

**The ASSOCIATION OF SCHOOL BUSINESS OFFICIALS of
MARYLAND and the DISTRICT OF COLUMBIA**

**BOARD MEETING MINUTES
March 30, 2005**

The Board of Directors of ASBO MD-DC met at the MABE Offices at 621 Ridgely Avenue, Suite 300, Annapolis, Maryland 21401-1087. The following members were present:

Milton Nagel, CPA, RSBA, President (Caroline)
Margaret Ellen Kalmanowicz, RSBO, President-elect (Kent)
Richard Gay, Vice President (Baltimore County)
John Markowski, CPA, CGFM, Immediate Past President (Harford)
Douglas Pindell, Past President (Howard)
Dr. Stephen Raucher, RSBA, Executive Director (Montgomery)
Les Douglas, Secretary (Howard)
Brad Martin, Treasurer (Carroll)
John Cavanaugh, Director at Large (Johnson Controls, Inc.)
George Colburn, Director-at-Large (Baltimore County)
Carol Dakin, CPPB, RSBS, Director-at-Large (Wicomico)
Rick Raulie, Section Director, Purchasing (Harford)
Terenda Thomas, Section Director, Human Resources (Dorchester)
John Pfister, Section Director, Admin. & Fiscal (Howard)
Suzanne Jones, Section Director, Information Tech. (Caroline)
Shirley Stetser, Co-Chair, Spring Conference Arrangements Committee (Baltimore)
Nancy Codner, Exhibits (Carroll)
Ben Gittes, Housing (Anne Arundel)

I. Welcome and Introductions: President Nagel

President Nagel called the meeting to order at 1:00 P.M. (EDST). President Nagel introduced Suzanne Jones from Caroline County as the Section Director for Information Technology.

II. Approval of the Agenda: President Nagel

It was requested that the following items be added to the agenda:

- Richard Gay
- Bylaws

Motion: “To approve the agenda as amended” by John Markowski, seconded by Richard Gay. The vote to approve was unanimous. There were no dissentions or abstentions.

III. Approval of the Minutes: Secretary Douglas

Secretary Douglas presented the minutes of the January 14 Board Meeting. John Markowski noted an error on page five to be corrected (Awards Committee Chair to replace new Section Director).

Motion: “To approve the minutes of the January 14, 2005 Board meeting as amended” by John Markowski, seconded by Richard Gay. The vote to approve was unanimous. There were no dissensions or abstentions.

IV. Treasurer’s Report: Treasurer Martin

- Mr. Martin did not present a written financial report. The current balance in the checking account is \$101,517.93
- Transactions are up to date.
- Receipts for the Spring Conference are coming in through the conference committee.
- The cash receipts procedures have been changed. Deposit slips have been given to the selected officers who receive funds. They deposit cash and give copies of checks to Treasurer Martin.

V. Unfinished Business

a. Former Treasurer Record Status - Nagel

- President Nagel explained that for over a year the organization had been trying to get the financial records from the previous treasurer, Ms. Kirby. With check records not forthcoming, Mr. Martin set about to reconstruct the records with check copies from the bank. With the records reconstructed, Mr. Martin discovered some suspicious activity on the account. Based on the direction of the Executive Committee in the fall of 2004, President Nagel contacted the legal counsel from Caroline County Public Schools. This counsel recommended that if the former treasurer offered restitution, the organization should accept the restitution.
- The position of treasurer was bonded through July 1, 2003, when the bond lapsed. Most of the suspicious activity occurred after July 1, 2003.
- A discussion ensued about the pros and cons of accepting restitution. Mr. Gay suggested that Ms. Kirby be given the option of making restitution and that this will be reported to the State’s Attorney. Dr. Raucher also noted that the bonding company would ask if we sought restitution.

Motion: “To direct the President to: 1) call Ms. Kirby (Ingram) and verbally request full restitution within 15 days, 2) mail a certified letter restating the request for full restitution within 15 days, and 3) to turn the matter over to the State’s Attorney’s Office in Allegany County for further resolution” by Richard Gay, seconded by Doug Pindell. The vote to approve was unanimous. There were no dissensions or abstentions.

Motion: “To direct the Executive Director to contact the bonding company and appraise them of the situation” by George Colburn, seconded by Richard Gay. The vote to approve was unanimous. There were no dissensions or abstentions.

VI. New Business

- a. Spring Conference – Sharon Slivecky and Shirley Stetser
 - Spring Conference Committee made trip to the ocean on 3/5/05 to arrange food with Princess Royale (see attached report)
 - Entertainment will be the Stephen Decater High School Show Choir for Monday’s lunch and the OC Stars for Tuesday’s lunch.
 - There are currently 10 of the 17 casino tables that are sponsored.
 - Tickets will be required for admittance on Sunday night and will be used for door prizes.
 - PSSAM members will be given tickets at the door or through Jim Lupis.
 - Door prizes will be drawn approximately three times through the evening.
 - Entertainment for Sunday night will be a D.J.
 - There is no sponsor yet for the registration give away. If there is no sponsor found, the give away will be a small calculator.
 - Mid Atlantic Dairy will sponsor part of the program. SHW will sponsor part of the program with ad space.
 - Patricia Onheiser of Baltimore County will be compiling the packets.
 - The Executive Director informed the group that there are currently not enough packet covers left for the conference. He will order 1,000 more packet covers in the same color as the current packets.

- b. Exhibits – Nancy Codner
 - Cyber Café – Date Network and Dell will provide 6 terminals.
 - Nancy Codner would like to get a sponsor for an exhibit lounge for exhibitors.
 - ASBOI will have an exhibit booth.
 - A list of pre-registration attendees will be sent to vendors prior to the conference.
 - Nancy Codner requested the purchase of an anti-virus program for the conference machine. The Executive Director and President Nagel authorized Ms. Codner to purchase the program.
 - 20 Laptops have been lined up for the computer lab.

- c. Other
 1. Pins for Boston.
 - Margaret Ellen Kalmanowicz requested that a Maryland pin be designed and purchased in limited quantities for the Boston ASBOI Conference. A discussion ensued about the pros and cons of special pins. The Executive Director confirmed that a limited quantity could be made for a reasonable price.

Motion: “To direct the Executive Director to purchase special Maryland pins for the Boston Conference” by Richard Gay, seconded by Doug Pindell. The vote to approve was unanimous. There were no dissentions or abstentions.

- President Nagel directed Margaret Ellen Kalmanowicz and Fay Miller to work with the Executive Director on designing a pin.

2. Richard Gay.
 - Richard has been recalled to active duty and will be ordered to Iraq. He will not be able to serve his term as President of ASBO MD&DC.
 - Mr. Gay will resign as soon as he gets his orders.
 - If the resignation were to be after July 2 then George would step into the position.
3. Bylaw Change – Disposition of Past Records – Les Douglas
 - Section 5 on page 5 of the Bylaws states that “Upon expiration of the term of office, the Secretary shall transfer to the successor in office all Association books, papers, and other records and property, in accordance with the Records Retention Policy.” The Records Retention Policy on page 21 explains that the Executive Director is to maintain these past records. President Nagel will refer this issue to Mr. Gaddis for resolution.
4. Golf Tournament.
 - No change of location this year.
 - Winners will be announced in the evening back in Ocean City.
5. CEASOM Conference in April.
 - John Markowski will succeed Fay Miller as President of CEASOM next year.

VII. Reports:

- a. Executive Director – Dr. Raucher
 - See written copy
- b. Conference Arrangements Committee Report - Shirley Stetser
 - See written copy
- c. Leadership Conference
 - Margaret Ellen Kalmanowicz notified the Board that the Leadership Conference would be held on June 9 to plan for the implementation of the Strategic Plan. Further information will be e-mailed to board members.

VI. Adjourn:

Motion: “To adjourn the meeting” by George Colburn, seconded by Nancy Codner. The vote to approve was unanimous. There were no dissentions or abstentions.

- President Nagel adjourned the meeting at 2:59 p.m. (EDST)

Documents submitted at this Board meeting:

- Agenda, March 30, 2005 Board Meeting (Milton Nagel)
- Minutes of the January 14, 2005 Board meeting (Les Douglas)

- Executive Director's Report (Stephen Raucher)
- Conference Arrangements Committee Report (Sharon Slivecky)

Respectfully submitted: Les Douglas, Secretary 2004-2006 on May 22, 2005.

I hereby certify that the March 30, 2005 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the May 22, 2005 Board meeting.

Les Douglas, Secretary 2004-2006 _____