

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

BOARD MEETING MINUTES

January 4, 2007

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, RSBO, President (Baltimore County)
George Colburn, RSBO, 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)
Scott Germain, Chair, Awards, Director at Large (Garrett)
Melvin Burley, Section Director, Purchasing (Baltimore County)
Alicia Hardisky, Section Director, Emeritus (Retired)
John Markowski, Chair, General Sessions (Harford)
Jim Jewell, Chair, Workshops and Seminars (Harford)
Chris South, Director at Large (Washington)
Cindy Reilly, Chair, Exhibits (Carroll)
Bob Benedetto, Section Director, Safety (Harford)
Allen Gaddis, Chair, Constitution and By-Laws (Retired)
Audrey Simpson, Section Director, Human Resources (Harford)
Shirley Stetser, Co-Chair, Conference Arrangement Committee (Retired)

- I. Welcome: President Gay
President Gay called the meeting to order at 9:12 a.m. (EDST).
A quorum was present.
- II. Approval of the Agenda: President Gay
President Gay presented the agenda and requested approval
Motion: “To approve the agenda” by Chris South, seconded by George Colburn. 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 November 9 Board meeting.
Motion: “To approve the minutes of the November 9 Board meetings” by Jim Jewell, seconded by Chris South. The vote to approve was unanimous. There were no dissensions or abstentions.
- IV. Treasurer’s Report: Treasurer Keith
Treasurer Keith presented the treasurer’s report dated December 31, 2006 including the balance sheet and profit and loss budget vs. actual. Additional information attached in written report prepared by Treasurer Keith. As a result of auditor recommendations, in conjunction with the financial oversight committee, we have invested excess funds at separate financial institutions. Ken reviewed several

additional auditor recommendations and the status of those recommendations, most of which have been implemented or are in the process of being implemented. Ken also reviewed a draft investment policy for the Board's review. This item was added to the agenda under new business for further discussion and review.

- V. Executive Director's Report: Dr. Raucher submitted his written report, attached. In addition to the report, Dr. Raucher reported that he has received an unsolicited solicitation from Nailer to take over the production and distribution of our publications. They will do everything for \$0, but they sell the ads for the publications and keep all of the proceeds from the ads. They produce excellent products and already provide this service for TASBO. This would eliminate all of our current relationship with the local publisher, printer, and mailing house. Several questions were raised by the Board. They require a five year contract. Dr. Raucher will obtain answers to the questions and bring them back to the Executive Committee.

VI. Old Business

- a. ASBO Centralized Bid/Contracts/Shopping Platform – President Gay reported that the platform has been well received and that LEA's should be able to access the platform around mid January. The monthly cost for our third party vendor to 'run' the platform is around \$5,000. For now we will simply budget for the \$5,000, but we should recover most of this through membership subscriptions. The pilot will run from January through May. Rick requested that John Markowski get him on the CEASOM agenda for a demonstration. John will e-mail the current president with the request, which should not be a problem. Rick also shared a sample vendor sponsorship letter for the shopping platform.
- b. Liaison Vacancies at Baltimore City, DC, Worcester County – DC and Worcester County have already been filled and approved at the November Board meeting. Much discussion over the Baltimore City dilemma without any real solutions. They currently have just one paid member, who signed up at the fall conference.

VII. New Business

- a. Executive Director Compensation Report – John Markowski reviewed the report prepared by the committee, which is attached, highlighting several points contained within the report. President Gay thanked John and his committee for all of their efforts in producing the report. President elect Colburn also commented on the usefulness of the report as he and his committee set to develop next year's budget. Without disclosing specifics, George Colburn shared his thoughts about the salary and benefit package. The report will be used by the executive committee as it proceeds to conduct the annual evaluation of the executive director and develop the compensation package for next year.
- b. Re-alignment of Professional Development Committee with Sections – President Gay discussed his desire to restructure our current section leadership so that we streamline the size of the Board to better value the volunteer efforts of our members. He reviewed his thoughts of the structure of this new committee. Dr. Raucher shared his concerns with the proposed changes and suggested that we continue to study the concept, although he agrees, and not rush to judgement. Several other Board members shared their thoughts. President Gay thanked everyone for their useful and constructive comments and indicated that he would

take the suggestions back to the executive committee for continued development of the idea. The Board agreed to table the proposed amendments, subject to further development and discussions.

- 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. **Motion: “To approve the development of a professional development curriculum as directed by the executive committee” by Scott Germain, seconded by Jim Jewell. The vote to approve was unanimous. There were no dissentions or abstentions.**
- d. Investment Policy – Much discussion was had on the draft and decided to refer to executive committee for further development. Jim Jewell, having a lot of interest in the topic, will share his comments as well. The goal will be to bring the policy to the Board at the March Board meeting.
- e. Assistant Section Director for Human Resources Vacancy – Audrey Simpson, who is the current section director brought forth the name of Pam Murphy of Harford County to fill the current vacancy. **Motion: “To accept Pam Murphy as the Assistant Section Director for Human Resources” by Jim Jewell, seconded by Bob Benedetto. The vote to approve was unanimous. There were no dissentions or abstentions.**

VIII. Reports

- a. Conference Arrangements
 - i. Exhibits – Cindy Reilly – The committee had its first meeting in preparation of the spring conference, with nearly 400 mailings to vendors. It was a very productive meeting and things are moving forward for this year’s spring conference.
 - ii. Fall Conference After Action Report – Alan Heard – not present – President Gay reported on the success of the fall conference and the results of the evaluation survey.
 - iii. Spring Conference – Sharon Slivecky, Shirley Stetser, and Ben Gittes – Shirley Stetser reported that they held their first meeting on 12/15. They are recommending no change to the spring conference registration fees. There are basically no changes to any of the components of the registration. The current fee is \$225. The Phillips and Dine-Around prices will also remain the same. The committee does not foresee any major changes to the overall schedule. The Sunday night mixer will be the same as next year. The upgraded badge holder will continue to be used.
 - iv. Golf Tournament – Roger Daugherty – not present
 - v. Keynote Speaker – Rick Gay – Chris Gardner ended up with a conflict, so we are still searching for a keynote for this year’s spring conference.

- ii. Nominations – Margaret Ellen Kalmonowicz – Margaret Ellen presented the slate of candidates which will be voted up at the upcoming spring conference.
 - iii. General Sessions – John Markowski – All speakers have been confirmed and John shared a report on the topics, time slots and speakers. John also shared with the group that this would be his last year serving in this capacity.
 - b. Awards – Scott Germaine – no report
 - c. Constitution & Bylaws – Allen Gaddis – no 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 – Jim reported on the recent Real Estate 101 workshop and the upcoming Legislative Update workshop.
 - g. Emeritus – Alicia Hardisky – no report
 - h. Administrative & Fiscal Programs – Beverly Jones - not present, no report
 - i. Information Technology – Suzanne Jones – not present, no report
 - j. Human Resources – Audrey Simpson – They are planning a joint session at the spring conference with admin. & fiscal and are trying to get a speaker for the second session based on feedback from the fall conference.
 - k. Pupil Transportation – Barbara Scotto - not present, no report
 - l. Purchasing – Melvin Burley – no report
 - m. Safety, Security and Risk Management – Bob Benedetto - no report
 - n. School Facilities – Don Krempel – not present, no report
 - o. School Food and Nutrition Services – Carol Lewis - not present – no report
- IX. Additional Items
- X. Adjourn

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

Documents submitted at this Board meeting:

- Agenda, January 4, 2007 (Rick Gay)
- Minutes of the November 9, 2006 Board Meeting (Milton Nagel)
- Treasurer’s Report (Ken Keith)
- Draft Investment Policy (Ken Keith)
- Executive Director’s Report (Dr. Raucher)
- Sample Shopping Platform Sponsor letter(Rick Gay)
- Report to the Board on Executive Director Compensation (John Markowski)
- Amendments to Constitution and Bylaws (Allen Gaddis)
- 2007-2008 Nominations Report (Margaret Ellen Kalmanowicz)
- 2007 Spring Conference General Sessions (John Markowski)

I hereby certify that the January 4, 2007 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the March 1, 2007 Board meeting.

Milton Nagel, Secretary _____