

**Oregon Association of School Business Officials**  
**Board Meeting**  
*July 27 – 28, 2015*

*Riverhouse Conference Center – Bend, Oregon*

**Executive Committee Meeting**

Mary Knigge called the meeting to order at 12:15 pm. In attendance were Angie Peterman, Mary Knigge, Pat Baldini, Mike Schofield, Scott Florsheim, Michelle Morrison, and Josie Hummert.

Mary started the meeting by talking about the summer conference details and reviewing the schedule.

Mary asked Angie to run through the script for executive committee members.

There is potential for the professional development committee to be without a chair if Tami Montague is elected as the Treasurer. The executive committee determined they will deal with appointments for committee openings at the September board meeting.

Michelle reported on the dues subcommittee recommendations. The executive board talked about how a dues increase could or would be communicated to the membership if the board approved the recommendations from the sub-committee. They determined an announcement could be made during lunch on Thursday of the summer conference as the first of many communications with membership if the board voted to follow the recommendations.

Mary asked Scott and Josie to talk about the plan and timeline they developed to create a new and improved sponsorship program. The executive committee determined they would like the full board to review the plan but they collectively would support going forward using the associate membership committee as the vehicle to strategize and brainstorm ideas.

The Executive Committee adjourned at 3:02 pm.

Mary called the full board meeting to order at 3:20 pm. In attendance were Angie Peterman, Mary Knigge, Pat Baldini, Alea Renner, Chris Panike, Mike Schofield, Susan Dodd, Olivia Meyers Buch, Scott Florsheim, Michelle Morrison, Josie Hummert and Claire Hertz.

The board reviewed the minutes from the January 2015 and May 2015 board meetings. Scott moved to approve the minutes as presented. Pat seconded the motion. There was no discussion. The motion passed unanimously.

Michelle reviewed the financials with the board. No issues were presented and the only discussion was clarification on how the billing worked and revenue was recorded for the New Business Manager Institute.

The board reviewed the audit committee management letter. One hundred percent of transactions were reviewed and only four items were identified. Angie talked about each item. The board indicated they were pleased with the results of the audit.

Mary asked Claire Hertz to give the board an update on NBMI, her ASBO International activities and election status for a board director position that would start January 1, 2016. Claire told the board that over 30 people have said they want to participate in an SFO study group to prepare for taking the ASBO International exam in the next year. She walked the board through accessing the global school business network on the ASBO International website and urged the board to participate and use the GSBN to network and volunteer for committees as a way to give back to the association.

Janice Essenberg joined the meeting at 3:45 pm.

Claire gave a brief history of NBMI and reported on the three active cohorts. She showed the board the Moodle and how the coursework is administered. For the first time, an evaluation will be given to each cohort to start the feedback loop about the program, structure and coursework. She will share the results with the board.

Chris asked whether the curriculum is still being pushed toward becoming a master's level program through a university. Angie indicated there is still some work being done to figure out the feasibility of becoming a program. She indicated that tying to a university will require significant work, time and money that the association or program may not be ready to tackle at this time.

Mary opened discussion about the ASBO International Annual Meeting scholarship program process and amount of the scholarship. In previous years the board has offered ten \$1,500 scholarships to members; one for each zone and five at-large. Zone directors are also eligible for a \$1,500 stipend to attend separate from the scholarship program. Janice moved to approve ten scholarships at \$1,500 each for members to attend ASBO International's Annual Meeting. Scott seconded the motion. There was no discussion and the motion passed unanimously.

Angie noted that Oregon ASBO is still committed and will still be participating in the joint hospitality event held for candidates for the ASBO Board of Directors at the ASBO International Annual Meeting even though the position Claire Hertz is running for is uncontested.

Mary recommended the board reappoint Scott as the Associate Member on the board of directors for another term. She noted that she would like to see Scott continue working to build a new sponsorship/partner program. Susan moved to appoint Scott to a second term as Associate Member. Pat seconded the motion. There was no discussion. The motion passed unanimously.

Mary asked Olivia to report on the Promising Futures Scholarship Program process and applications. She indicated there were about 45 applicants. The committee settled on three applicants: Courtney Lapp from Molalla High School, Brady McGetrick from Tigard High School and Raelyn Lambert from Ridgeview High School.

Mary asked Pat to talk about the schedule for summer conference and to highlight important events the board should be aware of.

The board discussed how the election for Treasurer would be handled. The board decided that if there were no floor nominations the candidate for treasurer would be voted in by acclamation.

Angie announced the new zone directors for Zone 2 and 5 taking Janice and Olivia's positions. Nate Roedel will serve as the Zone 5 director and Sherry Ely will serve for Zone 2.

Mary recessed the board meeting at 5:00 pm.

Mary reconvened the board meeting at 8:40 am.

Mary started the morning by talking about the board goals. Angie reported on the status of the ASBO International campaign and that no campaigning really is happening this time with Claire's candidacy for board director position as she is running uncontested. ASBO International does not require voting when a position is uncontested.

Angie reported on the NBMI implementation goal. She indicated the struggle to find qualified instructors still exists. Mary asked the board and Angie what steps will be covered in the next six months to achieve this goal. Angie will talk with Claire and brainstorm ideas to bring back to the September board meeting.

Mary asked Michelle to speak a little about the legislative efforts by the legislative committee. She indicated that they were very active and that Zhai Logan did a tremendous amount of work. Angie spoke about the impact OASBO and the legislative committee has had over the course of the last legislative session. Angie indicated she was frequently invited to talk with the co-chairs and other legislators and the Legislative Fiscal Office.

Mary asked to move the board goal related to dues committee work after the recommendation was presented and the board discussed the plan.

Mary asked Michelle to present the dues subcommittee recommendations and talk about the ideas committee discussed to come to the recommendation.

Mike moved to approve the new dues structure and the increase in dues and conference fees over the next three years. Pat Baldini seconded the motion. Chris asked whether a dues increase would actually get the association where it needed to be in the next few years. He noted that a dues increase of so little each year would not make a difference and asked the committee if they had considered larger dollar amounts each year. Michelle indicated the committee discussed the amount and felt the increase of \$75 total over the course of three years was adequate for the goal of being a partial solution to increased revenues. But that the dues should not be the only way the association is funded. Mary asked if there was any more discussion. No other discussion occurred. The motion passed with one no vote from Chris Panike.

Mary asked Scott to present the recommendation for working towards a new partnership/sponsorship program. Scott presented the committee charge and plan and asked the board for input and approval to move forward. Mary and Michelle volunteered to participate in the committee on behalf of the board as needed. The board supported the plan and asked Scott to move forward.

Angie talked about the process for the executive director evaluation. She went over the instrument and shared the timeline. Pat will set the date for an in-person board meeting to present and discuss the review results with Angie and a timeline for submission, review and compilation of the results in time for said board meeting. Pat will share the evaluation tools with the board so they can do their individual review.

Mary opened discussion of the Fall Workshop agenda. The topics the board would like to see are: ACA – reporting and strategies for negotiating (American Fidelity: 1.5 hours), PERS – related to assumed earnings and individual rates (Steve Rodeman: 1 hour), Legislative update about committee work and look forward to the interim session (Jim Green and Chuck Bennett: 30 minutes), Welcome time (include website navigation like the professional development tracking, board goals, value of membership, : 30 minutes), Invite Salaam Noor to introduce himself and talk about his goals and direction for ODE (Salaam: 30 min, Michael/Mike: 30 min) , economic update (Tim Duy: 1 hour).

Mary opened discussion of the September board meeting agenda. The items identified for the agenda were the executive director evaluation, summer conference survey review, board goal review and initial discussion of board goals for the next year.

Mary asked for any other agenda items. There were no other business items.

Mary adjourned the meeting at 11:30 am.

Respectfully submitted,

Josie Hummert  
Executive Assistant