

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

BOARD MEETING MINUTES

November 7, 2007

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

George Colburn, President (Baltimore County)  
Nancy Codner, President Elect (Carroll)  
Scott Germain, Vice President (Garrett County)  
Alan Heard, Chair Fall Conference (Montgomery)  
John Lang, Director at Large (Baltimore County)  
Milton Nagel, CPA, RSBA, Secretary (Caroline)  
Ken Keith, CPA, Treasurer (Carroll)  
Cindy Reilly, Exhibits Chair (Carroll)  
Dr. Stephen Raucher, RSBA, Executive Director  
Joanne Lang, Section Director, Emeritus, Conference Arrangements Committee (Retired)  
Tom Leary, Director at Large (Anne Arundel)  
Bob Wancowitz, Section Director, School Food & Nutrition Services (MSDE)  
Pam Murphy, Section Director, Human Resources (Harford)  
Vicki Miller, Section Director, Admin & Fiscal (Somerset)  
Merton Schulze, Section Director, Purchasing (Anne Arundel)  
Joyce Almond, Section Director, Transportation (Baltimore County)  
Michael Masczenski, Assistant Section Director, Emeritus (Anne Arundel, Retired)  
Doug Pendell, Chair Professional Development (Howard)  
Craig Ellsworth, Fall Conference Registrar (Montgomery)  
Matthew Payne, Section Director, IT (Howard)  
Vicky Mayle, Assistant Section Director, Purchasing (Charles)

- I. Call to Order: President Colburn  
President Colburn called the meeting to order at 9:35 a.m. (EDST).
- II. Approval of the Agenda: President Colburn  
President Colburn presented the agenda and requested approval  
**Motion: “To approve the agenda” by Joanne Lang, seconded by Pam Murphy. 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 5, 2007 Board meeting.  
**Motion: “To approve the minutes of the September 5 Board meeting” by Pam Murphy, seconded by Mike Masczenski. The vote to approve was unanimous. There were no dissentions or abstentions.**
- IV. Treasurer’s Report: Treasurer Keith  
Treasurer Keith presented the treasurer’s report dated October 31, 2007 including the balance sheet and profit and loss budget vs. actual. In addition, the FY07 audit is

complete, copies distributed for the Executive Committee. We received a clean opinion from the auditors. Ken will now proceed to complete and file Form 990.

**Motion: “To accept the treasurers report” by Pam Murphy, seconded by Doug Pendell. The vote to approve was unanimous. There were no dissentions or abstentions.**

- V. Executive Director’s Report: Dr. Raucher submitted his written report, attached. One correction is that since printing the report, we have received an additional 28 member renewals from one LEA. Other members include private schools. The Naylor contract is going very well and looks like we will actually turn a profit. Dr. Raucher introduced Matthew Payne from Harford County who has agreed to fill the IT section director vacancy. The newly purchased smart signs were demonstrated by Dr. Raucher, which over time should save us money in the area of printing. Dr. Raucher will be the “keeper of the signs”.
- VI. Old Business
- a. Announce standing committee chairs: – President Colburn  
Awards Chair - Sophie Hoover  
Budget – Nancy Codner  
CEASOM – John Markowski, George Colburn, Nancy Codner, Dr. Raucher  
Conference Arrangements – Joanne Lang (Spring), Alan Heard (Fall)  
Constitution & By-Laws (Allan Gaddis)  
Financial Oversight – Erin Thornton  
General Sessions – Rick Gay  
Golf Tournament – Roger Daugherty  
Legislative – Kathy Carmella  
Membership – Scott Germain  
Nominations – Rick Gay  
Past Presidents – Rick Gay  
Paul Bell Award – Rick Gay  
Professional Certification – Stephanie Mosses  
Professional Development – Doug Pendell  
Scholarship – Thad Kalmanowicz  
Superintendents – Jim Lupis  
Web Oversight – Mike Masczenski
- b. New Awards Chairperson: Sophie Hoover (Anne Arundel County)
- c. Proposed Recommended Policy Change for Policy Setting (Second Reading)  
**Motion: “To approve the proposed recommended policy change for Policy Setting” by Pam Murphy, seconded by Scott Germain. The vote to approve was unanimous. There were no dissentions or abstentions.**
- VII. New Business
- a. Fall Conference readiness status report – Alan Heard reported on the progress toward the upcoming conference. There has been a slight change in the lunch menu; all room assignments have been made; a slight adjustment to the registration area; returning to a paper evaluation coupled with a door prize drawing for those that complete the evaluation. Joanne Lange reported on the status of the attendee packets. St. Mary’s County facilities folks have contacted

us about setting up a display of one of their new 'green' schools. They will be referred to the school facilities section for a possible workshop or spring conference section topic.

- b. Fall Conference Section Directors reports – defer to reports section of the agenda
- c. New IT Section Director: election of Matthew Payne. **Motion: “To approve Matthew Payne as the section director for IT” by Mike Masczenski, seconded by Ken Keith. The vote to approve was unanimous. There were no dissentions or abstentions.** There was significant discussion and suggestions as to how to increase the participation by IT folks across the State. Matthew spoke at great length about some of the angles that he will be attempting to get IT folks more engaged.
- d. ASBO Credit Cards – change of provider discussion – Dr. Raucher has been less than pleased with Bank of America, who acquired MBNA. We are being constantly hit with minor fees and need to look for a new credit card bank. Dr. Raucher to explore and discuss further with the Exec. Committee.
- e. Director-at-Large Charles Jenkins – continuance in office – George Colburn reported that Charles Jenkins has retired from Baltimore County. He has renewed his membership as an emeritus member and is willing to continue his duties as previously assigned.
- f. Review of Spring Conference survey feedback – Nancy Codner reported on the results of the survey (copy attached to the official minutes). Cindy Reilly also reported on the status of the Spring Conference Exhibits committee, which met the day before.
- g. Handout for section directors re: booking speakers – Nancy Codner reported on her progress toward developing an easy to read handout for section and assistant section directors (copy attached).
- h. Spring Conference – Joanne Lang, Scott Germain and Nancy Codner led the discussion on the spring conference registration process. Although reviewed a few years ago, President Colburn will convene a committee to look at the possibility of automating some, if not all, of the process. This will be discussed further at the next Executive Committee meeting. The first Spring Conference Committee meeting will be 12/13. Hot topics to include a theme (possibly Maryland) and the Tuesday night DJ.

#### VIII. Reports

- a. Fall Conference Arrangements – Alan Heard updated the Board on the status of the upcoming conference (report attached).
- b. Constitution & Bylaws – Allen Gaddis – not present, no report
- c. Professional Development – Doug Pindell reported that he will be having a short meeting at the conclusion of the fall conference to begin to work on the spring conference.
- d. Workshops and Seminars – Jim Jewell – not present. Dr. Raucher reported that we do not have anything scheduled to date. Possible topics include Green Schools and the annual Legislative Update.
- e. Emeritus – Joanne Lang – Both sessions lined up and ready to go for the fall conference.

- f. Administrative & Fiscal Programs – Vicki Miller – Ready to go for the fall conference, combined with School Food and Nutrition.
- g. Information Technology – Matthew Payne. Dr. Raucher reported that both sessions are ready to go, thanks to Suzanne Jones and Greg Talley.
- h. Human Resources – Pamela Murphy – both topics and speakers are lined up for fall conference.
- i. Pupil Transportation – Joyce Almond – both topics for fall session are complete and ready to go.
- j. Purchasing – Merton Schulze – both topics and speakers are ready to go for the fall conference.
- k. Safety, Security and Risk Management – Melanie Wernig - not present, no report
- l. School Facilities – Cathy Burns - not present, no report
- m. School Food and Nutrition Services – Bob Wancowitz – two speakers lined up for the fall conference in conjunction with Admin. & Fiscal.

IX. Additional Items

X. Adjourn

**Motion: “To adjourn the meeting” by Pam Murphy, seconded by Doug Pindell.**

**The vote to approve was unanimous. There were no dissentions or abstentions.**

Time of adjournment: 11:25 a.m. (EST)

Documents submitted at this Board meeting:

- Agenda, November 7, 2007 (George Colburn)
- Minutes of the September 5, 2007 Board Meeting (Milton Nagel)
- Treasurer’s Report (Ken Keith)
- Executive Director’s Report (Dr. Raucher)
- Spring Conference Survey Results (Nancy Codner)
- Handout for Section directors (Nancy Codner)
- Fall Conference Arrangements Committee Report (Alan Heard)

I hereby certify that the November 7, 2007 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the January 9, 2008 Board meeting.

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