

Oregon Association of School Business Officials
Board Meeting

January 29, 2015
Salishan Resort
Gleneden Beach, Oregon

President Mary Knigge called the meeting to order at 8:45 am.

In attendance were Mary Knigge, Angie Peterman, Pat Baldini, Mike Schofield, Olivia, Susan, Scott, Alea, Janice, and Lori Sattenspiel attended as a guest.

Josie Hummert attended by conference call.

Mary opened the meeting with the executive director contract review. She asked if there was any discussion or if the board was ready to approve the contract. Mike moved, seconded by Pat to approve the executive director contract as submitted in the January board packet. The motion passed unanimously.

Mary asked for approval of the minutes. Pat moved, seconded by Janice to approve the minutes as submitted. The motion passed unanimously.

Financial report and board goal agenda items were skipped until the full board has arrived.

Mary started the conversation about the committee manual of operations review. Mary asked about an updated list of membership lists and chairs. Angie asked the board to designate a Promising Futures Scholarship Committee chair and to start that process for this year.

Michelle arrived at 8:50 am and Chris Panike joined via conference call at 8:52 am.

Pat recommended that the board approve to fund three \$1,000 scholarships based on the balance of the fund now and that if more money was raised this year, an additional scholarship could be approved.

Olivia indicated she would be willing to chair the Promising Futures Scholarship Committee. Mary indicated she would announce that the committee is seeking volunteers to serve with Olivia at the Winter Conference the next day.

Angie asked the board to consider whether they wanted the State/National Membership Committee to be revived. Susan indicated she thought there was a benefit to having a committee to promote membership in both ASBO International and OASBO. Angie recommended that the committee name be changed to State/International Membership Committee. Scott and Mary indicated they would like to serve on the committee. Mary asked Susan to chair the committee and she indicated she would. Mary asked for a motion to change the manual. Janice moved, seconded by Scott. The motion passed unanimously.

Mary asked about the mission statement of the organization including the word "officials" and whether it encompassed enough people that were housed in the business office of a school district. There was a thought that the term excluded those who dealt with transportation or food service or facilities who were an integral part of the business office.

Mary moved back to the financial report discussion. Chris asked about the overrun and whether that was going to be a continuing overrun of cost or if it was a one-time overrun. Angie indicated the additional costs of the ASBO International campaign to support Claire cost more than planned due to the increased visitations and marketing.

Mary moved to the board goal agenda item. Mary asked Angie about the status of Goal 1. Angie indicated Claire had completed all her paperwork and that she is an official candidate for a director position on the ASBO International board of directors in 2015. The position she is running for is not contested so she will serve on the board for three years starting in 2016.

Angie recommended that the board budget to be a part of the multi-state hospitality in Texas this year because Claire is technically a candidate.

Angie indicated Claire has yet to decide whether she wants to run in 2019 for ASBO International Vice President. She will need to decide by the end of 2017 whether she wants to run so she can declare and submit paperwork.

Chris indicated he would like to add a board goal to enhanced communication about board activities. He indicated that he continues to have issues with his zone listserv and communicating with membership. The board discussed adding the goal and consensus was reached that it shouldn't be a board goal but be an activity we continue to work on through staff, services and making sure the website and listservs are updated.

Mary moved to Goal 4; subcommittee for dues structure. Mary asked if there were any specific items that should be called out under this goal such as growing alternate revenue streams besides dues. Michelle asked about creating a dues structure for auxiliary staff or other areas like food service and transportation. Angie indicated that maybe the growth isn't in those areas but that an area to expand would be through the payroll and other business office activities and to start sub-groups that would better support those positions. Angie pointed out that the charge of the subcommittee is to look at these items and determine what would be needed to expand membership and also to figure out how to include as many people as possible.

Michelle suggested a survey to membership asking what the barriers to involvement would be. Susan suggested a question to membership about what other associations/groups we should be collaborating with.

Angie suggested this subcommittee of Susan, Scott, Mike and Janice, chaired by Michelle, meet soon to develop an outline of the scope of the committee and steps to take going forward. Mary indicated Tami Montague should be included. Mary asked the committee to have a report for the May board meeting she would like to hold.

Mary talked about the role of the State/International committee for 2015 and then beyond. Angie indicated the work for this year would be mostly organization of the group going to ASBO International meeting in Texas. But that work could be done to expand that purpose in 2016 and beyond.

Mary moved to Goal 2; NBMI. Mary asked about the fee structure and how that worked if the person left the district where they started the program. Angie indicated that she has encouraged superintendents to include an agreement with their staff indicating what would happen if they left employment, such that fees would be repaid/reimbursed by the district they move to or that they

would stay with the district until after their program involvement was complete. Angie also indicated that superintendents have provided very

Mary asked for a motion. Susan motioned, seconded by Olivia to approve the goals with the changes indicated. Motion passed unanimously.

Angie indicated that no changes have been made to the budget since the board saw it in November. Mary asked if there were any changes that needed to be made with the expansion of the dues subcommittee. Angie indicated there was a line item of \$1,000 for committee activities. The board indicated support for increasing the committee line item by \$1,000.

Chris asked if \$3,000 was enough for zones. Angie indicated she would change it to \$1,000 per zone with the expectations \$500 would be raised in sponsorship for each zone.

Mary brought up comp'ing registration for board members and whether that affects the budget. Angie indicated that the board had decided only the executive board members would get comp'ed registration for the summer conference. Angie indicated she was discussing the possibility of COSA comp'ing the registrations for the one day fee for the winter conference for the board. But those changes wouldn't affect the budget because OASBO isn't paying conference fees now as they are paid by the district.

Mary asked for a motion to approve the budget with changes talked about. Pat moved, seconded by Janice to approve budget with changes to the zone meeting line item, and the committee line item. Motion passed unanimously.

Mary moved to the policy manual action item. She asked Angie to review the changes outlined in the draft manual in the board packet. Angie covered changes to clarify items in section 201, 220. She talked about the addition of the board service house for continuing education in section 201. Angie indicated in section 321 she cleaned up the language to indicated more clearly that 321 applies to operations only and the section 221 applies to the board. A change was made to the zone director's job description to clarify expectations including attendance at a September board meeting for the executive director's evaluation. She asked the board whether they wanted to add a May meeting to the list because it seems that a meeting in May has been needed in the past few years. Mary indicated she'd like to figure out how to have an electronic meeting in May so that travel isn't an issue.

Mary asked for a motion to approve the policy manual for 2015. Pat motioned, Scott seconded the changes proposed to the policy manual. The motion passed unanimously.

The board took a break at 10:55 am.

Mary reconvened the meeting at 11:15 am.

Mary asked Pat to talk about summer conference planning. Pat asked the group about Donna Beegle and their thoughts about having her as a keynote. Pat indicated she'd like to have her do a presentation on communications. The board fully supported Pat working to secure Donna as the keynote speaker.

Mary asked about the structure of the conference and workshops. Angie indicated the PD committee has met and is securing speakers.

Pat asked the board if they enjoyed or thought the family evening worked. Angie indicated participation was higher in 2014 than in several previous years.

Angie updated the board on the NBMI copyright work. She indicated the ASBO International attorney is looking at how and if it can be done. Apparently there is a difference between copyrighting works by a single author versus items authored by a group. There is no timeline at this point and Angie is unsure when she'll have more information to share.

May 15, 7:30 – 9:30 am is the next board meeting. Mary discussed agenda setting for the meeting. She indicated an agenda item to review the goals and update the board on the progress of them will be on each meeting agenda. Pat added an update on the summer conference. Mary asked if anybody had other agenda items that should be on the docket. Mary asked the zone directors to have a report about their zone meetings.

Mary asked if there were any other items for the board meeting. Josie asked the zone directors to let her know when their meeting was finalized and information was available so that she could update the website. She offered to create a page for each zone to help get the word out and share information so the entire membership knows about each zone.

Respectfully submitted by,

Josie Hummert
Executive Assistant