

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

BOARD MEETING MINUTES

September 7, 2006

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

Rick Gay, President (Baltimore County)
George Colburn, President Elect (Baltimore County)
Milton Nagel, CPA, RSBA, Secretary (Caroline)
Ken Keith, CPA, Treasurer (Carroll)
Dr. Stephen Raucher, RSBA, Executive Director
Margaret Ellen Kalmanowicz, RSBO, Immediate Past President (Kent)
Chris South, Director at Large (Washington)
Melvin Burley, Section Director, Purchasing (Baltimore County)
Joanne Lang, Assistant Section Director, Emeritus
Shirley Stetser, Co-Chair, Conference Arrangement Committee
Doug Pindell, Chair, Professional Development Committee (Howard)

- I. Welcome and Introductions: President Gay
President Gay called the meeting to order at 9:37 a.m. (EDST).
 - a. Quorum: President Gay established that a minimum of seven (7) voting members would constitute a quorum. A quorum was present.
- II. Approval of the Agenda: President Gay
President Gay presented the agenda and requested approval
Motion: “To approve the agenda as modified” by George Colburn, seconded by Melvin Burley. The vote to approve was unanimous. There were no dissensions or abstentions.
- III. Approval of the Minutes: Secretary Nagel
Secretary Nagel presented the minutes of the March 2 Board meeting, the April 4 Executive Committee meeting and the May 21 Board meeting.
Motion: “To approve the minutes of the March 2 and May 21 Board meetings” by Chris South, seconded by George Colburn. The vote to approve was unanimous. There were no dissensions or abstentions.
Executive Committee minutes are for information only.
- IV. Treasurer’s Report: Treasurer Keith
Treasurer Keith presented the treasurer’s report dated August 31, 2006 including the balance sheet and profit and loss budget vs. actual. Additional information attached in written report prepared by Treasurer Keith.

Discussion relative to funds in excess of \$100,000 and the need to find an investment vehicle. Milton Nagel will contact the MLGIP to inquire as to the possibility to join.

- Milton Nagel will contact Erin Thornton, chair of the financial oversight committee and ask her to hold a meeting to develop a plan for investing excess funds and develop a policy to be reviewed at the January Board meeting. Committee also needs to look into selecting an independent auditing firm for FY07.
- V. Executive Director's Report: Dr. Raucher submitted his written report, attached. There was significant discussion surrounding the potential for an on line registration process. For a number of reasons we should not move in this direction; however a workgroup needs to be formed to look at ways to streamline the current manual practices.
- Discussion on what to do to recognize ASBOI Pinnacle and Eagle Award recipients at both the International conference and local conferences.
- VI. New Business
- a. 2006-2007 Calendar – previously distributed via e-mail, has been published in the latest newsletter and will be posted on the website. President Gay requested that all committee chairs submit all of their meeting dates to him so that those dates can be added to the calendar.
 - b. Appoint Parliamentarian – President Gay appointed Dr. Raucher. Also President Gay announced the following committee chairs: Budget – George Colburn, John Lang – Website oversight, John Markowski – General Sessions, Jim Jewell - Workshops
 - c. Approve Executive Director's 2006-2007 Contract
Motion: "To reauthorize actions of the preceding Board" by Margaret Ellen Kalmonowicz, seconded by George Colburn. The vote to approve was unanimous. There were no dissentions or abstentions.

Motion: "To recommend to the membership that By-laws Section 9 paragraph 3 be amended to strike 'during their first meeting'" by Margaret Ellen Kalmonowicz, seconded by Chris South. The vote to recommend this amendment for consideration by the membership at the Fall Conference was unanimous. There were no dissentions or abstentions.
 - d. Compensation Committee
President Gay has requested that this adhoc committee report back to the executive committee at their December meeting. The committee has been charged to develop a compensation package by looking at other similarly sized organizations. The compensation package needs to address salary and benefit items.
 - e. New Liaison for Wicomico County – Tina Millin
Motion: "To accept Tina Millin as the new Wicomico County liaison" by George Colburn, seconded JoAnne Lang. The vote to approve was unanimous. There were no dissentions or abstentions.
 - f. Liaison Vacancies at Baltimore City & DC
Dr. Raucher and George Colburn reported that Cornell Brown will be the DC liaison. We need a letter from the Superintendent in order to proceed.

- g. Appoint New Section Director and Assistant Section Director for Information Technology

The Board needs to appoint a new assistant section director. President Gay has a few possibilities that he will follow through with.

Motion: “To appoint Suzanne Jones as the Section Director for Information Technology” by Ken Keith, seconded by Milton Nagel. The vote to approve was unanimous. There were no dissentions or abstentions.

- h. Removal of Assistant Section Director for Human Resources

Dennis Kelly is a business associate that cannot be located. He attended the fall conference, was nominated from the floor but has not been active within ASBO since then. Attempts to contact him have not been successful. We need to put a greater emphasis on the selection of these nominations, both with the section directors and with the chair of the nominations committee.

Motion: “To remove Dennis Kelly as the Assistant Section Director for Human Resources” by George Colburn, seconded by Margaret Ellen K. The vote to approve was unanimous. There were no dissentions or abstentions.

Dr. Raucher will notify Mr. Kelly of the Board's action and that he has until the next full Board meeting to respond.

- i. Status of Past Treasurer Kirby/Ingram Issue

Milton Nagel reported that he had testified the previous day as a witness for the State in the Julie Ingram trial. He was not allowed, under court order, to discuss any details of his testimony. The State paid for Mr. Nagel's travel expenses and overnight hotel fee.

- j. ASBO Centralized Bid/Contracts/Shopping Platform – Rick Gay

Platform is in final stages of completion and ready to launch. Valu.net has agreed to manage the platform in exchange for a three year contract with the first year free. The software solution will track individual county savings so that ASBO can go back to the Superintendents and tell them what the dollar savings to the school system has been and give them a rebate check. The next steps are to get the online catalogs of various vendors installed and set up training dates, methods, and locations. The goal is to demo at the upcoming fall conference.

- k. ASBOI – Pittsburgh

1. Margaret Ellen Kalmonowicz – 2007 Pinnacle Award Winner
2. Fay Miller – 2007 Eagle Award Winner

Motion: “To design and order a commemorative pin in recognition of the ASBOI pinnacle and eagle award recipients to be handed out in Pittsburgh and at the fall conference not to exceed \$2,000” by Milton Nagel, seconded by Chris South. The vote to approve was unanimous. There were no dissentions or abstentions.

Motion: “To host a reception at ASBOI in Pittsburgh to recognize the pinnacle and eagle award recipients from Maryland for approximately fifty people” by Ken Keith, seconded by Melvin Burley. The vote to approve was unanimous. There were no dissentions or abstentions.

I. Shirts

President Elect Colburn reported that the new order should be in next week. This order is for those new Board members and last years.

VII. Reports

a. Leadership Conference – Rick Gay

Approximately 25 members attended and accomplished a very ambitious agenda.

b. Exhibits – Cindy Reilly

c. Conference Arrangements

i. Fall Conference – Allan Heard

Allan not present but Dr. Raucher reported on plans that are underway for the conference.

ii. Spring Conference – Sharon Slivecky, Shirley Stetser, and Ben Gittes

iii. Golf Tournament – Roger Daugherty – not present – George Colburn

reported that they are looking to move the tournament to the afternoon and to a course closer to Ocean City.

iv. Keynote Speaker – Rick Gay - Keynote speaker has been contracted for the upcoming fall conference.

v. Register Position – Craig Ellsworth – Montgomery County

vi. Nominations – Margaret Ellen Kalmonowicz

d. Awards – Scott Germaine – not present – Rick Gay reported on his thoughts of developing an award for vendors for sponsoring keynote speakers and for friends of ASBO that have helped the organization.

e. Constitution & Bylaws – Allen Gaddis – not present, no report

f. Professional Certifications – Stephanie Moses – not present, no report

g. Professional Development – Doug Pindell – attendance was down from past years but the work was productive. Dr. Raucher has e-mailed the notes from the meeting to the section directors and to the directors at large.

h. Emeritus – Alicia Hardisky - not present – Joanne Lang, Assistant Section Director, reported that all is in readiness for the Fall Conference.

i. Administrative & Fiscal Programs – Beverly Jones - not present, no report

j. Information Technology – Suzanne Jones - not present, no report

k. Human Resources – Audrey Simpson - not present, no report

l. Pupil Transportation – Barbara Scotto - not present, no report

m. Purchasing – Melvin Burley – Reported on possible topics that are being considered for the upcoming fall conference and potential separate workshop.

n. Safety, Security and Risk Management – Bob Benedetto - not present, no report

o. School Facilities – Don Krempel - not present – e-mail received by Dr. Raucher

p. School Food and Nutrition Services – Carol Lewis - not present, no report

VIII. Additional Items

IX. Adjourn

Motion: “To adjourn the meeting” by George Colburn, seconded by Melvin Burley. The vote to approve was unanimous. There were no dissentions or abstentions. Time of adjournment: 12:15 p.m. (EST)

Documents submitted at this Board meeting:

- Agenda, September 7, 2006 (Rick Gay)
- Minutes of the April 4, 2006 Executive Committee Meeting (Les Douglas)
- Minutes of the March 2, 2006 Board Meeting (Les Douglas)
- Minutes of the May 21, 2006 Board Meeting (Milton Nagel)
- Treasurer's Report (Ken Keith)
- Executive Director's Report (Dr. Raucher)

I hereby certify that the September 7, 2006 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the November 9, 2006 Board meeting.

Milton Nagel, Secretary _____