

MINUTES

Oregon Association of School Business Officials
Board of Directors Meeting
November 11, 2015
8:00 am - 2:30 pm

Portland Marriott Downtown Waterfront

Pat called the meeting to order at 8:09 am.

In attendance was Tami Montague, Mary Knigge, Karla Averett, Pat Baldini, Alea Renner, Michelle Morrison, Susan Dodd, Nate Roedel, Angie Peterman and Josie Hummert.

The board reviewed the minutes from the September 2015 board meeting. Mary moved to approve the minutes as presented. The motion was seconded by Susan Dodd. Michelle asked about the item in the minutes related to the timeliness of the financial reports and wanted to state for the record that any comments she made were only to indicate that she had not reviewed financial statements in a timely manner and comments should not be construed as negative towards Angie. The motion passed unanimously.

Angie presented the financial report and indicated the association is in a strong position. She highlighted the NBMI line item and talked about how the revenue is strong and continues to be strong.

Pat shared the final results of the executive director evaluation for approval by the full board. Nate moved that the evaluation be accepted as written and presented by Pat. The motion was seconded by Tami. The motion passed unanimously.

Pat reviewed the Fall Workshop agenda and asked the board to help plan the 30 minutes welcome and introductions.

Pat opened discussion about the board goals.

The board reached consensus on changing Goal One by broadening the scope to support ASBO International's efforts to increase membership and involvement of Oregon folks at the international level. The specific changes are outlined below.

- l) **Promote ASBO International membership and participation benefits.** ~~Continue national participation on the Association of School Business (ASBO) International Board of Directors and with ASBO International. (State and International Committee)~~
 - a. **Reinstate the State/National Membership Committee to support the promotion of ASBO International within the state of Oregon.** [moved from Goal 4]
 - b. **Promote ASBO International membership and 2 Dues 1 Invoice program with personal stories and online resource demonstrations.**
 - c. **Support and assist in the coordination of an election campaign for a position on the ASBO International Board of Directors.** ~~for appointed~~

~~Director. Efforts will primarily be focused on the 2015 annual conference (Grapevine, TX) and the months leading up to it.~~

Additionally, the board offered to present on a panel about their experiences attending and being involved with ASBO International at the Winter Conference in January if there was time needing to be filled.

The board reached consensus on Goal Two with minor changes as shown below.

- I) Continue implementation and revisions to the New Business Manager's Institute.
(All)
 - a. Expand the NBMI including development of strategies for:
 - i. Expansion of curriculum modules within our state
 - ii. Pilot for out of state participants. ~~beginning in 2015-16~~
 - b. Develop an effective and equitable system for selecting instructors
 - c. Develop an affordable, equitable and accountable system for compensating instructors, complete with deliverables (from instructor)
 - d. **Develop a support program to help protégés and regular check-in system.**

The board discussed Goal Three and whether this goal needs to be moved to an internal staff operation focus rather than continue to be a board goal. Consensus was, as an organization, OASBO still needs to help members understand the value their stories and information provide to the overall success of how schools are treated at a state level. Tami suggested the overall goal be reworded to say "Continue advocacy efforts to increase representation and communication related to the Oregon Legislative body and legislative sessions." Other changes were made as indicated below.

- I) **Continue advocacy efforts to increase representation and communication related to the Oregon Legislative body and legislative sessions. Continue efforts to increase the representation and communication related to the 2015-2017 Legislative Session. (Legislative Committee)**
 - a. Continue efforts to connect and enhance relationship with Oregon Department of Education as well as other education partners. Focus these efforts on coordination with COSA and OSBA.
 - b. Expand the group providing input through fiscal impact statements to include members beyond the OASBO Legislative Committee. ~~Focus on developing a list of individuals interested in participating in the fiscal impacts by topic area.~~
 - c. Provide data in support of Legislative decision-making.
 - d. ~~Provide appropriate training for legislative requests.~~

The board reviewed Goal Four and determined it needed to be more broadly worded to encompass all the work being done with the partnership and sponsorship program. Nate suggested the goal be edited to say, "Expand membership and services to members." Other specific changes are below.

- I) Expand membership and service to members. ~~Establish a subcommittee of the Board to analyze our dues structure; recommend ways to expand OASBO~~

~~membership; and recommend possible ways of diversifying the association's revenue stream.~~

- ~~a. Finalize dues structure proposal (July 2015)~~
- b. Review programs and services and recommend potential changes
- ~~c. Revitalize the State and International Membership committee~~
- d. Identify other school operation associations and evaluate if there are opportunities to partner with them (May 2015 Update)
- e. Expand and develop stronger business partnerships.

Angie talked about opportunities to partner with the other organizations and whether the board felt it should be a goal or a directive to staff. The board reached consensus that a goal should be added. Goal Five was added with the wording below.

l) Increase staffing levels to support the organizational goals and membership.

Pat moved to the NBMI agenda item and asked the board if there were other topics to talk about beyond the ability to offer the modules individually. No other topics were added to the agenda.

Karla asked whether hiring a full time NBMI instructor would alleviate the process of finding quality instructors. Angie indicated the program as it stands could not sustain a full time instructor both in time and fees. There is value in instructors being expert practitioners as well. Angie indicated she thought the issue was more about finding the time to develop a method for vetting instructors and a process to make sure instructors are effective. Mary suggested if the coordination portion of being an instructor was handled by someone other than the instructor, it may be easier to find instructors for the time commitment.

Pat opened discussion about the 2016 budget. Angie provided the 2015 adopted budget as a reference for discussion.

Directives for budget development:

1. To meet the goals set, the association needs to be more enterprising. Developing those programs that increase and broaden the revenue base won't happen without adequate staff time. The board directs appropriate staffing increases be added to the budget to accommodate the completion of the board goals.
2. Funding will potentially come from relationships with organizations, increased dues, and registration fees.
3. Expand line items to develop a more detailed budget. Angie will work with Tami to develop the budget in preparation for adoption at the January meeting.
4. Summer conference scholarships be designated for first time attendees. If additional funds are available the scholarships should be opened to all members.

Angie opened discussion about the contract with the Riverhouse for the Annual Summer Conference and the differences in the proposed costs for the 2017 conference. The Riverhouse has proposed to raise hotel room rates about \$60. The board indicated support for Angie to negotiate and solve the room rate increase in whatever way necessary. They indicated the rate increase would certainly put a huge strain on membership. The board indicated it was their desire to not have to find another location for 2017 and beyond because the location and desire of membership to stay in the Central Oregon area.

Pat opened discussion about the 2016 winter conference. She asked the board to send ideas to Angie if there were topics they felt were important to cover.

The Professional Development Committee Chair position was vacated by Tami Montague when she was elected to the board in July. New committee chairs are appointed by the President. Pat appointed Olivia Meyers Buch to chair the Professional Development Committee.

Pat opened discussion about the January board meeting agenda. Topics will include: budget adoption, business partner recommendations, review and approve goals, policy manual review, NBMI review, summer conference review.

Pat asked the Zone Directors if they'd like the board to help them brainstorm agenda items for their spring zone meetings. The zone directors asked the board to send them suggestions and indicated they would meet separately immediately following the board meeting. Angie reminded the zone directors about handling finances for the meetings and that there is a budget for the meetings.

Pat asked if any other business needed to be discussed. Nothing was brought up.

Pat adjourned the meeting at 2:40 pm.

Respectfully submitted,

Josie Hummert
Executive Assistant