**ACTE BUSINESS EDUCATION DIVISION**

**POLICY COMMITTEE MEETING**

**LAS VEGAS CONVENTION CENTER**

**10:00a-12:00p - DECEMBER 4, 2013**

In attendance: Gary Hutchinson-ACTE/BED VP, Yvonne Guiterrez-Sandoval-ACTE/BED Awards Chair, Tammi Brewer-Marketing Division VP Candidate, Teresa Pinkston-Oklahoma ACTE/BED President, Harry Almond-Arkansas ACTE Executive Director & BED Member, Kelli Diemer-former ACTE/BED Awards Chair-NASBE Pres-Elect-BED Member.

The meeting stated with introductions.

During the past few months, Gary has been looking over and began the updating of the BED Policy Manual. It was very outdated and needs to be updated. The purpose of the meeting was to gather ideas for a new, updated version of the manual. Gary would continue the editing process with the hopes of having something in place to be voted on electronically by the membership by June.

The main part of our manual is to update our Affiliates and the Policy Committee.

Ideas generated for Affiliates:

* Historically, BED has had several affiliated organizations:
  + NASBE – National Association of Supervisors of Business Education
  + NACEBE – National Association of Classroom Educators of Business Education
  + NATEBE – National Association of Teacher Educators for Business Education
* NASBE continues to be an active affiliate of the BED. NACEBE and NATEBE are no longer active as organizations.
* Suggestions for BED Affiliations:
  + NASBE will continue.
  + Add NBEA – Gary has been interested in having a stronger relationship with NBEA. He will contact NBEA’s President Marlene Stout and investigate.

Ideas generated for Administration of the BED

* Voting members
  + Old: BED VP, BED VP-Elect, BED Immediate Past President, 2 representatives from each Affiliate (9)
  + Suggested: BED VP, BED VP-Elect, BED Immediate Past President, 1 representative from each Affiliate (NASBE, NBEA), 1 representative from each of the ACTE five Regions. (10)
* Liaison members
  + Old: ACTE/BED Region /State Presidents, BED Convention Program Chair (past, present, future), BED Standing Committee Chairs, NBEA President and Executive Director, FBLA-PBL President/Chief Executive Officer, BPA Executive Director, others invited by the BED VP.
  + Suggested: ACTE/BED Region /State Presidents, BED Standing Committee Chairs, FBLA-PBL President/Chief Executive Officer, BPA Executive Director, DECA Executive Director, others invited by the BED VP.

Other parts that need “cleaning up” are:

* Officer Elections – to be in line with ACTE procedures
* ACTE Committees – ACTE changed representation by divisions to their committees several years ago. Currently, the BED has/needs a representative on the Bylaws, Nominating, and Resolutions committees.
  + Currently Linda Franklin (Bylaws) and Jean Kyle (Nominating) represent the BED. Gary will check to see if Linda will continue and needs to find a representative for Resolutions.
* BED Committees – *each standing committee shall be composed of a chairperson – appointed by the BED VP and one member from one of each of the five ACTE Regions. Chairperson assignments shall coincide with the current BED VP’s term of office.*
  + Thirteen standing committees are listed: Awards, Diversity Action, Communications, Legislation, Membership, Nominations, Operating Policies, Professional Development, Program Leadership, Strategic Plan, Resolutions, Career and Technical Students Organizations, Ad Hoc.
  + It was determined that not all these committees are need or at least need to be standing. Therefore, it was suggested to have these committees listed as standing and the others brought together at the discretion of the current VP:
    - Standing: Awards (included CTSOs), Legislative, and Communications/Membership
    - Discretionary: Diversity Action, Nominations, Operating Policies, Professional Development, Program Leadership, Strategic Plan, Resolutions, Ad Hoc

Timeline for update:

* Rewriting to Immediate Past-VP, the Past-VP, Affiliate (NASBE) rep, and ACTE Senior Director – Leadership by March (NPS) for review.
* Review of edited document by committee to be completed by May 1.
* Finalized document sent to BED membership for review.
* June 1-15: Electronic voting by BED membership.
* New Policy Manual in place by July 1, 2014.Senior Director – Leadership by March (NPS) for review.