry Gleaves suggests a policy change of the scholarship saying specifically the how many and who decides.

Mary made a motion to award one scholarship to Christie Alecia Olinger for \$500 this year. Seconded by Christie Hyatt. All approved and motion carried.

Luncheon / Summer Conference – Luncheon was brought up again to lookup. We are locked in for the luncheon this year. Jackie will talk more about August Conference for 2014.

Jackie Arnold discussed with the group about August Conference. The schedule was presented for the first couple of days. Theme is A Job for every Oklahoman Workforce for every company. The luncheon will be followed by the meeting for the BITE division. We have a thirty minute cushion to work in. Jackie says it is nice to be a part of the luncheon. Time is lost because we are moving around so much. Lots of wasted time shuffling around with rooms without the luncheon.

Breakout sessions are available in the morning and afternoon. They will work on the schedule this afternoon at the 1:00 pm session. We are planning on having the meetings at Tulsa Technology Center - Riverside this is not official as of today.

There is an optional third day session. Additional \$50.00 registration fee. This will include lunch. There is also a separate registration due to expenditures. Each conference is in the Tulsa Cox Convention Center.

370 lunches were ordered last year. Jackie Arnold recommended to register early because the organization pays for lunch ahead of time. We have had a very close count to the luncheon. Cost of lunch is \$26.50 + 20% service charge and tax. 8.517% sales tax last year. The service charge

is taxed. This year \$25.50 per plate. Jackie has selected the plate year because it was the only plate under \$25.00.

Suggestion and discussion was made is it okay for the BITE division to sponsor the lunch. The question was brought to Carrie and she agreed this would be a great idea. If the BITE team could get sponsors for breakfast, drinks, and other small events so that is not taken out of the \$30.00 for registration.

Tuesday's expenses are minimal drinks, water, cookies, snacks, breakfast. They do give Thank you bags to the presenters. This is also taken from the \$30.00 registration fee. \$4.50 per person \$1800 for the 400 people who come to the conference. There are still options available to purchase food from Tulsa Technology Center. Tight budget but they are keeping it at the \$30.00.

Other discussion – Sherry Gleaves – special committees audit and scholarship is both a standing and special committee. Do we want the new committee for policy a standing or special committee? Questions will be asked to Athena Frank. The question was posed does it need to be standing or special?

Sherry Gleaves motioned that we create the Communication and Media Committee as a standing committee and make the correct changes to the by-laws and send that to the membership for a vote. Seconded by Afton Brower. All approved. Motion carried.

Final remarks from Carrie DeMuth.

Adjournment

Teresa Pinkston adjourned the meeting at 11:36 am

Next Meeting: August 4th, 2014 12:30 PM Tulsa Cox Convention Center