

# Oregon Association of School Business Officials Board Meeting



## Minutes

January 26, 2017

*Salishan Resort, Gleneden Beach | 8:00 am – 12:00 pm*

Michelle called the meeting to order at 8:17 am.

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

Karla Averett was absent due to illness.

Nate Roedel moved to approve both minutes as presented. Linda Murray seconded the motion. No other discussion was had and the motion passed unanimously.

Angie presented the financial report. She noted that OASBO will end the year about \$50,000 above the budgeted ending balance.

Pat arrived at 8:25 am.

Angie presented the status of the partnership program as of the January meeting. She indicated we have four Premier Partners and commitments for two Elite level partners.

Angie noted the final budget document was in the Google folder. She highlighted the increase in the zone meeting budget per discussion and approval at the Board Meeting in November. Pat motioned that the budget be approved with the changes made from discussion in November. Linda Murray seconded the motion. No other discussion was had and the motion passed unanimously.

Michelle opened discussion about the winter conference agenda. She will do the welcome at 8:30 am. Other board members volunteered to introduce speakers throughout the day.

Michelle opened the discussion about the handbook and policy manual. Angie reviewed the changes she is recommending. She noted that at the most recent executive director forum for ASBO International Affiliates, the attendees had quite a bit of conversation about board member orientation and she has some ideas she will draft and bring to the board at a later date.

The board recommended some edits outlined below as the review continued:

- #108, Endorsements and Sponsorships – Strike word “our” in the last sentence about appendix c. ..of this document includes current business partnership...”
- #201, Benefits for Board - Remove separate hours of continuing credit for chair or co-chair designations. All chairs get 10 hours.

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- #210, Outstanding Service Award – Modify the employment history sections to not include the requirement to list dates on any nominations.
- #220, Travel Expenses – In the last paragraph of the section, include the executive assistant as having a credit card.
- #230, Publications – Modify the newsletter reference about ad size and other specific details
- Typical Board Meeting Schedule – Edit Constitution/Bylaws to be Constitution & By-Laws. Also, edit Exec Direction reference to FTE to be generic.
- Zone Director Job Description – Strike statement about finding sponsors for zone meetings.

Linda Darling moved to approve the changes to the handbook and policies with the changes noted in discussion. Pat seconded the motion. No other discussion was had and the motion passed unanimously.

Angie asked the board to sign their acknowledgment and disclosure forms and return them to staff.

The board reviewed the evaluation results for the Fall Workshop. They noted a different room set should be considered but otherwise the topics and flow of the conference was well received.

The zone directors discussed agenda items and possibilities for the spring zone meetings. Angie noted that time needed to be saved for a presentation from PACE as our collaborative partner and then five minutes each for an elite and premier partner.

Michelle asked Tami to update the board on the progress of planning the summer conference. She indicated she would like to incorporate the solar eclipse into the theme and do something around “alignment.” She asked the board their thoughts on entertainment for the Thursday dinner and to let her know if they came up with anything.

Michelle asked the board if they would see a benefit in compiling running annual attendance information by event for ongoing review. The board asked Michelle to draft something to show what she envisioned so they could determine the value of having staff provide the information.

Michelle adjourned the meeting at 1:27 pm.

Respectfully submitted,

Josie Hummert  
Executive Assistant