

TABLE OF CONTENTS

Chapter Profile	2
Letter to Chapter Membership	3
Membership History	4
Productivity.....	5
Recruitment of Members and Chapters	6
State Officer Assistance to Local Chapters	8
Preparation of Local and State Officers for Their Duties	10
Cooperation with Business, Professional, and Service Groups Within the Community	12
Participation in Public Relations Activities; Preparation of a Newsletter	14
Development and Promotion of FBLA-PBL State Projects	15
Support of FBLA-PBL National Projects	17
Implementation of State Leadership Conferences	19
Attendance and Participation at Conferences Sponsored by the Association	20
Businesslike Procedures	21
Chapter Management and Organization	22
Financial Development	23
Appendices	24
Appendix A: Membership and Conference Attendance	25
Appendix B: State Executive Council	26
Appendix C: State Organizational Chart	27
Appendix D: 2003 National Leadership Conference Qualifiers	28
Appendix E: Financial Statement	30

Chapter Profile



State Delegation at 2003 National Leadership Conference
Dallas, Texas



The North Carolina State Chapter of Phi Beta Lambda

May 1, 2004

Dear North Carolina Phi Beta Lambda:

The 2003-2004 Phi Beta Lambda year has been very exciting and challenging. The members and officers of local chapters, along with the state officer team, have worked diligently to meet the state and national goals of our organization. We have also strived to maintain a positive image through the events and activities that we have pursued.

It has been my privilege to serve as State President for our outstanding organization. The leadership development, travel opportunities, and networking opportunities have allowed me to gain skills that will benefit me as I enter the business world. Thank you for your confidence in me and your support throughout this year.

As we "Celebrated Leadership" during our 50th Anniversary let us review our state membership. North Carolina Phi Beta Lambda currently has 797 members representing 35 chapters. The increase in the number of chapters this year has laid the foundation for continued growth. At our conferences and workshops during the 2003-2004 year we have definitely celebrated our leadership skills. Increased attendance at the conferences demonstrates the energy and loyalty of North Carolina Phi Beta Lambda.

One of the goals of the State Executive Council has been to provide you with effective communications, memorable conferences, and challenging tasks. The Executive Council and the members who made this past year so successful are to be commended. Thank you for believing and achieving during the 2003-2004 year and making it one of the best years in North Carolina history.

This annual business report details our activities during this year. I hope you catch the 'spirit' of the year as you read this report and remember the projects and programs in which you were involved. Best wishes to the delegates attending the National Leadership Conference in Denver, Colorado. I hope that your years in Phi Beta Lambda have been as memorable and beneficial as mine; and that this Annual Business Report will serve as a reminder of what we have accomplished.

Sincerely,

Jessica Murphy
NC PBL State President

MEMBERSHIP HISTORY

The Phi Beta Lambda state membership for the 2003-2004 year was 797 from 35 local chapters across the state. Shown below is the statistical data illustrating North Carolina Phi Beta Lambda's membership record for the past 15 years. (See Appendix A for a list of the 2003-2004 active local chapters.)

YEAR	CHAPTERS	MEMBERSHIP
2003-04	35	797
2002-03	31	805
2001-02	31	748
2000-01	34	886
1999-00	35	837
1998-99	36	822
1997-98	39	855
1996-97	36	854
1995-96	36	854
1994-95	37	859
1993-94	39	855
1992-93	41	946
1991-92	46	1,116
1990-91	45	1,344
1989-90	48	1,661

North Carolina has attracted dedicated leadership from its local chapter advisers to serve as State Advisers, including:

1969-1971	Ms. Joyce Cherry, Lenoir Community College
1971-1974	Mr. Albert Gaskill, Campbell University
1974-1979	Ms. Geraldine Michael Smith, Wingate University
1979-1993	Mr. Terry C. Lowrance, Durham Technical Community College Dr. Robert N. Simmons, Lenoir-Rhyne College
1993-2003	Mr. Terry C. Lowrance, Durham Technical Community College
2003-Present	Mr. Ron Eggers, Barton College

Mr. Ken Smith, State Department of Public Instruction, serves as FBLA-PBL State Chairman. The current structure of FBLA-PBL is consistent with that of the national organization. The establishment of the NCPBL State Professional Division has enhanced state chapter activities. Since 1976, the Professional Division officers have contributed to the successes of Phi Beta Lambda in North Carolina by serving on the State Executive Council and playing a major role in implementing the annual State Leadership Conference. (See Appendix B for 2003-2004 State Executive Council membership.) The Professional Division continues to be at the forefront of membership nationally and currently boasts 226 members representing 30 chapters in 2003-2004. The State Chapter continues to provide many opportunities for college students in North Carolina as well as the eight million citizens of the state. The most important service of Phi Beta Lambda is providing future business leaders for the state of North Carolina.

Productivity



2003 Fall Leadership Development Conference
Boone, NC

The achievement of results based on the plan of action was the major focus in the area of Productivity for the North Carolina State Chapter of Phi Beta Lambda during the 2003-2004 year. At the State Executive Council's Spring Meeting in June 2003, the state officer team developed a set of goals coinciding with the prescribed elements of Productivity.

As the year came to a close, it became apparent that the state officer team, with the support of the State Executive Council members and local chapter members, accomplished the majority of its goals--the mission of any business organization whether it be for profit or non-profit.

The Productivity section of the 2003-2004 North Carolina Phi Beta Lambda State Chapter Annual Business Report focuses on the goals developed for each area. The results achieved, as well as a description of other related accomplishments, are highlighted for each goal.

I. RECRUITMENT OF MEMBERS AND CHAPTERS

Effective state and national programs depend on membership support and growth at the local level. Increased local chapter membership provides resources for the expansion of state chapter and national association activities. Through membership recruitment activities, valuable experiences are gained in public relations and leadership. Likewise, establishing a new chapter or reactivating an inactive chapter takes planning, communication, and persistence. Chartering new chapters provides more students the opportunity to become prepared for careers in business and creates stronger state and national organizations, thus providing better service to all members.

Goal A-To encourage the development of local chapter membership by providing a packet of membership recruitment and involvement tools that can be used and/or adapted by local chapters.

Results achieved. In September 2003, State Adviser Ron Eggers distributed to each local chapter a Chapter Information Guide to kick off the 2003-2004 year. The packet included a variety of items that could be used and/or adapted by local chapters for the purpose of membership recruitment. In addition, the regional vice presidents and local chapter advisers emphasized the contents of this packet during sessions conducted at each Regional Fall Kick-Off meeting.

Goal B-To sponsor a "President's Award" at the Fall Leadership Development Conference for the best theme-related PBL display of membership recruitment techniques used by local chapters. The State Chapter President, the Professional Division President, and the host Regional Vice President will judge the event.

Results achieved. At the North Carolina Fall Leadership Development Conference on October 24-25, local chapters set up recruitment displays with the theme, "Celebrating Leadership," and were judged on creativity and professionalism by State Chapter President Jessica Murphy, Professional Division President Michael Coffey, and host Regional Vice President Melissa Hill. Asheville-Buncombe Technical Community College received a plaque for the best recruitment display; runners-up were Beaufort County Community College and Mitchell Community College.

Goal C–To recognize active chapters receiving the Membership Achievement Award from the national association for maintaining or increasing membership, with a goal of 50% of active chapters achieving this recognition.

Results achieved. Of North Carolina’s 30 returning active local chapters during the 2003-2004 year, 50% maintained or increased membership as compared to the previous year. The national association will recognize 15 of North Carolina’s local chapters in July 2004 with the Membership Achievement Award. These local chapters are Appalachian State University, Barton College, Blue Ridge Community College, Durham Technical Community College, Elizabeth City State University, Lees-McRae College, Lenoir Community College, Mitchell Community College, Nash Community College, Randolph Community College, St. Augustine’s College, South Piedmont Community College, Stanly Community College, Wake Technical Community College, and Winston-Salem State University.

Goal D–To contact schools that have expressed an interest in chartering or reactivating a local chapter of Phi Beta Lambda and present progress reports at the Winter Executive Council Meeting, with a State Officer goal of chartering/reactivating six chapters statewide.

Results achieved. The state officer team worked extremely hard this year to charter/reactivate five chapters. A new chapter, Richmond Community College was chartered. The reactivated chapters include Barber-Scotia College, Livingstone College, Piedmont Community College, and Shaw University.

Goal E–To market PBL to FBLA chapters, with each Executive Council member attending at least one FBLA function.

Results achieved. Members of the Executive Council offered their service to the North Carolina chapter of Future Business Leaders of America. Each State Officer participated in one or more of the following FBLA activities: attended FBLA meetings in their local areas, conducted workshops and seminars, inducted FBLA officers, and judged events. State Committee members Ron Eggers and Teresa Parker graded papers and judged events at the North Carolina FBLA State Leadership Conference. The participation of the State Executive Council displayed the NCPBL commitment to linking FBLA and PBL in an educational/professional relationship.

Goal F–To encourage PBL chapters to participate in FBLA functions (inductions, chapter activities) with a goal of 70% of active PBL chapters participating.

Results achieved. Members of the State Executive Council offered their services to the North Carolina chapter of Future Business Leaders of America. President Jessica Murphy and Secretary/Treasurer Ally Kindel attended the FBLA State Leadership Conference in Greensboro, North Carolina, along with members from Barton College, Lenoir Community College, Mount Olive College, North Carolina Central University, and Stanly Community College. Members graded papers, judged, and timed events. Eastern Region Vice President James Shiver and Historian William Toler assisted with an induction at a FBLA chapter in their local area.

Goal G–To increase the membership of each local chapter and, as a consequence, increase state membership by 10%, with a goal of 886 members.

Results achieved. The State Officer team worked diligently this year in an effort to increase the state chapter membership by 10%. State membership reached 797 members for the 2003-2004 year compared to a membership of 806 in 2002-2003. Membership recruitment efforts included the “Membership Recruitment Display Boards” at Fall Leadership Development Conference, sessions at Regional Kick-Off meetings, Regional Tip-Off workshops, and the Gold Star Chapter Award.

Goal H–To recognize, at the State Leadership Conference, those chapters that charter/reactivate new chapters.

Results achieved.–The following school was recognized and given a certificate for chartering/reactivating chapters. North Carolina Central University reactivated Livingstone College and Shaw University.

Goal I–To recognize, at the State Leadership Conference, those chapters that increase membership by 10%.

Results achieved. Ten chapters increased membership by 10%. Those chapters were Appalachian State University, Elizabeth City State University, Lees McRae College, Lenoir-Rhyne College, Mitchell Community College, Randolph Community College, St. Augustine’s College, Stanly Community College, Wake Technical Community College, and Winston-Salem State University.

Goal J–To recognize local chapter members who receive the Membership Madness Award from the national association, with a statewide goal of 10 recipients.

Results achieved. This national program recognizes members who extend the benefits of membership to at least five friends. North Carolina exceeded this goal with over 20 members receiving this recognition.

II. STATE OFFICER ASSISTANCE TO LOCAL CHAPTERS

State officers are elected each year to serve the state chapter by setting and achieving goals, encouraging membership growth, and serving on the State Executive Council. The success of a state chapter depends upon the strength of its officers and their ability to interact with the local chapters they serve.

The success of a Phi Beta Lambda chapter depends on many variables--one of the most important is the chapter adviser. An adviser of a college-level professional organization has many responsibilities including assisting students in developing competent, aggressive business leadership skills. Local Phi Beta Lambda chapter activities are an integral part of each institution’s instructional program. Advisers are rewarded for their efforts through the accomplishments and successes of chapter members.

Thus, it becomes imperative to the success of a state chapter to see that proper assistance is given not only to the members and officers of the local chapters in the state, but also to the advisers of those chapters who serve a vital role in their success.

Goal A–To convene four meetings of the State Executive Council to conduct the business and facilitate the program of work of the state chapter.

Results achieved. During the 2003-2004 year, North Carolina Phi Beta Lambda held four meetings of the State Executive Council. The first meeting (for outgoing and incoming state officers) was held April 6, 2003, at the close of the 2003 State Leadership Conference. The agenda addressed the transition between the two teams. The second meeting, held June 5-7, 2003, at Asheville-Buncombe Technical Community College, consisted of an officer training session, a discussion of marketing tactics for NCPBL, the establishment of goals for the 2003-2004 year, and a business meeting that focused on strategies to accomplish the program of work. This meeting gave members of the State Executive Council an opportunity to form relationships needed to ensure success throughout the year. The third meeting was held September 12-13, 2003, in Greensboro, NC. The primary agenda items included arrangements for the Regional Fall Kick-Off meetings and the Fall Leadership Development Conference. The fourth meeting, January 30–31, 2004, was held in Raleigh, NC, and focused on the final arrangements for the Regional Winter Tip-Off workshops and the 2004 State Leadership Conference.

Goal B–To provide local chapter representatives with a chronological schedule of activities, meetings, and conferences for the year.

Results achieved. A schedule of events was placed in the 2003-2004 *State Handbook* and a Chapter Guide was mailed to each chapter in September 2003. Each chapter received a copy of the handbook on CD. The fall edition of the State Newsletter, which was distributed at the Fall Leadership Development Conference, also contained a schedule of events for the year.

Goal C– To provide information at the Regional Fall Kick-Off meetings and the Regional Winter Tip-Off workshops and devote a page in the fall issue of the state newsletter encouraging students to pursue state officer positions.

Results achieved. Candidates for state offices were strongly recruited this year. At regional meetings members were encouraged to run for an office at the 2004 State Leadership Conference. A promotion appeared in the fall edition of the state newsletter highlighting the benefits of serving as a state officer. There were four State Officer candidates at the 2004 State Leadership Conference. Officers elected included Lanetta Holloway, North Carolina Central University (President), Ally Kindel, Barton College (Secretary/Treasurer), and Rebecca Whitley, Mount Olive College (Eastern Region Vice President). The offices of Western Region Vice President, Central Region Vice President, and Historian are open and will be filled by appointment by the State Executive Council prior to the Spring Executive Council meeting so that these officers and their local chapter advisers can be present for training and the establishment of state goals.

Goal D–To conduct Regional Winter Tip-Off workshops in February 2004 to provide chapter representatives with State Leadership Conference registration packets and to explore strategies for success during the conference, with the statewide goal of 75% of the active chapters attending.

Results achieved. In each region, a Winter Tip-Off workshop was held on February 5. The Eastern Region Tip-Off was held at Beaufort County Community College. The nine chapters in attendance included: Barton College, Beaufort County Community College, Craven Community College, Elizabeth City State University, Lenoir Community College, Mount Olive College, Nash Community College, and representatives from East Carolina University and Wayne Community College. The Central Region Tip-Off was held at Stanly Community College. In attendance were seven chapters including: Piedmont Community College, Pfeiffer University, South Piedmont Community College, Livingstone College, North Carolina Central University, Stanly Community College, and Winston-Salem State University. The Western Region Tip-Off was held at Lenoir-Rhyne College. The seven chapters in attendance were: Asheville-Buncombe Technical Community College, Blue Ridge Community College, Isothermal Community College, Lenoir-Rhyne College, Mitchell Community College, Surry Community College, and Wilkes Community College. Total chapter attendance statewide was 85 members from 23 chapters. The Regional Tip-Off workshops consisted of four sessions covering conference preparation, the Terry Lowrance Leadership Award requirements, state officer candidate recruitment, and Professional Division benefits.

Goal E– To visit with every active local chapter prior to the Winter Executive Council Meeting to offer guidance and seek feedback.

Results achieved. Regional Vice Presidents contacted each chapter in their region and encouraged member participation in the Regional Tip-Off workshops. State President Jessica Murphy also emailed chapters informing them of upcoming activities.

III. PREPARATION OF LOCAL AND STATE OFFICERS FOR THEIR DUTIES

It is important for the growth of a state chapter to have a well-qualified and dependable group of officers. With capable officers, the business of the chapter can be conducted using proper parliamentary procedures, an effective program of work can be initiated involving all members, minutes can be recorded and kept up-to-date and complete, effective marketing can be generated, and local chapter members, as well as state officers, can grow professionally.

Goal A–To provide an extensive orientation program for the State Officer team at the Spring Executive Council Meeting to educate the officers for their specific duties, develop goals, and establish a plan of action to accomplish the program of work.

Results achieved. At the June 5-7, 2003, meeting of the State Executive Council, an extensive three-day orientation and planning session was held for the new state officers and their advisers. Session topics included functional areas and roles of the state association, written and oral communications, parliamentary procedures, budgets and financial affairs, conferences and meetings, officer task training, leadership characteristics, goals development, and business etiquette.

Goal B–To encourage state officers and local chapter officers to attend the Institute for Leaders programs.

Results achieved. Effective leadership training is essential for the survival of both the State Chapter and local chapters. State and local chapter officers, members, and advisers were encouraged to attend the Institute for Leaders at the National Leadership Conference. Central Region Vice President Lanetta Holloway and 35 members and advisers representing three chapters attended the Institute for Leaders in Dallas, TX.

Goal C–To sponsor Regional Fall Kick-Off meetings for local chapter officers and advisers in each of the three NCPBL regions to prepare local chapter leaders for the year’s activities and to exchange ideas, with the statewide goal of 70% of active chapters attending.

Results achieved. In the Eastern Region and the Central Region the Fall Kick-Offs were held September 25, 2003. The Western Region Fall Kick-Off was held September 16, 2003. The Eastern Region Kick-Off was held at Mount Olive College and 43 delegates attended from Barton College, Beaufort County Community College, Craven Community College, Fayetteville Technical Community College, Lenoir Community College, Mount Olive College, Nash Community College, Sampson Community College, and Southeastern Community College attending. The Western Region Kick-Off was hosted by Asheville-Buncombe Technical Community College. Twenty-four delegates attended from Asheville-Buncombe Technical Community College, Blue Ridge Community College, Lenoir-Rhyne College, Isothermal Community College, Mitchell Community College, and Wilkes Community College. North Carolina Central University hosted the Central Region Kick-Off. Fifty delegates attended from Barber-Scotia College, Durham Technical Community College, Livingstone College, North Carolina Central University, Piedmont Community College, St. Augustine College, Stanly Community College, Surry Community College and Wake Technical Community College. Total attendance for the state was 117 delegates representing 75% of returning active local chapters. The Regional Kick-Off meetings consisted of four sessions that introduced ideas for membership recruitment, project development, conference participation, and publicity. A non-trivia contest and question-and-answer period with the state officers provided an opportunity for local chapter officers to network.

Goal D–To revise the *State Handbook* (as needed) and provide each active local chapter with the 2003-2004 version in electronic media form by Regional Fall Kick-Off meetings.

Results achieved. Changes were made to the *State Handbook* by the State Executive Council in June of 2003. The revised handbook was distributed on CD-ROM to all chapters that attended the Regional Fall Kick-Off meetings (and mailed to those chapters unable to attend) and was also made available on the state website.

Goal E–To provide local officer training workshops at the Fall Leadership Development Conference.

Results achieved. At the 2003 Fall Leadership Development Conference state officers conducted sessions for their counterparts at the local chapter level. These sessions focused on the duties and responsibilities of the officers and provided local officers with tips and information to be used when conducting the business of the local chapters, recruiting members, and planning chapter projects.

Goal F–To encourage local chapter advisers to conduct orientation programs for local chapter officers.

Results achieved. The Chapter Management Packet, *State Handbook*, and *Chapter Management Handbook* provide many suggestions for orientation sessions for local chapter officers. North Carolina Regional Fall Kick-Off meetings provide literature that could be used by local chapter advisers to acclimate local chapter officers to Phi Beta Lambda goals.

IV. COOPERATION WITH BUSINESS, PROFESSIONAL, AND SERVICE GROUPS WITHIN THE COMMUNITY

Activities encouraging interaction with North Carolina business, professional, and service organizations are a vital part of the learning process. Chapter members are encouraged to participate in activities designed to facilitate intelligent career choices, develop business skills, learn the value of community responsibility, and become well-rounded individuals. Because our organization emphasizes the business training that members can derive from associating with various groups, Phi Beta Lambda members owe it to themselves to gain as much knowledge as they can through cooperation with business, professional, and service groups throughout our state.

Goal A–To encourage active local chapters, through presentations and publicity, to sponsor a service project within their local community, as evidenced by a 20% increase in the number of entries in the Community Service Project event.

Results achieved. Through workshops offered during the regional meetings, the 2003 Fall Leadership Development Conference, and articles in the state newsletter, local chapters were encouraged to serve their communities by conducting service projects. This service is evidenced by entering a report in the Community Service Project event. Eight entries (equal to the number of entries last year) were submitted for the Community Service Project event: Asheville-Buncombe Technical Community College (two entries), Barton College (two entries), Beaufort County Community College, Lenoir-Rhyne College, North Carolina Central University, and Surry Community College.

Goal B–To encourage active local chapters, through presentations and publicity, to increase dialogue and interaction with local business leaders, as evidenced by a 20% increase in the number of entries in the Partnership with Business Project event.

Results achieved. Workshops at the 2003 Fall Leadership Development Conference, the Regional Tip-Off workshops, and articles in the state newsletter, demonstrated to local chapters the benefits derived by forming partnerships with local businesses. Emphasis was placed on using the Partnership with Business Project as a formal structure for this interaction. This year there were three entries (compared to four entries in 2003) in the Partnership with Business Project event: Asheville-Buncombe Technical Community College, Barton College, and Nash Community College.

Goal C–To solicit business contributions and involvement in the annual State Leadership Conference through plaque and certificate sponsorships and event judging.

Results achieved. This goal was reached as evidenced by the support from individuals, businesses, and the Professional Division. Duke Energy, Inc. printed conference materials. The North Carolina Phi Beta Lambda Foundation, Inc. and the North Carolina Professional Division sponsored an Advisers and Professional Division Appreciation Reception. Forty-eight NCPBL Foundation members and Professional Division members volunteered at the 2004 State Leadership Conference. Sponsorship was provided for 11 competitive events. The Accounting for Professionals event is sponsored by Anthony and Robinson, CPA, PA, Charlotte, NC; Business Communication event, by Barton Weekend College, Wilson, NC; Business Decision Making, by Barton College Alumni, Wilson, NC; Business Plan (including a \$500 stipend to the First Place Winner), by North Carolina REAL Enterprises, Inc., Durham, NC; Finance, by American Express Financial Advisors, Inc., Rocky Mount, NC; Future Business Executive, by Carriage on the Park, Charlotte, NC; Hospitality Management, by ARAMARK Corporation, Wilson, NC; Management, by Carolina Forge Company, Wilson, NC; Quantitative Methods, by Barton Weekend College, Wilson, NC; Sales Presentation, by Thomas Personnel Management, Inc., Wilson, NC; and The NCPBL Foundation Scholarship, by The NCPBL Foundation, Inc., Wilson, NC.

Goal D–To encourage and support NCPBL Professional Division growth, development, and involvement by each state officer recruiting an average of five new Professional Division members, for a total of 30.

Results achieved. Professional Division membership continues to be a priority of the North Carolina State Chapter of Phi Beta Lambda. State Professional Division Director Robbie McDonald and officers of the State Professional Division are voting members of the NCPBL State Executive Council. (See Appendix B for 2003-2004 State Executive Council membership.) Professional Division membership in North Carolina reached 226 during 2003-2004 with 30 local chapters represented. The State Officer team facilitated this growth by recruiting over 95 new Professional Division members.

V. PARTICIPATION IN PUBLIC RELATIONS ACTIVITIES; PREPARATION OF A NEWSLETTER

Effective publicity facilitates the entry of the state and local chapters into the business community; it can also serve as the basis for a well-rounded public relations campaign. Public relations activities help the organization sustain community support, nurture pride among members by stimulating greater efforts, maintain student interest by fostering awareness, and attract prospective members. In addition to the many uses of the finished product, the process of generating press releases and newsletters is an invaluable learning experience.

Goal A–To encourage local chapters to recognize accomplished individuals in their local business community by submitting a Businessperson of the Year nominee.

Results achieved. Businessperson of the Year awards are a means of recognizing individuals within the business community who have made significant contributions to chapters. This year there were four nominations for Businessperson of the Year from the active local chapters. Receiving recognition at the 2004 State Leadership Conference as Businesspersons of the Year: Mr. Tony Tilley from Barton College, Mr. Joel Huneycutt from Stanly Community College, and Mr. Delton Holloway from North Carolina Central University.

Goal B–To publish two issues of the state newsletter containing information on the local, state, and national levels with distribution to all state chapter members, professional members, and other supporters of the State Chapter, with the goal of 50% of all active chapters submitting articles.

Results achieved. Two issues of the state newsletter, the Heartbeat of PBL, were published and distributed to chapters at the Fall Leadership Development Conference and the State Leadership Conference. Some items included were: biographies from the State Officers, local and state chapter news, information on the Professional Division and The NCPBL Foundation, Inc., a greeting from the Southern Region Vice President (fall), a welcome from Ms. Jean Buckley (spring), the Dress Code, Creed, and PBL goals. Sixteen chapters (53%) of returning active chapters submitted articles for the fall and spring newsletters.

Goal C–To distribute Vice Presidential regional news briefs electronically to each active local chapter and the State Executive Council in September, November, January, and March.

Results achieved. During the 2003-2004 year Regional Vice Presidents were responsible for publishing and distributing electronically news briefs to chapters in their respective regions as well as to State Executive Council members. These news briefs included regional news, important dates, and announcements.

Goal D–To distribute a Presidential news brief electronically to each active local chapter and the State Executive Council in August, October, February, and March.

Results achieved. State President Jessica Murphy distributed a news brief on the 50th Anniversary letterhead that provided membership reports, chapter news, goals that had been reached, and upcoming events on the state level.

Goal E–To utilize state chapter brochures and the Multimedia Presentation event entries to promote Phi Beta Lambda.

Results achieved. During the 2003-2004 year the State Chapter brochure was used as a promotional tool for the North Carolina State Chapter of Phi Beta Lambda. Copies of the state brochure were provided to local chapters for use in promoting the association to new and reactivated chapters, recruiting potential competitive events judges, and preparing local chapter brochures.

Goal F–To maintain an up-to-date state chapter website.

Results achieved. State Historian William Toler ensured that the North Carolina website (<http://www.ncpbl.org>) was continuously updated which allowed chapter members to remain informed of State Chapter activities.

Goal G–To archive the state newsletters on the NCPBL chapter website.

Results achieved. Currently, two past issues of the state newsletter are archived on the state website.

Goal H–To require all local chapters with a chapter website to update and maintain their local chapter website and link to the state website and encourage linkage to the national website.

Results achieved. Chapters were instructed to use the state theme, “Celebrating Leadership” as a focus for their local chapter website. State President Jessica Murphy, State Historian William Toler, and other Council members browsed local chapter websites periodically that are linked to the State Chapter website.

Goal I–To publicize State Leadership Conference and National Leadership Conference winners on the state chapter website, in the state newsletter, and in the *State Handbook*.

Results achieved. The 2003 SLC and NLC winners were posted on the state website and printed in the fall edition of the state newsletter and in the 2003-2004 *State Handbook*. This list was also distributed via e-mail to all chapters immediately following the conferences.

Goal J–To encourage each local chapter to submit articles to school, local, state, or national publications, with the goal of 75% of active chapters participating.

Results achieved. Representatives from 16 chapters submitted articles to the fall and spring state newsletter. North Carolina chapters also submitted articles to the PBL national publication. In addition, most chapters submitted articles of community service and other recognition events to their campus or community newspapers.

VI. DEVELOPMENT AND PROMOTION OF FBLA-PBL STATE PROJECTS

Involvement is the key element for the success of the local chapter; the same is true for the state organization. Through publications, service projects, programs, and establishment of goals, the North Carolina State Chapter encourages local chapter involvement in the activities of the state chapter. Through grassroots involvement comes the true strength of any association.

Goal A-To encourage each local chapter to contribute \$30 to the State Scholarship Fund and recognize each local chapter meeting this goal, with the goal of 70% of active chapters contributing.

Results achieved. This goal was promoted through mailings from the state office, presentations during regional meetings, and contribution incentives. Three \$650 scholarship awards were presented at 2004 State Leadership Conference. The 2004 recipients were Rosa Edwards, Beaufort County Community College; Diane Jackson, Beaufort County Community College; and Randi East, Stanly Community College. The funds will be awarded at the 2004 Fall Leadership Development Conference. Total contributions of \$560 were received for the NCPBL State Scholarship Fund in 2003-2004. The following returning active chapters (57%) met the goal and received a certificate at the 2004 State Leadership Conference: Asheville-Buncombe Technical Community College, Barton College, Beaufort County Community College, Blue Ridge Community College, Craven Community College, Durham Technical Community College, Isothermal Community College, Lees-McRae College, Lenoir Community College, Lenoir-Rhyne College, Mount Olive College, Nash Community College, North Carolina Central University, South Piedmont Community College, Stanly Community College, Surry Community College, and Wilkes Community College. Fifty-seven percent of the local chapters contributed to the State Scholarship Fund. In addition, the following individuals/groups contributed to the State Scholarship Fund: Paul Fogarty, Jon McBride, Allyson Moye, Carolyn Laudati, Roberta McDonald, and John Webb.

Goal B- To sponsor the Terry Lowrance Leadership Award for the purpose of recognizing local chapters for goals achievement, with the goal of 50% of active local chapters achieving this recognition.

Results achieved. The Terry Lowrance Leadership Award recognizes local chapters on their accomplishments of goals related to conference participation, projects, programs, and publicity/membership. This award recognized 11 chapters (31%) for their participation in Phi Beta Lambda activities throughout the 2003-2004 year. Chapters receiving this state award were Asheville-Buncombe Technical Community College, Barton College, Beaufort County Community College, Blue Ridge Community College, Craven Community College, Lenoir Community College, Mount Olive College, Nash Community College, Stanly Community College, Surry Community College, and Wilkes Community College.

Goal C– To recognize local chapters that maintain or increase chapter membership with a Membership Achievement Award, with the goal of 50% of all active local chapters qualifying for this recognition.

Results achieved. Of North Carolina’s returning active local chapters during the 2003-2004 year, 50% maintained or increased membership as compared to the previous year. Those local chapters are Appalachian State University, Barton College, Blue Ridge Community College, Durham Technical Community College, Elizabeth City State University, Lees-McRae College, Lenoir-Rhyne College, Mitchell Community College, Nash Community College, Randolph Community College, St. Augustine’s College, South Piedmont Community College, Stanly Community College, Wake Technical Community College, and Winston-Salem State University.

Goal D– To promote and encourage all active local chapters to strive for the Gold Seal Chapter Award, with the goal of 15% of all active chapters qualifying for this recognition.

Results achieved. The Gold Seal Chapter Award recognizes the most active chapters during the year. Four local chapters (13%) fulfilled all of the requirements and received this prestigious recognition. 2004 Gold Seal chapters were Asheville-Buncombe Technical Community College, Barton College, Stanly Community College, and Surry Community College.

Goal E– To encourage local chapters to participate in a North Carolina Phi Beta Lambda Foundation, Inc, fundraising project, with the goal of 50% of all active chapters participating.

Results achieved. In an effort to generate funding for The North Carolina Phi Beta Lambda Foundation, Inc., chapters were urged to participate in the Food Lion “Shop n’ Share” Program which was publicized at regional meetings, the Fall Leadership Development Conference, and on the state chapter website. It was included as an option on the Gold Star and Terry Lowrance Leadership Awards. As a result, 53% of the returning active chapters participated.

VII. SUPPORT OF FBLA-PBL NATIONAL PROJECTS

Local and state chapter involvement is the key element to the success of the national association. Through attendance and participation in conferences and support of national projects, the North Carolina State Chapter promotes involvement with the national organization. Through local chapter and state support, the national association strengthens its foundation.

Goal A–To encourage local chapters to use American Enterprise Day to increase public awareness of the American free enterprise system and FBLA-PBL Incorporated, as evidenced by a 20% increase in the number of entries in the American Enterprise Project event.

Results achieved. The State Executive Council included a full-page announcement in the fall edition of the state newsletter. These materials increased awareness of American Enterprise Day and FBLA-PBL Month. Activities completed may be included in the Terry Lowrance Leadership Award and/or Gold Seal documentation. As a result of these activities, five entries (compared to six entries in 2002-2003) were submitted for the American Enterprise Project event at the 2004 State Leadership Conference: Asheville-Buncombe Technical Community College (two entries), Barton College, Beaufort County Community College, and Surry Community College.

Goal B–To promote local chapter participation in national projects by providing informational sessions at the Regional Fall Kick-Off meetings and the Fall Leadership Development Conference and featuring an article in the fall edition of the state newsletter, with a goal of 10 chapters participating in at least one national project.

Results achieved. At the 2003 Fall Leadership Development Conference, a workshop focusing on national projects emphasized how local chapters could use the variety of national projects as a basis for competitive events such as the Community Service Project. The workshop specifically highlighted the purposes of the current national projects and provided examples of possible local chapters' involvement. Activities completed may be included in the Terry Lowrance Leadership Award and/or Gold Seal documentation. Ten chapters completed projects supporting the March of Dimes with total contributions of \$5011.

Goal C–To encourage active local chapters and their members to participate in the national association's Career and Membership Achievement Program, with a goal of 10 members achieving at least one level of the program.

Results achieved. The Career and Membership Achievement Program was a huge success in North Carolina. Over 40 members achieved the Director's Level of the Program (the first level) and a total of three members completed the Executive Level of the Program (the second level). North Carolina Phi Beta Lambda had the largest number of CMAP recipients in the nation for 2003-2004.

Goal D–To conduct Regional Winter Tip-Off workshops in February 2004 to promote activities for FBLA-PBL Week.

Results achieved. In each region, a Winter Tip-Off workshop was held on February 5. The Eastern Region Tip-Off was held at Beaufort County Community College, the Central Region Tip-Off was held at Stanly Community College, and the Western Region Tip-Off was held at Lenoir-Rhyne College. Local chapter officers and advisers discussed ways to promote activities for FBLA-PBL Week, including Adviser Recognition Day, connecting chapter projects, leadership development activities, community visibility ideas, and Professional Division recognition.

VIII. IMPLEMENTATION OF STATE LEADERSHIP CONFERENCES

The purpose of any leadership conference is to provide worthwhile activities to assist members in leadership development as they prepare to become tomorrow's business leaders. Conferences sponsored by the State Chapter provide opportunities for both growth and learning. Competitive events bring recognition not only to individuals but also to their local chapters. Leadership development seminars illustrate the scope of interests and activities of Phi Beta Lambda. All who attend the conferences gain from the positive experience of seeing "their organization" excel.

Goal A—To sponsor a Fall Leadership Development Conference to assist local chapters in carrying out FBLA-PBL activities, with the goal of 70% of active local chapters in attendance.

Results achieved. The 2003 Fall Leadership Development Conference was held October 24-25 in Boone, NC. The conference attracted 163 participants representing 22 active (as of October 23) local chapters (71%). Twenty-one leadership development workshops were conducted. Featured guest speakers were Michelle Dobbins and Dan Hazlett. Ms. Dobbins is the Vice President of The NCPBL Foundation, Inc., and was also chosen as the 2003 Professional Division Distinguished Member of the Year. Mr. Hazlett served as NCPBL State Leadership Director for 14 years. Each spoke of how involvement in Phi Beta Lambda can prepare members for careers in business. A special activity was the Non-Trivia Contest coordinated by the NCPBL Professional Division. North Carolina Central University was the winner of the Non-Trivia Contest. (See Appendix A for chapters represented at the Fall Leadership Development Conference.)

Goal B—To sponsor a State Leadership Conference for the major purposes of administering the State Awards Program, electing a new state officer team, and providing a Leadership Development Program, with the goal of 100% of active chapters in attendance.

Results achieved. The 2004 State Leadership Conference attracted 373 members, advisers, and Professional Division members representing 29 of 35 active local chapters (83%). The conference was held April 15-17 at the Hilton North Raleigh in Raleigh, NC. The keynote speaker was Michael Haaf, Food Lion's Senior Vice President of Sales, Marketing and Business Strategy. Conference activities included general and business sessions, State Officer elections, and competitive events. A traditional feature of the conference is the Leadership Development Program, a series of workshops where participants attending three workshops received a Leadership Development Certificate. The highlight of the 2004 State Leadership Conference was the Formal Awards Banquet and Installation Services where awards were presented in 45 events. Chapter members receiving first or second place awards in state competition are eligible for national competition. The State Awards Program Coordination Committee members Connie Porter, Cindy Killian, John Whiteheart, Marilyn Robertson, and Donna Harbour verified event winners. A complete listing of all award winners is posted on the state website and will be published in the 2004 fall state newsletter. (See Appendix D for 2004 National Leadership Conference qualifiers.)

IX. ATTENDANCE AND PARTICIPATION AT CONFERENCES SPONSORED BY THE ASSOCIATION

Phi Beta Lambda members who are active in the state organization owe it to themselves to broaden the scope of their involvement with the national association by availing themselves of the opportunities offered at national conferences. Opportunities at national conferences are not limited to competitive events alone but also include the business sessions, workshops, national officer elections, Institute for Leaders, as well as the experience of traveling to new places and appreciating the diversity of many cultures.

Goal A–To encourage all national qualifiers to attend the 2003 National Leadership Conference, with a chapter representation goal of 60%.

Results achieved. Twenty-two of 31 active local chapters (70%) from North Carolina attended the 2003 National Leadership Conference in Dallas, Texas. A total of 138 delegates, advisers, Professional Division members, and guests comprised the North Carolina delegation. (See Appendix A for chapters represented at the 2003 National Leadership Conference.)

Goal B–To encourage state participation at the 2003 National Fall Leadership Conference, with a goal of five NCPBL representatives in attendance.

Results achieved. In November of 2003, NCPBL had 26 delegates to attend the National Fall Leadership Conference in Atlanta, GA, including 4 State Officers, 1 State Adviser, 2 State Directors, 1 State Professional Division Officer and 18 other advisers and members. (Appendix A for chapters represented at the 2003 National Fall Leadership Conference.)

Goal C–To encourage state participation at the 2003 Institute for Leaders in Dallas, TX, with a goal of 20 NCPBL representatives in attendance.

Results achieved. Effective leadership training is essential for the survival of both the state chapter and local chapters. State and local chapter officers were encouraged to attend the Institute for Leaders at the National Leadership Conference. Thirty-six North Carolina members attended the Institute for Leaders at the 2003 National Leadership Conference.

Businesslike Procedures

I. CHAPTER MANAGEMENT AND ORGANIZATION

To support the mission statement and goals of FBLA-PBL, Inc., the North Carolina Phi Beta Lambda State Chapter utilized the following chapter management tools to develop, implement, and accomplish its annual predetermined plan of action.

Organizational Structure

The organizational structure of the State Chapter is consistent with that of the national association. The State Executive Council provides the leadership necessary for sustaining the State Chapter. (See Appendix C for the 2003-2004 State Organizational Chart.)

State Executive Council

The State Executive Council directs the activities of the State Chapter. The Council is comprised of the state officers and their local chapter advisers, the state adviser, the state chairman, the directors, and the state Professional Division officers. Council meetings are conducted according to Robert's Rules of Order. Four official meetings were held during the 2003-2004 year. (See Appendix B for the 2003-2004 Executive Council membership.)

Regional Structure

In order to promote communication, growth, and activities development, the State Chapter is organized into three geographical regions. A vice president is elected from each region to serve as the regional coordinator with the State Chapter. (See Appendix A and Appendix B for regional structure.) To promote activities at the regional level, awards are presented at the regional meetings held at the Fall Leadership Development Conference and the State Leadership Conference.

State Chapter Goals

Goals for the State Chapter were established as a plan of action for the year. These goals were developed at the Spring Executive Council meeting by the 2003-2004 State Officer team. The goals were distributed to the local chapters by the Regional Vice Presidents at the Regional Fall Kick-Off meetings, published in the *State Handbook*, and posted on the state chapter website. Local chapters then developed their own goals to complement those of the state organization. The 2003-2004 goals (and results achieved) are presented in the Productivity section of this report.

Minutes

State Secretary/Treasurer Ally Kindel kept accurate minutes for each of the Executive Council meetings and the State Leadership Conference. Copies of the Executive Council minutes were made available to all local chapters. Copies of the 2003 State Leadership Conference minutes were distributed at the 2004 State Leadership Conference for approval during the business session. A permanent copy of all approved minutes are on file in the State Adviser's office.

State Membership Records

State Chapter membership records are maintained and updated throughout the year. The State Chapter concluded its 2003-2004 membership year with 797 members in 35 active local chapters. Membership certificates were provided to chapter member. (See Appendix A for membership totals.)

2003-2004 State Chapter Annual Business Report

The 2003-2004 State Chapter Annual Business Report provides a summary of activities conducted during the 2003-2004 year. Copies of this report are distributed to State Officers, Professional Division officers, and local chapters, printed in the *State Handbook*, and posted on the state website. Copies of this report are used to promote Phi Beta Lambda within the business community and to stimulate interest in chartering and reactivating local chapters.

Identification Badges

Each state officer, state adviser, director, and Professional Division officer was provided a metallic identification badge. The badges were cast with the individual's name and position along with the year and Phi Beta Lambda shield. The badges were worn at all Phi Beta Lambda conferences and meetings as well as other functions where Executive Council members served as official NCPBL representatives.

Conference Promotion

For each state, regional, and national conference, the state directors prepared detailed conference promotional packets that were mailed to the local chapters and Professional Division members. The state directors also secured conference locations, coordinated hotel reservations and transportation, and facilitated registration and participation.

II. FINANCIAL DEVELOPMENT

To support the mission statement and goals of FBLA-PBL, Inc., the North Carolina Phi Beta Lambda State Chapter utilized the following chapter financial tools to develop, implement, and accomplish its annual plan of action.

Financial Statements

State Secretary/Treasurer Ally Kindel prepared financial statements and updates throughout the year for State Executive Council meetings. The State Chapter operated within a budget developed during the Spring Executive Council meeting. Disbursement of funds was made according to the guidelines of the budget. Extraordinary and non-budgeted items received approval of the State Executive Council prior to disbursement of funds. End-of-year financial statements were presented to the voting delegates and the general state membership during the business session at the State Leadership Conference. A CPA conducts an audit of the financial records annually. Permanent copies of all financial statements are on file in the State Adviser's office. (See Appendix E for the 2003-2004 Financial Statement.)

Fundraising

Each North Carolina local chapter conducts fundraising efforts to achieve its program of work. The North Carolina State Chapter utilizes membership dues, conference registration fees, competitive event sponsorships, Food Lion 'Shop N Share' program, and contributions from The North Carolina Phi Beta Lambda Foundation, Inc., to generate funds.

Appendices

APPENDIX A
2003-2004 NORTH CAROLINA PHI BETA LAMBDA MEMBERSHIP
AND CONFERENCE ATTENDANCE (BY CHAPTER)
NORTH CAROLINA PHI BETA LAMBDA

CHAPTERS	NLC	FLDC	NFLC	SLC	Membership
EASTERN REGION					
Barton College	X	X	X	X	116
Beaufort County Community College	X	X		X	23
Chowan College					6
Craven Community College	X	X	X	X	18
Elizabeth City State University				X	27
Fayetteville State University				X	5
Fayetteville Technical Community College	X			X	30
Lenoir Community College	X	X		X	9
Mount Olive College	X	X	X	X	16
Nash Community College	X	X		X	20
Sampson Community College	X	X		X	8
Southeastern Community College	X	X		X	16
CENTRAL REGION					
Barber-Scotia College					7
Durham Technical Community College	X	X		X	12
Livingstone College		X			8
North Carolina Central University	X	X	X	X	49
Piedmont Community College					6
Pfeiffer University	X	X		X	8
Randolph Community College				X	17
Richmond Community College					3
Saint Augustine's College	X				46
Shaw University					32
South Piedmont Community College				X	32
Stanly Community College	X	X	X	X	19
Wake Technical Community College		X		X	11
Winston-Salem State University				X	50
WESTERN REGION					
Appalachian State University		X		X	33
Asheville-Buncombe Tech. Com. College	X	X	X	X	33
Blue Ridge Community College	X	X		X	22
Isothermal Community College	X	X		X	11
Lees-McRae College				X	5
Lenoir-Rhyne College	X	X		X	21
Mitchell Community College		X		X	15
Surry Community College	X	X		X	31
Wilkes Community College		X		X	32

Membership for 35 Active Chapters

NCPBL PROFESSIONAL DIVISION (30 local chapters represented -- 226 members)

NLC: 2003 National Leadership Conference, Dallas, TX

FLDC: 2003 Fall Leadership Development Conference, Boone, NC

NFLC: 2003 National Fall Leadership Conference, Atlanta, GA

SLC: 2004 State Leadership Conference, Raleigh, NC

APPENDIX B 2003-2004 STATE EXECUTIVE COUNCIL NORTH CAROLINA PHI BETA LAMBDA
--

STATE OFFICERS

PRESIDENT
 Jessica Murphy
 Mount Olive College

EASTERN REGION VICE PRESIDENT
 James Shiver
 Beaufort County Community College

SECRETARY/TREASURER
 Ally Kindel
 Barton College

CENTRAL REGION VICE PRESIDENT
 Lanetta Holloway
 North Carolina Central University

HISTORIAN
 William Toler
 Craven Community College

WESTERN REGION VICE PRESIDENT
 Melissa Hill
 Wilkes Community College

STATE COMMITTEE

STATE ADVISER
 Ron Eggers
 Barton College

CHAPTER DEVELOPMENT DIRECTOR
 Ron Eggers
 Barton College

AWARDS PROGRAM DIRECTOR
 Teresa Parker
 Barton College

PUBLICATIONS DIRECTOR
 Debra Baker
 Beaufort County Community College

LEADERSHIP DEVELOPMENT DIRECTOR
 Kathy Toler
 Asheville-Buncombe Technical Community College

PROFESSIONAL DIVISION DIRECTOR
 Robbie F. McDonald
 Duke Energy, Charlotte

LOCAL CHAPTER ADVISERS OF STATE OFFICERS

Sonya McCoy
 Bambi Edwards
 Cindy Killian

Mount Olive College
 Craven Community College
 Wilkes Community College

STATE PROFESSIONAL DIVISION OFFICERS

PRESIDENT
VICE PRESIDENT
SECRETARY/TREASURER

Michael Coffey, Wilkesboro
 Heidi Metcalf, Weaverville
 Allyson Moye, Wilmington

**APPENDIX C
2003-2004 STATE ORGANIZATIONAL CHART
NORTH CAROLINA PHI BETA LAMBDA**

FBLA-PBL, INC. NATIONAL ORGANIZATION

FBLA-PBL, INC. STATE CHAIRMAN

NCPBL STATE ADVISER

NCPBL STATE COMMITTEE

(State Chairman, State Adviser, & State Directors)

STATE EXECUTIVE COUNCIL

State Chairman
State Adviser
State Directors
State President and Local Adviser
Eastern Region Vice President and Local Adviser
Central Region Vice President and Local Adviser
Western Region Vice President and Local Adviser
State Secretary/Treasurer and Local Adviser
State Historian and Local Adviser
State Professional Division President
State Professional Division Vice President
State Professional Division Secretary/Treasurer

LOCAL CHAPTERS

APPENDIX D
2004 NATIONAL LEADERSHIP CONFERENCE QUALIFIERS
DENVER, CO
NORTH CAROLINA PHI BETA LAMBDA

Event	Participant	Chapter
Accounting Principles	Gayathri Vijay Agopalan	Appalachian State University
	Melanie Palmer	Blue Ridge Community College
Accounting for Professionals	Tim Schoff	Asheville-Buncombe T. C. C.
	April Huffman	Lenoir-Rhyne College
American Enterprise Project		Asheville-Buncombe T. C. C.
		Asheville-Buncombe T. C. C.
Business Communication	Rebecca Whitley	Mount Olive College
	Kristi Stoker	Surry Community College
Business Decision Making	Garren, Palmer, Kilpatrick	Blue Ridge Community College
Business Law	Adam Schubart	Wilkes Community College
	Kristen Kilpatrick	Blue Ridge Community College
Business Plan	Dodds, White	Surry Community College
	Deloris Owen	Blue Ridge Community College
C++ Programming	L. Steven Kennedy	Appalachian State University
	Walden Moeslinger	Isothermal Community College
Community Service Project	Parker, Barham, Kindel	Barton College
	Harvey, Lackey	Lenoir-Rhyne College
Computer Applications	Elaine Price	Nash Community College
Computer Concepts	Andre Mosley	Fayetteville T. C. C.
	Benson Metcalf	Asheville-Buncombe T. C. C.
Desktop Publishing	Kinsey, Robinson	Blue Ridge Community College
	Toler, Davis	Craven Community College
Economics	Connie Clippard	Surry Community College
	Danny Mullins	Wilkes Community College
Emerging Business Issues	Hargrove, Sanders, Summers	North Carolina Central U.
Finance	Edward Patterson	North Carolina Central U.
	Kevin Haynie	Winston-Salem State U.
Future Business Executive	Rebecca Whitley	Mount Olive College
	Jessica Murphy	Mount Olive College
Hospitality Management	Jessica Dickerson	Surry Community College
	Kim Brown	Surry Community College
Human Resource Mgt	Judy Crouse	Surry Community College
	Amy Robinson	Blue Ridge Community College
Impromptu Speaking	Gregory McDowell	North Carolina Central U.
Information Management	Deborah Riley	Fayetteville T. C. C.
	Dana Huskins	Asheville-Buncombe T. C. C.
International Business	Randy Glover	Barton College
	Danielle Larkins	Durham T. C. C.

Java Programming	Kathy Mikolajczyk	Asheville-Buncombe T. C. C.
	Jennifer Robinson	Fayetteville T. C. C.
Job Interview	Jane McMahan	Asheville-Buncombe T. C. C.
Local Chapter Annual Business Report		Barton College Asheville-Buncombe T. C. C..
Management	LaTanya Bennett	Winston-Salem State U.
	Chuck Price	Winston-Salem State U.
Marketing	Frank Spallino	Mount Olive College
	Eva Holloman	Barton College
Multimedia Presentation		Isothermal Community College South Piedmont C. C.
Network Design	Holland, Metcalf	Asheville-Buncombe T. C. C.
Networking Concepts	Andy King	Craven Community College
	Dawn Tant	Fayetteville T. C. C.
Parliamentary Procedures		Stanly Community College
Partnership with Business		Asheville-Buncombe T. C. C.
		Barton College
Public Speaking	Elizabeth Hartley	Durham T. C. C.
Quantitative Methods	Kristy Leonard	Winston-Salem State U.
	Emily Joy Daughtry	Mount Olive College
Sales Presentation	James Shiver	Beaufort County C. C.
Telecommunications	Nadine Shaw	South Piedmont C. C.
	David Hagen	Barton College
Visual Basic Programming	Brian Davis	Craven Community College
	Brandon Andrews	Lenoir Community College
Website Development		Isothermal Community College
Word Processing	Jennifer Jones	Lenoir Community College
	Jennifer Kinsey	Blue Ridge Community College
Who's Who in NCPBL	Jessica Murphy	Mount Olive College
Outstanding Chapter Advisor	Sandra Boyd	Isothermal Community College
Businessperson of the Year	Delton Holloway	North Carolina Central U.
	Joel Huneycutt	Stanly Community College
	Tony Tilley	Barton College



APPENDIX E
The North Carolina State Chapter of

**PHI BETA LAMBDA
 FINANCIAL STATEMENT**

For the Period July 1, 2003 – March 31, 2004

	CHECKING	SAVINGS
BEGINNING BALANCES, JULY 1, 2003	\$ 5,972.38	\$8,017.73
RECEIPTS:		
State Membership Dues	\$ 7,180.00	
Fall Leadership Development Conf	3,542.00	
State Leadership Conference	20,075.00	
National Dues	6,130.00	
Professional Division Dues	46.00	
NCPBL Foundation, Inc.	73.00	
Miscellaneous Income	912.25	
Interest Income	<u>0.00</u>	<u>23.45</u>
Total Receipts	<u>\$39,208.25</u>	<u>\$ 23.45</u>
TOTAL FUNDS AVAILABLE	<u>\$45,180.63</u>	<u>\$8,041.18</u>
DISBURSEMENTS:		
State Officers Travel Expense	\$ 765.09	
Executive Council Meetings Expense	1,746.32	
Insurance	175.00	
Office Operations Expense	346.31	
Chapter Development Expense	582.54	
State Newsletter Expense	0.00	
State Committee Honoraria	1,500.00	
Fall Leadership Development Conference	3,844.64	
State Leadership Conference	100.00	
National Dues	6,530.00	
State Professional Division Dues	46.00	
NCPBL Foundation	0.00	
State Committee Travel Expense	583.40	
State Website Expense	0.00	
SLC Event Administrator's Honoraria	0.00	
Scholarship Awards	0.00	
Bank Service Charge	25.00	
Miscellaneous Expense	<u>937.25</u>	<u>0.00</u>
Total Disbursements	<u>\$17,181.55</u>	<u>\$ 0.00</u>
ENDING BALANCES, March 31, 2004	<u>\$ 27,999.08</u>	<u>\$8,041.18</u>