

Business, Marketing & Information Technology Education Division
Executive Officer Team Meeting.
November 20th, 2024 9:20 AM - 2:00 PM
Career Tech, Stillwater Campus

Attendees: Randy Hessley, Joy Salcedo, Macee Ponder, Dayna Stephens, Jeffery Duncan, Allen Corbin, Darin Lackey, Theresa Karnes, Angela Littrell, Melody Johnston, Julie Ballew, Jeanne Tholen, Vina Gowdy, Karen Montgomery, Jake Phillips, and Katrinia Mcdowell.

Call to Order: President Darin Lackey called the meeting to order at 9:20 AM. A quorum was established.

Opening: Darin Lackey (President)

- I. **Approval of Minutes 9/29/24:** Jeffery Duncan motions, Teresa Karnes second, All in favored and approval of minutes passed.
- II. **Treasure Report:** Julie Ballew discusses the current budget and balance in the bank. Issues we are currently facing are that we are listed by (3 names) Bank Name, IRS Name, Career Tech Name are all conflicting. Went over current and past taxes due. Julie has submitted all the back taxes. Mark Birch submitted in 2022 a filing for a name change to the IRS. That name change request and documentation was not recognized by the IRS. Julie resubmitted it again and hopefully they will recognize and correct it this time. We potentially will have to hire an Accountant with any objections. State name change, and IRS name change, Bank name change, these are the things we are trying to configure. Randy shares what transpired with the IRS with the group via zoom. Also, shared how there was a mailing issue with it not being recognized by us mailing in our last return. Julie shares that we need to amend former minutes for a six hundred dollar Randy charge. What date were those minutes, Darin asked? Julie shares what motions and amendments that need to take place for her to be able to pay expenditures. She has to be able to tie a debit to a motion in minutes. As a group we collaborated with previous motions in our records that will need to be amended. Gifts for members, bylaws on travel and expenses, check payment to Eric Curtis, Showbiz cinema, bylaw vote with OKACTE by laws, bylaw strike for BMITE day to former president, bylaw for electronic voting (email to electronically in the bylaws). Julie and Randy discuss debit card strategies with the group. Pros and cons of debit card for our BMITE leadership team having one. Paper trail and transparency is discussed and logistics. Julie shares her request for a debit card and how it would be easier for the treasurer to have. Our bylaws require two signatures on a check and creates a logistic problem. The bank statements are our paper trail, and the receipts have signatures on them as well. The idea of a credit card is shared

amongst the group. Multiple card holders within the leadership are discussed. If we do not go with the debit card, we will have to limit the check requirement signature to one in our bylaws. October of 2023 motion for polo and t-shirts for six hundred and fifty dollars for officers shirts. Julie continued to share minutes format, and bylaw of treasure to do taxes. Also, what defines a quorum with a meeting.

- III. **Reporter's Report** - Website update, and getting Macee Ponder access. Mark Birch will be considering a change on website hosting from Daniel to Mark Birch. Daniel will be updating the certificate. Consider changing the website serving once we talk to Mark Birch.
- IV. **Policy Committee** - Changes to be notated. Policy committee needs to format changes and what ones that need to be changed. That will be amended and presented, bylaw change needs to be sent out for email.
- V. **CTAC Report** - Lory shared her notes and Darin shared those notes with us. There was an agency update, legislation update, president update, program update (more than 250 added statewide), staff will be added to provide more support. Career Tech is now responsible for apprenticeships and rolling out that initiative. Recognized outgoing members and the new members.
- VI. **Diversity and Action Committee** - Theresa Karnes shares updates. It is now rebranded and named as Kolutis scope. No planned meeting right now for this November but next November there will be. December 12th meeting - via Zoom, more updates to come.
- VII. **Legislative PAC** - Katrina McDowell shares the legislative agenda. Legislative objectives and what they are trying to accomplish as a PAC. Also shared their mission and vision for this upcoming legislative year. Upcoming meeting this January of 2025 via zoom for upcoming legislative priorities for Career and Technological Education.
- VIII. **Membership** - Joy Salcedo stated that there was nothing to report. She shared ideas, and ideas on how we can improve our membership. The things shared at leadership need further discussion between the vice president and president. Also, talked about Darin having a login for members and non-members. Deja should also send those out as well. Mark Birch will share our region members, so our VP can send out news to their respective regions.
- IX. **Audit Report** - Dana has nothing to share or report. She stated that she will share those resources to Jule to help streamline our issues currently with the IRS. Darin also shared that the ongoing process of creating an onboarding process for officers is still vital, in order to help them fulfill their roles/responsibilities.
- X. **Awards Committee** - Allen Corbin sharese that we currently need to have a Chair and Co-Chair. Our by-laws state three on the committee, but they suggest six. Inclusivity DEI

initiative is in the rubric. To receive the awards you have to be a paid member, non-paid members are not able to receive awards. Vian shares that the awards have different rubrics. The inclusion part notated above is not in the rubric, but it's not in the workbook or application process. Letter of support should go from one letter to two to three. Then you can choose your favorite letter of support specifying what you're going for. Professional headshots need to be 300 dpi, professional headshot, no selfies for the photo, and there should be only one person in the photo. The biography should be about you and only one paragraph. Nothing addressing anyone else in the bio but yourself. Trophies designed for awards need to be done by December 13th, 2024. Winners workshop will be in January, and practice interviews in February. Darin asked to see how many BMITE applicants we had last year. Corbin is going to look for that exact number of applicants last year. Darin shared that Corbin and Vian should share the awards and how to apply and be considered for it (create a document and get it shared on Monday Madness). Corbin is going to make that happen, and also encourage individuals within our BMITE sector to apply.

Convened for Lunch at 11:05

Re-convened for Lunch at 12:35

- XI. **Recap of Strategic Plan** - Darin goes over the strategic plan again from OKACTE Leadership Conference. Developing and prioritizing PAC and legislative involvement. We decided to encourage program tours and success campaigns. Hosting BMITE day at the Capital. Strengthening legislative forum participation amongst our division. Strengthening our memberships monetary support to the PAC, since our division is one of the lowest amongst all divisions. Encouraging and increasing our involvement and applicants for OKACTE Fellowship Program. Strengthening committees involvement, retreats, and professional development amongst our executive team. Membership services, workshops, mentor programs, and professional development opportunities. Enhancing our website, progress meetings, and informational shared folders. Onboarding and streamlining folders with information and documents to help incoming officers onboarding. Getting information out to our members outside of Monday madness more effectively and efficiently. Making connections with our current legislatures and getting them connected with program visits. Darin encouraged us to continue to connect with our legislators to continue support from legislation. CTSO involvement with Ivision, ACTE, National Policy Seminar, Region Four ACTE in OKC. These are conferences that we need to participate and be involved with. Nominating individuals for awards, and stipends for PD participation.

- XII. **BMITE Capital Day** - Joy Salcedo updates on where we are at BMITE Capital Day. Joy shares that we need to let Skye know our dates and times that we would like to do it. All members at the meeting discussed date ideas that would potentially work for BMITE Capital Day. All stakeholders also shared room configuration for packet pickup at the Capital and lunch ideas. Joy Salcedo is going to reach out to Skye in regards to February and March dates available. Try to reserve a room that can accommodate up to hundred and fifty people. Programming for the day is discussed, along the lines of a scavenger hunt, prizes for the winners. Also, discussion in regards to tour and information about the capital. Prizes for the scavenger hunt winners could be swag, capital souvenirs. Mark Birch does have things in regards to swag we could use for prizes. Joy Salcedo will reach out to Mark about surplus inventory to supply our swag bags. Jeffery shares that he might go to the capital to look at swag merchandise we could get and take pictures of items we could purchase.

A motion was made for an allocation of 250 dollars for the purchase of memorabilia for the day at the capital. Diana Stephens motions to allocate 250 dollars of swag memorabilia for Jeffery to purchase for BMITE Capital Day, Julie Ballew seconded the motion, no further discussion. All were in favor, and motion passed.

Luncheon at BMITE Capital Day was discussed and how we would like to configure that BMITE Capital Day. Ideas were shared on how we would like to do a luncheon and Discussion was pushed to a further zoom meeting on this topic and revisit it. Joy Salcedo is going to reach out to Skye and talk about approved vendors. Joy and Darin are going to talk and further discuss the BMITE Capital Day and all attendees agreed to have another zoom meeting in regards to BMITE Capital Day.

- XII. **Update on Conference Cost** - Darin addresses our conference registration cost and it was passed from 15-25 during the OKACTE Leadership Conference. Darin is going to let Mark know that we did pass that and get it updated on his end. Also, there was discussion for an allocation of 1500 dollars to DECA and Darin is going to let Mark know that those funds are available if they need them for officer lunches.
- XIII. **Unfinished Business** - Darin shared onboarding logistics and wanting to have a zoom meeting in regards to onboarding. Add more to our currently strategic plan on how to help new officers.
- XIV. **Motions & Amendments** -

Officer polos and cost were discussed. Jefferey shared the cost with potentially getting all officers Polos to Ink Oklahoma.

Julie Ballew motioned to amend the May 2024 minutes budget line item for officers' shirts from 650 dollars to 1,000 dollars. Jeffery Duncan seconded it. No further discussion, vote was all in favor and none opposed. Motion carried.

Julie Ballew motioned to amend and move the April 13, 2022 minutes to correct the name of to be Business Marketing and Information Technology Education of Division of OKACTE. Theresa Karnes seconded the motion, no further discussion. All were in favor, and the motion carried.

Julie Ballew motioned to amend and move the March 20, 2024 minutes to state will pay the fee of 3,950 to Eric Curts for the purpose of being a speaker at Summit. Second by Dana Stephens, no further discussion. All were in favor, and the motion carried.

Julie Ballew motioned to amend the May 20, 2024 minutes to allow the treasure 600 dollars to file 1024 by the IRS. Jeffery Duncan seconded it, no further discussion. All were in favor, and the motion carried.

Policy committee will review bylaw changes, which needs to be clearly stated and properly put in place by law changes. Official minutes will live on BMITE.org and be the keeper of the minutes.

Motion to adjourn the meeting by Darin Lackey, second by Julie, no further discussion, all in favor at 1:49PM.