

Business, Marketing & Information Technology Education Division
Executive Officer Team Meeting Minutes
April 12th, 2023; ODCTE Tuttle Seminar Room Stillwater, OK
1:00 p.m. – 3:00 p.m.

Call to Order and Welcome

Call to order and welcome by Michelle Lewandowski, President at 1:04 pm

Present: Julie Ballew, Katrina McDowell, Darrin Lackey, Sheila McMurry, Daniel Devers, Michelle Lewandowski, Jeanne Tholen, Karen Montgomery, Dana Stephens, Meredith Simerly, Paxton Cavin, Joy Salcedo, Teresa Karnes

ODCTE Welcome and BMITE Division Updates

Paxton Cavin gave updates from BMITE.

Oklahoma Promise course updates (55 course total), 8:30-9:30 BMITE business meeting on Day 1 of Summit. Day 2 - total budget and breakfast options need to be decided.

Business Reports

Secretary's Report by Jeannette Slater

Jeannette informed members the Nov. 10, 2022 [minutes](#) can be found on the website. She called for motion to approve minutes.

Motion to Approve: Darin Lackey

Second - Joy Salcedo

Motion Carried

Treasurer's Report from Randy Hessley by Michelle

Balance \$54,769.09; President recommends updating procedures for reporting and clarification; and then, balancing those numbers against what OKACTE provides.

Motion to Approve: Dayna Stephens

Second the motion: Darin Lackey

Motion Carried

Reporter's Report Julie Ballew

No report

Regional Vice-President Updates: NONE

Region 1 Katrina McDowell/Jeanne Tholen

Region 2 Sheila McMurry/Vina Gowdy

Region 3 Dayna Stephens/Teresa Karnes

Region 4 VACANT/VACANT

Committee Planning Time: NONE

Committee Goals and Reports: NONE

New Business: Michelle Lewandowski

Membership committee needed for future participation at New Teacher Academy.

Board continued the discussion of budget procedures:

President proposes the following procedural change for future Budget Proposals to be amended and approved by Executive Board Spring Meeting, following input by the Audit Committee:

Acting President will propose the new budget at the end of each term in accordance with fiscal year definition of July 1 to June 30, by procedural handbook (Ref Article 13; Finance Section C).

Budget can then be amended by the Executive Board in conjunction with the Audit Committee at the Fall Executive Committee Meeting.

President then proposed the budget for 2023-2024 school term, President and Committee worked to get the correct totals, as follow:

Expenses

Description

OKACTE Leadership Conference	\$1,000.00
National/Regional Conference Travel Expenses/Registration	\$5,000.00
National ACTE Stipend and/or Per diem	\$750.00
National Policy Seminar	\$2,000.00
Website Expenses	\$120.00
BMITE PAC Contribution to Social Activity at Summit	\$750.00
BMITE Day at the Capital	\$750.00
BMITE Trophy and Plaques	\$4,500.00
BMITE Gifts @ New Teacher Academy / Follow-ups	\$1,500.00
BMITE Breakfast and Snacks	\$3,500.00
BMITE Scholarship	\$1,500.00
BMITE Awards Stipend	\$1,000.00
BMITE Marketing Materials	\$2,000.00
BMITE Related Mailing/Shipping	\$500.00
BMITE Membership Committee	<u>\$7,500.00</u>

**Total
Projected**

\$32,370.00

Motion to Approve: Meredith Simerly

Second the motion: Dayna Stephens

Motion Carried

The Proposed By-Law Changes:

Bylaw changes will need to be presented to the membership in August.

Article IV. OFFICERS, Section B. Officers-, Subsection 2 presently reads:

2. The President shall preside at all meetings, appoint such committees as are necessary to conduct the organization, and serve on the BMITE Executive Board. The President will also serve on the CareerTech Administrative Council (CTAC) and chair BPA and DECA Day at the Capitol. The President shall serve as the Voting Delegate, representing the BMITE BMIT Division at the National ACTE Conference, with the BMITE Division matching the stipend paid by OkACTE to attend. If the President is unable to attend the National ACTE Conference the President-Elect will serve as the Voting Delegate. In addition, the President will plan activities at the leadership conference and communicate condolences and congratulations to members on behalf of the BMITE Division. The President shall have a \$100 budget set aside to attend OkACTE professional development opportunities during the school year.

Proposed Bylaw Amendment would change the last sentence (underlined) to state the following:

The President shall have a budget of up to \$500 to attend OKACTE professional development opportunities during the school year to cover out-of-pocket expenses after other sources of reimbursement have been exhausted.

i.e.: school district reimbursement: Receipts must be presented for reimbursement with registration and proper travel and food receipts in accordance with current GSA per diem requirements.

Meredith Simerly will get the proposal to amend the bylaws ready for a vote at the conference.

Motion to approve: Dayna Stephens
Second the Motion: Meredith Simerly
Motion Passed

Dates for 2023-2024 were discussed and approved:

BMITE Executive Meetings for 2023-2024 are as follows:

- October 25, 2023: Executive Board and Committee Meetings in Stillwater, OK at ODCTE from 1-4
- April 10, 2024: Executive Board and Committee Meetings in Stillwater, OK at ODCTE from 1-4
- BMITE Day at the Capital: March 28, 2024

Motion to approve: Dayna Stephens
Second the Motion: Meredith Simerly
Motion Passed

Adjournment

Motion to adjourn was made by: Michelle Lewandowski
Second the Motion: Meredith Simerly
Motion Passed

Meeting adjourned at 3:34 p.m.