

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

BOARD MEETING MINUTES

November 9, 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)  
Nancy Codner, Vice President (Carroll)  
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)  
Scott Germaine, Chair, Awards, Director at Large (Garrett)  
Suzanne Jones, Section Director, Information Technology (Caroline)  
Erin Thornton, Chair, Financial Oversight (Caroline)  
Cindy Reilly, Chair, Exhibits (Carroll)  
Alan Heard, Chair, Fall Conference Arrangements (Montgomery)  
Allen Gaddis, Chair, Constitution and By-Laws (Retired)  
Roger Daugherty, Chair, Golf Tournament (Somerset)  
Audrey Simpson, Section Director, Human Resources (Harford)  
Don Krempel, Section Director, School Facilities (Baltimore County Retired)  
Cathy Burns, Assistant Section Director, School Facilities (Baltimore County)  
Charles Jenkins, Director at Large (Baltimore County)  
Joanne Lang, Assistant Section Director, Emeritus (Retired)  
Shirley Stetser, Co-Chair, Conference Arrangement Committee (Retired)

- I. Welcome and Introductions: President Gay  
President Gay called the meeting to order at 9:14 a.m. (EDST).
  - a. Quorum: President Gay had previously 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 Charles Jenkins, seconded by Margaret Ellen Kalmanowicz. The vote to approve was unanimous. There were no dissentions or abstentions.**
- III. Approval of the Minutes: Secretary Nagel  
Secretary Nagel presented the minutes of the September 7 Board meeting, and the October 5 Executive Committee meeting.  
**Motion: “To approve the minutes of the September 7 Board meetings” by George Colburn, seconded by Alan Heard. The vote to approve was unanimous. There were no dissentions or abstentions.**

Executive Committee minutes are for information only.

IV. Treasurer's Report: Treasurer Keith

Treasurer Keith presented the treasurer's report dated October 31, 2006 including the balance sheet and profit and loss budget vs. actual. Additional information attached in written report prepared by Treasurer Keith. We received the audit report late yesterday afternoon. A copy of the auditor's report and management letter will be included in the Fall Conference packet materials. Ken shared some comments received from the auditors as reflected on their management letter. Dr. Raucher commented on the office rent line item that he would like Ken to adjust. Ken agreed that the change should be made.

President Gay questioned the time lapse that cash receipts have with the current process that we use. Much discussion ensued including the fact that this was reviewed a couple of years ago. President Gay asked the Financial Oversight Committee to look at the cash receipts process again and come back with any suggestions relative to increasing the speed for which we make deposits.

V. Executive Director's Report: Dr. Raucher submitted his written report, attached. In addition to the report, Dr. Raucher reported that Fay Miller has been appointed by ASBOI to chair their Ethics Committee for the next two years.

VI. Old Business

- a. Removal of Assistant Section Director for Human Resources – Dr. Raucher reported that Dennis Kelly has resigned, but wants to be involved. He was unaware of his election to the position. He is joining the conference arrangements committee. **Motion: "To accept the resignation of Dennis Kelly" by Nancy Codner, seconded by Charles Jenkins. The vote to approve was unanimous. There were no dissentions or abstentions.**
- b. ASBO Centralized Bid/Contracts/Shopping Platform – President Gay distributed screen shots of the new shopping platform. So far Harford, Cecil and Baltimore counties are the only LEA's that are participating. He spent time walking everyone through the functionality of the web based platform. Copy attached. President Gay and Dr. Raucher recently met with ValueNet to finalize the contract for administering the shopping platform.
- c. ASBOI – Pittsburgh – Executive Board went to the conference. All reported that the conference was excellent and well worth the time.

VII. New Business

- a. Liaison vacancies at Baltimore City, District of Columbia, and Worcester County – No candidate from Baltimore City. **Motion: "To accept Cornell Brown as the DC liaison" by George Colburn, seconded by Donald Krempel. The vote to approve was unanimous. There were no dissentions or abstentions. Motion: "To accept Barbara Witherow as the Worcester County liaison" by Nancy Codner, seconded by Charles Jenkins. The vote to approve was unanimous. There were no dissentions or abstentions.**
- b. Re-alignment of Professional Development Committee with Sections – President Gay discussed his desire to restructure our current section leadership so that we do not run into the situation that we just experience with the Human Resources

section. Much discussion ensued relative to whether or not the current design works or doesn't and ways in which we should make changes. The Parliamentarian reported that by-law changes would require constitutional amendment and would not be possible until spring conference. The consensus was that this is a very large issue that needs a lot of input and discussion by a smaller group, possibly the executive committee. President Gay tabled the issue with the intent to discuss with the executive committee.

- c. Professional Development Curriculum – President Gay discussed his desire to have a professional development curriculum written for Maryland/DC ASBO. Several other states have this in place already and the thought is that this will help to enhance the value of ASBO. Hopefully this will be an avenue that school systems can use to send school based administrators to so that they can be better business administrators at their individual schools. This would also hopefully be a revenue stream for ASBO.
- d. Upcoming Workshop – December 13, 2006 – Real Estate 101 – Rules and regulations for procuring real estate. To be held in Howard County, morning session. Price would be \$30 for members, \$40 for non members. Brochures can be ready to be distributed at the Fall Conference. **Motion: “To approve the workshop” by Charles Jenkins, seconded by Donald Krempel. The vote to approve was unanimous. There were no dissentions or abstentions.**

## VIII. Reports

- a. Conference Arrangements
  - i. Exhibits – Cindy Reilly – They have reenlisted the committee members from the previous year. The first meeting set for November 28<sup>th</sup>. We have a vendor who wants to donate a scrolling message board for us to use at the spring conference. They plan to use a white board to list all door prize winners in an attempt to reduce the mad scramble to see who won.
  - ii. Fall Conference – Alan Heard – All is set for the conference. We have 242 registered thus far. One hole in the committee is AV, with the passing of Ron. Alan is looking for an AV person to replace him, but the AV needs at the fall conference are minimal. In lieu of placing directional signs in the hallway, Alan plans on having committee members stand in strategic locations helping to direct attendees.
  - ii. Spring Conference – Sharon Slivecky, Shirley Stetser, and Ben Gittes – Shirley reported that she will soon be meeting with folks in Ocean City to start the process.
  - iii. Golf Tournament – Roger Daugherty – Don Krempel reported that we have a reservation with Ocean City Golf and Yacht Club at a rate of \$75 per person. Roger raised the concern that this rate would distract our LEA members from coming and that this change would be fine for and is geared towards our business associates but not our school system members. Roger recommended that we stay at Great Hope for another year and work longer on getting a lower rate for members. There was much discussion on this issue with a lot of input from George Colburn who had been working with Roger on the selection of a site closer to

Ocean City. **Motion: “To stay at Great Hope for one more year” by Roger Daugherty seconded by Ken Keith. The vote was: For the motion – 3, against the motion - 11. Motion failed. Motion: “To move the golf tournament to the Ocean City Golf and Yacht Club” by Charles Jenkins, seconded by George Colburn. The vote was: For the motion – 12, against the motion - 2. Motion passed to hold the tournament at the Ocean City Golf and Yacht Club.**

- iv. Keynote Speaker – Rick Gay – Rick has reserved Chris Gardner as the keynote speaker for the upcoming spring conference. His normal fee is \$25k, but has agreed to come to our conference for \$12k plus expenses. President Gay is also looking for a Wednesday morning speaker.
- v. Register Position – Craig Ellsworth – Montgomery County – not present, no report
- vi. Nominations – Margaret Ellen Kalmonowicz – Discussion as to which positions needed to be filled for next year: treasurer, two directors at large, vice president and assistant section directors. Ken Keith indicated his desire to put his name in the hat for a second term as treasurer.
- vii. General Sessions – John Markowski – not present, no report
- b. Awards – Scott Germaine – We have a gift for the keynote speaker. Scott will be at the registration desk to deal with any last minute changes.
- c. Constitution & Bylaws – Allen Gaddis – nothing to report.
- d. Professional Certifications – Stephanie Moses – not present, no report
- e. Professional Development – Doug Pindell – not present, no report
- f. Workshops and Seminars – Jim Jewell – not present, no report
- g. Emeritus – Alicia Hardisky – not present – Joanne Lang reported that all is well and ready for the fall conference.
- h. Administrative & Fiscal Programs – Beverly Davis - not present, no report
- i. Information Technology – Suzanne Jones – Change in speaker for the second session due to a scheduling conflict.
- j. Human Resources – Audrey Simpson – We do have a name for one of the panel members.
- k. Pupil Transportation – Barbara Scotto - not present, no report
- l. Purchasing – Melvin Burley – not present, no report
- m. Safety, Security and Risk Management – Bob Benedetto - not present, no report
- n. School Facilities – Don Krempel – All set for Fall and Spring Conferences
- o. School Food and Nutrition Services – Carol Lewis - not present – Scott Germaine reported that there is a change in the second session. Dr. Raucher has the change in the program.
- p. Financial Oversight – Erin Thornton – Committee was waiting for audit report before it meets. They have a planned agenda and will meet in the near future now that the audit has been received.

IX. Additional Items

X. Adjourn

**Motion: “To adjourn the meeting” by George Colburn, seconded by Charles Jenkins. The vote to approve was unanimous. There were no dissentions or abstentions.** Time of adjournment: 11:45 a.m. (EST)

Documents submitted at this Board meeting:

- Agenda, November 9, 2006 (Rick Gay)
- Minutes of the October 5, 2006 Executive Committee Meeting (Milton Nagel)
- Minutes of the September 7, 2006 Board Meeting (Milton Nagel)
- Treasurer’s Report (Ken Keith)
- Executive Director’s Report (Dr. Raucher)
- ASBO purchasing platform web page screen shots (Rick Gay)

I hereby certify that the November 9, 2006 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the January 4, 2007 Board meeting.

Milton Nagel, Secretary \_\_\_\_\_