

HAWAI'I BUSINESS EDUCATION ASSOCIATION

Executive Committee Planning Meeting

Leeward Community College, Room BE 229
Saturday, September 9, 2006

MINUTES

1. Call to Order

The 2006-2007 HBEA Board and Committee Chairs meeting was called to order by HBEA President Jan Ikeda at 9:20 a.m.

2. Roll Call (Key: ✓ = present; ex = excused; ab = absent)

Members present were as follows:

Office	Officer	
President	Jan Ikeda	✓
President-Elect	Deenie Musick	✓
Vice President & State Conf.	Frances Kwock	✓
Treasurer	Tina Lee	✓
Secretary	Kathy Hill	✓
Past President & Nominations	Della Kunimune	✓
Historian	Evelyn Sugihara	✓
Aloha & Hospitality	Cindy Mochida	ex
Awards	Joni Onishi	ex
Constitution	Roy Kamida	✓
Education	Kay Ono	✓
	Mike Fujita	ex
Fall Conference (CTE)	Kay Ono	✓
	Jean Hara	✓
	Sandy Hoshino	ex
	Karla Jones	ex
Legislative	Karla Jones	ex
Membership	Jean Hara	✓
Newsletter	Emi Troeger	✓
	Ellen Nagae	ex
Nominations	Della Kunimune	✓
Public Relations	Florence Yamada	ex
Social Events	Dottie Sunio	ex
Spring Conference	Dottie Sunio	ex
State Conference	Frances Kwock	✓
Ways and Means	Sandy Hoshino	ex
Webmaster	Mike Fujita	ex
WBITE Representative	Kay Ono	✓
WBITE Treasurer	Roy Kamida	✓
Youth Conference	Kay Ono	✓
	Sandy Hoshino	ex
	Mike Fujita	ex
	Evelyn Sugihara	✓

3. Minutes

The minutes of the August 12, 2006, meeting were accepted as presented.

4. Treasurer's Report

Tina Lee reported that we have a balance of \$17,307.46 in our cash and bank accounts. HBEA will receive proceeds from the 2006 WBITE Conference after Shelley Ota closes out the Conference account. The Budget for 2006-2007 was presented and discussed.

5. Conference Reports

a. Career and Technical Education Conference (in lieu of HBEA Fall Conference)

The Conference will be held at Hilton Hawaiian Village on 11/14/06 and 11/15/06.

Jean Hara reported that letters announcing the conference have been mailed to Social Science faculty in the UH System because the theme of the conference relates to their fields of study.

HBEA is responsible for door prizes for Dr. Heenan's reception, and HBEA can keep any proceeds generated by this reception.

b. Spring Workshop and Installation

No report.

c. State Conference

Frances Kwock reported that planning is underway, and the theme of the conference will be "Exploring Successful Learning Environments." Frances will be submitting an article for the newsletter.

d. Youth Conference

Jan Ikeda sent a letter to Clyde Nakayama from the HawaiiUSA Federal Credit Union, and she will follow up with a phone call.

6. Committee Reports

a. Aloha and Hospitality

No report. Cindy Mochida will chair this committee.

b. Awards

No report.

c. Constitution

Roy Kamida presented some suggested amendments to our Constitution and Bylaws, and he will submit an article for the newsletter. Procedures for making amendments are explained in our Constitution at <http://www.hbea.org/constitution.htm>

d. Education

No report.

e. Historian

Evelyn Sugihara has taken pictures of current board members to be posted on the Website.

f. Legislative

No report.

g. Membership

Jean Hara reported that there are twenty-nine members (including lifetime members) to date.

h. Newsletter

Emi Troeger suggested the following HBEA newsletter deadlines, and the committee agreed that these dates would work with the scheduled activities that are planned for this year.

Newsletter	Article Submission	Publication
#1	09/15/06	09/30/06
#2	11/15/06	11/30/06
#3	03/15/07	03/31/07
#4	05/15/07	05/31/07

i. Nominations

No report.

j. Public Relations

No report.

k. Social Events

No report.

l. Ways and Means

No report.

m. Webmaster

Mike Fujita is working on our HBEA website, and he provided a CD so that the committee could get a preliminary snapshot of the site. The template for the site costs \$65, the yearly fee for the site is \$100, and last year, we prepaid for our domain name (3 years).

7. Contests**a. Desktop Publishing Contest**

Contest has been cancelled for this year.

b. Keyboarding Contest

Kay Ono presented a draft Keyboarding Contest flyer. Applications and timed writings must be submitted by Thursday, April 5, 2007, and awards will be presented at the Spring Conference on May 5, 2007. It was decided that HBEA would not pay for airfare for neighbor island student winners to attend the HBEA Spring Conference to receive the award. Other arrangements will be made in this situation.

8. Old Business**Teacher Grant**

Kay Ono presented (for Dottie Sunio) a draft letter and application form for the HBEA Teacher Grant 2006-2007. The grant (not to exceed \$500) will be open to any HBEA member. Dottie will submit a newsletter article to advertise the grant process. Grant requests must be received no later than Thursday, November 30, 2006. Grants will be approved at the Saturday, December 2, 2006, Board meeting; grant notification will be completed by Friday, December 8, 2006. Grants will be awarded Saturday, January 27, 2006, at the HBEA State Conference. Grant winners must submit a brief summary of the results and impact of the grant on business students, and a picture for the last edition of the HBEA newsletter (deadline Saturday, May 15, 2006).

9. New Business

HBEA Awards

Jean Hara suggested that revisions to the HBEA awards may be necessary in the future. The dates for the regional and national awards are the same—December 1. The requirements for the western region outstanding and distinguished service awards are not the same as those for NBEA—Jean will next year propose amendments to the WBITE awards requirements to align with NBEA's. Jan will follow up with Joni Onishi, Awards Chair, to see what changes, if any, she is suggesting for the current year.

10. Adjournment & Next Meeting Date

The meeting was adjourned at 12:05 p.m. The next meeting will be held at ETC, on Friday, October 6, 2006, at 3:30 p.m.

Submitted by Kathy Hill, Secretary