**ACTE BUSINESS EDUCATION DIVISION**

**POLICY COMMITTEE MEETING**

**HILTON NEW ORLEANS RIVERSIDE – NEWBERRY ROOM**

**11:00A-12:30P – NOVEMBER 19, 2015**

In attendance:

Policy Committee Members: Gary Hutchinson-ACTE/BE Division President; Dawn Morrison-NASBE Representative; Dona Orr-Region IV Representative; Kelli Diemer-BED Representative to ACTE Bylaws Committee; Kay Orell-BED Representative to ACTE Resolutions Committee; Brenda Jacobsen-BED Awards Committee Chair; Justin Neel-BED Legislative Committee Chair; Annika Russell-BED Professional Development Committee Chair

Special Guests: Michelle Taylor-BED-VP Candidate, Nick Chapman-VEI National Program Director, Lori Ashford-Hampton, GA

The meeting started with introductions.

1. New Policy

Discussion began on the New amendment process. Per the BED Policy Manual, Policy Committee members were notified of the proposed change prior to the policy meeting:

*Each Region and Division has a policy manual. Like the ACTE Board of Director’s policy manual, the document exists to provide guidelines and procedures for the Region and Division.*

*One issue that continually arises is the process for amending the policy manuals. Each Region and Division has its own policy regarding amendments and in most cases amendments can only be made at the VISION business meeting, provided the correct procedure was followed. Every year there seems to be an issue with a Region/Division that would like to amend their policies but cannot due to their lack of knowledge of their required processes.*

*It is recommended that the Regions and Divisions establish a common amendment policy to regulate all policy manual revisions moving forward. The following procedure was presented to the ACTE Board of Directors.*

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| ***Days’ notice to VP (prior to Business Mtg)*** | *60 days* |
| ***Revisions submitted in writing*** | *Yes* |
| ***Notice to policy committee (prior to Business Mtg)*** | *15 days* |
| ***Submitted to membership (prior to Business Mtg)*** | *Yes* |
| ***Other notification*** | *Presidents of divisional organizations/State Presidents* |
| ***Approved at annual meeting*** | *Yes, by majority of members present* |
| ***Approved by Board*** | *Yes* |

*The above process has been approved by the ACTE Board of Directors. At our Policy Committee meeting at VISION 2015 we will be voting on to add the common amendment policy to our Policy Manual following the current requirements for amendments (See your Policy Manual, page 22). So, the proposed amendment and rationale has been submitted to me. With this writing, my recommendation (I recommend we accept this amendment and present it to the membership at the Business Education Division Business Meeting) is distributed to you, the Policy Committee. We will begin with Part C. of the process in New Orleans.*

The changes were discussed by the Committee. One change to the proposal was to specify the time an amendment needed to be submitted to membership – not just simply saying Yes. The PC agreed to change this to 15 days prior to the business meeting).

The changes were approved and recommended to be brought forward to the membership at the upcoming business meeting later that day.

1. VP Update

Gary gave a short update on his activities during the past year as BED-VP. He also listed the division goals for the upcoming year.

1. BED VP Candidates

Kelli Diemer and Michelle Taylor, our candidates for the BED-VP position starting July 1 gave short introductions.

1. Fellows

This year four divisions agreed to sponsor an individual to the ACTE Fellows Program. Our division was one of the four, however, no one applied. The division will participate in the program again next year.

1. Content Experts

New this year, ACTE is bringing together division members to brainstorm for VISION 2016. The meeting will take place on Saturday at 12:15pm.

1. Website

Continues to be updated. We want to put more information for members on the site including legislative updates specific to BE and links to all state BE associations.

1. Policy Manual – Review

Gary will begin working on a review of the manual with the new BED-VP. Work will begin after Feb. 1.

1. Committee Reports
   1. ACTE
      1. Bylaws – several changes will be brought forth at AoD. These are mainly editorial changes (Kelli Diemer)
      2. Resolutions – Kay reported that no resolutions have been brought forth.
      3. Nominations – no report
   2. BED
      1. Awards – student awards to be given out on Saturday at the Bus Ed/Marketing Reception.
      2. Legislative – Justin (and Gary) met with Sean Lynch who will assist Justin and his committee on getting our members BED specific legislative information
      3. Professional Development – Annika thanked those who assisted in looking over session proposals for VISION 2015. The process will begin again in the spring. Encouraged others to attend the Content Experts session on Saturday.
2. Membership ideas

Gary asked members to forward any ideas on increasing membership.

1. Bus/Mkt. Reception

New this year, a chance for networking and VISION debriefing. BE Publishing is sponsoring food. Business and Marketing awards will be handed out at this time.

1. Next VISIONS

2016-Las Vegas, 2017-Nashville, 2018-undecided at this time

1. Updated PC

Gary will work with the new VP on filling holes in the committee. Region Reps and Division Committee Chairs – terms end 6/30/17.

1. Pamphlets

The Committee would like to thank Jim Gleason and MBA Research in providing our members with schedules of BE activities during VISION. Pamphlets were left by the registration desk and would be handed out at the First-Timers Orientation and the BED Business Meeting.