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| Z:\Logos\DOELogo-Color-Transparent-vert.png | VE_NY_final  Martin Luther King, Jr., HS Campus  122 Amsterdam Avenue – Room 251 New York, NY 10023  P: 212-769-2710 F: 212-799-7528 www.veinternational.org/ny |

# Coordinators’ Meeting -Tuesday, November 10, 2015; 1:00 – 3:00 PM

**Handouts:**

* Firm Required Payments & Dues Dates
* Firm Late Payment Procedures
* Non VE Sales
* Rent & Lease Agreement Submissions
* BP Rubric (Written)
* BP Rubric (Oral)
* Local Business Plan Competition Presenting Teams

# **Martin Luther King Jr. Campus, Teacher Lounge**

## Agenda

1. **Welcome & Introductions**
2. **Instructional and Operational**

* Firm Progress Report
* Firm Required Payments & Due Dates (refer to handout)
* VE Payment Accounts
* Firm Late Payment Procedures (refer to handout)
* Non VE Sales
* Website Buy Button
* Firm Insurance (General Liability, Workers Compensation & Property Insurance)

1. **Business Plan Competition**

* Written BP Submission Deadline: Monday, December 7, 2015
* Pitch Burner for written plan submissions
* Local BP Competition Dates (1PM-5PM, please arrive by 11:30AM for registration & lunch):
  + Thursday, 12/17 *– Queens West, Brooklyn & ‘Lower’ Manhattan BPC* (Manhattan Business Academy)
  + Friday, 12/18 – *Bronx& ‘Upper’ Manhattan BPC* (Bronx Community College)
  + Monday, 12/21 – *Queens East BPC* (Hillcrest HS)
  + Tuesday, 12/22 – *Brooklyn, Queens West & Staten Island BPC* (Long Island University)
* PowerPoint Submission Deadlines-December 14, 15 & 16 (refer to handout)
* Larger focus on economic environment
* Rubrics – Available on the Data Portal
* Online Business Plan Competition Videos: Data Portal Business Plan Reference Files
* Top 20 citywide scores advance, regardless of competition location
* Citywide BP Competition: Thursday, January 14, 2015 @ UFT, 9:00AM – 5:00PM

1. **Trips for 2015/2016**

* Germany 🡪Friday, November 13-Friday, November 20
* Pigeon Forge, Tennessee-Friday, November 20-Monday, November 23
* San Francisco, CA 🡪 March 3 -8, 2016
  + Deadline to submit names (jotform) is Friday, November 13th
  + Cost: $1,500
* Belgium 🡪 February 21-28, 2016-**Must have US Passport**
  + Deadline to submit names (jotform) is Friday, November 13th
  + Cost: $2,000

**Upcoming dates:**

Friday, 11/13 – Friday, 11/20 – Trip to Germany

Friday, 11/20-Monday, 11/23-Tennessee

Friday, 11/13 – Deadline to submit names for San Francisco & Belgium trips

Thursday/Friday, 11/26-11/29 – Thanksgiving Break

Monday, 12/7 – Written Business Plans are due

Thursday, 12/11- Dream Job essays due

Thursday, 12/17-Tuesday, 12/22– Local BP Competitions

Monday, 12/14-Wed., 12/16- Business Plan PowerPoint Due

Thursday, 1/14 – Citywide BP Competition

Sunday, 4/17-Monday 4/19-NYC Youth Business Summit

1. **Computer Applications & Entrepreneurship**

* Math/Excel & Financial Algebra
* Dream Job update
  + Submission deadline: 12/11
  + Top three essays per Entrepreneurship Teacher
  + Winners notified in January 2016
* Entrepreneurship project registration

1. **Program Approval**

* Program Accountability Form (PAF): 11/20/15
* Self-Evaluation Form (SEF): Due 11/20/15
* WBL updates**:** Career Development Workshop-11/14/15

1. **Spring 2016 (John)**

* Study Bridge – partnership with the Goethe Institute
* Macro Economics course for HS and college credit

1. **Other Items**

* Questions & Comments
* Items of concern