

Oregon Association of School Business Officials
Board Meeting Minutes
September 13, 2016

COSA Offices – 707 13th St SE Ste 100, Salem, OR 97301

Michelle called the meeting to order at 12:20 pm. In attendance in-person was Alea Renner, Michelle Morrison, Tami Montague, Linda Murray, Linda Darling, Scott Florsheim, Angie Peterman, and Josie Hummert. Joining the meeting via Go-To-Meeting were Pat Baldini, Karla Averett, Sherry Ely and Mary Knigge.

Michelle asked the board if there were any changes we need to make to the agenda. She indicated she wanted to move the executive director evaluation to Item 4 to accommodate those who needed to leave by a time certain. Angie asked to add an item for partnership program update and for a PACE organizational partnership proposal discussion.

Linda Darling moved the minutes be approved as presented. Pat seconded the motion. No discussion or comments. The motion passed unanimously.

Michelle noted that there wasn't a report for financials and it would be revisited at the November meeting.

Michelle asked Angie to talk about the draft 2017 goals and new document format. Michelle reviewed each goal item. The board discussed how to assign and set the responsible person and completion dates. They discussed how specific to be or not be. The board felt being less specific about people and only assigning groups such as staff, board, executive committee, etc.

Angie asked the board if the document she presented fits with their expectations for the strategic discussion held at the July Board Meeting and whether the list of items identified are doable in year one of the strategic plan.

Nate joined the meeting at 12:47 pm.

Michelle moved the discussion to the evaluations for summer conference. The board reviewed the general attendees, exhibit and NBMI evaluation results.

Michelle called a 10 minute break.

Michelle called the meeting back from recess. She excused Angie from the room to open discussion about the executive director evaluation. Mary voiced concerned about having Josie taking minutes during the executive session. Michelle asked the board to provide consensus for a decision whether to ask Josie to also leave and have the board take minutes. The board felt Josie should continue to take minutes.

The board discussed process and whether this year's process worked. They discussed the importance of including the out-going board members and new members. Board would like to see a question next year covering the value of the increase in FTE. The board also agreed discussions would be limited to questions that had a response of 2 (nearly meets) or questions with comments that someone felt needed to be addressed.

The board discussed Questions # 1, 5 and 7.

- Question #1: In regards to keeping the board informed. A comment was made that the information provided wasn't timely and seemed lacking in preparation. The discussion ended with board consensus that any appearance or timeliness was due to FTE allotment and that with the increase in FTE this would not be an issue going forward.
- Question #5: In regards to liaison activities. A comment about whether the liaison activities outside the state were in the best interest of the membership was made. The board was in consensus that they want to continue to support and encourage Angie to maintain and develop relationships as OASBO members directly benefit and will directly benefit from relationships built with other ASBO affiliates. Whether through growth of the NBMI program or sharing of ideas about association management, Oregon benefits from partnerships.
- Question #7: In regards to timeliness of reporting and information sharing. While the board discussed past records reporting, they also indicated that past FTE had to factor into any discussion about weighing the importance of whether a report was provided on time. They board discussed developing a standard for providing information through a board directed process. The discussion expanded to include sharing amongst Zone Directors and a building a system that allowed sharing and historical file keeping. The board was in agreement that the expectations for what was shared and when would need to be developed by them so as to remove ambiguity for staff.

The board closed discussion about the evaluation. Michelle indicated she would write the evaluation letter and set up a time to present it to Angie. The report would then be provided at the November Board meeting for acceptance by the full board. She then asked Angie to join meeting.

The board discussed a calendar of events that had been created a few years ago. They asked for a new format and way to keep the information up-to-date. Additionally, the board determined they would like calendar appointments to be sent for all future board meetings.

The board discussed the ASBO International and activities for the Oregon group. They discussed who would be attending and how the group would be organized for certain activities.

The board discussed potential topics for the Fall Workshop in November. Angie asked if anybody had thoughts for speakers, whether they wanted to change the format from an update heavy agenda to having a keynote, leadership centric presenter. A draft agenda would be developed by staff. A few of the board members volunteered to contact speakers.

Michelle asked Scott to discuss the Partnership Program feedback results from the survey and the program status. He indicated a small number of companies had responded to the survey. He also indicated there is strong support among the current partners and that first year revenue would likely not fall below the current 2016 budgeted amount.

Angie presented a memo she wrote regarding a partnership with PACE. She was approached by the OSBA executive director who suggested and asked about entering into agreement with PACE to provide a level of partnership that would set them apart from any other business partner, OASBO might engage. Nate moved to authorized Angie to move forward in developing a set of standards and parameters that would provide the framework for a partnerships with organizations like PACE. Linda Murray seconded the motion. There was no further discussion. The motion passed unanimously.

Michelle asked if there was any further business. Hearing none, she adjourned the meeting at 4:35 pm.

Submitted,

Josie Hummert
Executive Assistant