

# Oregon Association of School Business Officials Board Meeting



## Minutes

November 9, 2016

*Portland Marriott Downtown Waterfront | 8:30 am – 2:00 pm*

Michelle called the meeting to order at 8:40 am.

In attendance was Michelle Morrison, Karla Averett, Nate Roedel, Scott Florsheim, Alea Renner, Linda Murray, Linda Darling, Pat Baldini, Tami Montague, Sherry Ely, Josie Hummert and Angie Peterman.

Michelle asked the board to review the minutes from the September 13, 2017, board meeting. Nate pointed out that the discussion surrounding the creation of the OASBO Board calendar also included that staff would send calendar appointments for all board related activities. The board would like to include the edit in the minutes.

Pat moved to approve the minutes with the edit suggested by Nate. Linda Murray seconded the motion. No other discussion was heard and the motion passed unanimously.

Angie presented the financial report. She went through projected year-end account balance. Angie noted an expenditure was missing from the last page of financials. She will fix the error and repost the financials in the board Google folder.

Michelle asked the board to review the executive director evaluation letter. She asked if anybody had any feedback about the letter before she recommends it be approved by the entire board. Nate moved to accept the evaluation letter as presented. Pat seconded the motion to approve the evaluation letter. There was no further discussion and the motion passed unanimously.

The board reviewed the Fall Workshop agenda and assigned introduction of speakers and announcements.

The board discussed upcoming committee appointments and membership. The board discussed the associate membership committee chair position and what possible format the committee could take with the retirement of Laura and Jon Tucker. Angie suggested that Scott, Angie and Josie develop a recommendation for a structure for the committee. Angie asked anybody who has ideas about who might be interested in chairing the committee to send their thoughts to Angie.

Michelle moved the discussion to the partnership MOU agreement. Angie presented a draft. The board would like to see modification of the survey opportunity for premier partners to clarify ownership of the data. Nate suggested a grammatical edit to the list of items included in the sponsorship. He suggested the word "Includes" in the first bullet be removed.

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Tami moved to approve the draft with recommended changes of modifying the survey options language in Appendix A and clarifying the ownership of the data from the survey. Linda Murray seconded the motion. No other discussion was had and the motion passed unanimously.

The board took a 10 minute break.

Michelle asked Angie to review the proposal from Property Casualty Coverage for Education (PACE) to be a partner separate and distinct from the business partner program being launched in 2017.

Nate asked whether the PACE partnership distracts from the OASBO Board's strategic goals with requirements for additional dedicated staff time. Angie indicated she did not anticipate the partnership would create additional work load for staff. Pat moved to approve the agreement. Sherry seconded the motion. There was no further discussion and the motion passed unanimously.

Michelle welcomed the guests from Oregon School Facilities Management Association (OSFMA). Terry Taylor and Jon von Behren thanked the board for their hospitality and indicated how pleased he was with the partnership formed between OASBO and OSFMA. Terry shared what the OSFMA board had been doing and the outcome of their strategic goals setting meeting. Michelle thanked Terry and Jon for sharing and indicated how excited she was for the partnership and what it means for information sharing, joint training and working together to make schools more successful.

Michelle moved the discussion to the OASBO strategic plan. Angie reviewed the plan status and the addition of the assignments and timelines. She asked the board to review the document while eating lunch.

The board recessed for lunch at 12:05 pm. Michelle brought the meeting back to order at 12:50 pm.

Angie continued the discussion about the strategic plan timeline and tasks.

Michelle asked that we table the discussion about board handbook and staff support for a later date, potentially in a conference call in December.

Angie reviewed the proposed budget and noted where there were necessary changes to maintain adequate support of the strategic plan.

Michelle recommended the board discuss increasing the funds available in the board training line item to support more board members attending the ASBO International Executive Leadership Forum held every February.

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Linda opined that a full scholarship to the ELF meeting, if the budget allowed, would be more productive than a partial scholarship for directors. She argued time away was easier to allow from a superintendent's perspective than additional funds for professional development. Consensus landed on an increase in the professional development travel line by \$12,000.

The board discussed the changes in how zone meetings were funded now that the Partnership Program was in place. Directors requested an increase in the zone meeting budget line to \$1,500 per zone.

The board discussed the possibility of producing a more formal annual report to show changes in budget and the state of the association at the annual business meeting in July. Further discussion was tabled regarding content of an annual report and how it would be delivered.

Tami asked about the scholarships to ASBO International's annual meeting for members and whether the amount needs to be increased. The question of whether the line increases to accommodate an increase in the scholarship amount or whether the quantity of scholarships decreases to accommodate the need for a larger scholarship as expenses have risen. The board agreed that they would like to increase each scholarship to \$2,000 and only provide nine scholarships which would only increase the budget by \$3,000.

Linda Murray moved to approve the budget with changes discussed. Sherry seconded the motion. No other discussion was had and the motion passed unanimously.

Michelle indicated the meeting needed to adjourn and the items still left to be discussed would be carried over to a conference call board meeting in December and the January board meeting. Those items include the board handbook, position description, zone meeting agenda, staff support to board, winter conference agenda. Michelle will schedule the meeting.

Michelle adjourned the meeting at 2:20 pm.

Respectfully submitted,

Josie Hummert  
Executive Assistant