**ACTE BUSINESS EDUCATION DIVISION**

**POLICY COMMITTEE MEETING**

**Zoom Webinar**

**4:00P-5:00P CST – May 1, 2018**

Kelli Diemer, BED President, welcomed everyone to the meeting at 4 pm. All attendees introduced themselves.

**In attendance:**

Kelli Diemer-ACTE/BE Division President; Gary Hutchinson-ACTE/BE Division Past President; Delores Ali-NASBE Chair; Brenda Clark – MBA Research; LouAnn Ross– BPA Executive Director; Jean Buckley – FBLA/PBL President and CEO; Brenda Dolloff – Region I Representative; Jennifer Anderson – Region III Representative; Natalie Clark – Region IV Representative; Annika Russell-BED Professional Development Committee Chair; Cynthia Bezard-BED Representative to ACTE Resolutions Committee;

**Not in attendance:**

Justin Neel – BED Legislative Committee Chair; Sean Crevier – BED Representative to ACTE Bylaws Committee; Dawn Morrison – Region II Representative; Darin Lackey – Region IV Representative; Yvette Dupree – BED Awards Committee Co-Chair; and Jennifer Terry – BED Awards Committee Co-Chair;

There is a vacancy for the BED Representative to ACTE Nominating Committee. Individual needed to complete term that ends 6/30/19.

**Minutes from December 6, 2017 meeting**

Jennifer Anderson moved and Gary Hutchison 2nd to approve the minutes as written.

**FY18 BE Division Financials**

Kelli gave an update on the FY18 financials. There were no questions.

**ACTION ITEMS**

**Review/approval of BE Policy Manual**

Kelli displayed the policy manual on the screen and did an overview for the committee. Minor changes (dates, etc.) were suggested. Policy committee completed the review of the Policy Manual.

**Review/approval of strategic plan**

Kelli presented the strategic plan with the division goals that aligned to ACTE’s strategic goals. There were no questions. Strategic plan was approved.

**Review of BE Division Budget**

Kelli reviewed the FY19 Business Education Division Budget with the alignment to the strategic plan goals. Annika moved and Natalie seconded to accept the budget as presented. Motion passed.

**Reminders and Announcements**

* We will be electing a new Business Education Vice President (term 7/1/19 – 6/30/21). Application deadline June 15.
* We will need at least three people to serve on the Business Education Nominations Committee. They will review the Business Education Division VP applicants’ materials and participate in a phone interview with the applicants.
* We are looking for someone to complete Tommy Hamilton’s term as the Business Education Division representative on the ACTE Nominating committee. Term would run until 6/30/19.

**Next meetings –**

VISION in San Antonio, Texas,

Wednesday, November 28, Division Policy Meeting (11:15 am – 12:15 pm) and Division Business Meeting (1:45 pm – 2:45 pm)

If you are not able to attend these meetings, please find someone to attend for you (and let me know).

The Business Education Division Policy Committee was adjourned at 5 pm.

Respectfully submitted,

Kelli Diemer, Business Education Division Vice President