

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

**BOARD MEETING MINUTES
JANUARY 14, 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)
John Markowski, CPA, CGFM, Immediate Past President (Harford)
Les Douglas, Secretary (Howard)
Dr. Stephen Raucher, RSBA, Executive Director (Montgomery)
Brad Martin, Treasurer (Carroll)
John Lang, Chairperson, Web Oversight (MSDE)
John Cavanaugh, Director at Large (Johnson Controls, Inc.)
George Colburn, Director-at-Large (Baltimore County)
Ron Reckling, Director-at-Large (Anne Arundel)
Rick Raulie, Section Director, Purchasing (Harford)
Carol Dakin, CPPB, RSBS, Director-at-Large (Wicomico)
Jim Jewell, Chair, [Seminar Development Committee](#), (Harford)
Shirley Stetser, Co-Chair, Spring Conference Arrangements Committee (Baltimore)
Sharon Slivecky, Co-Chair, Spring Conference Arrangements Committee (Baltimore)

I. Welcome and Introductions: President Nagel
President Nagel called the meeting to order at 9:05 a.m. (EDST). President Nagel presented the guests.

II. Approval of the Agenda: President Nagel
A request was made to add the Golf Tournament to the agenda.

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

III. Approval of the Minutes: Secretary Douglas
Secretary Douglas questioned if the vote on November 2 to approve the September 9 Board meeting minutes was valid since there was no quorum at the November 2 meeting. It was determined that that vote was not valid. The minutes for the September 9, 2004 and November 2, 2004 Board meetings were presented for approval.

Motion: “To approve the minutes of the September 9, 2004 Board meeting” by John Markowski, seconded by George Coburn. The vote to approve was unanimous. There were no dissentions or abstentions.

Motion: “To approve the minutes of the November 2, 2004 Board meeting” by John Markowski, seconded by George Colburn. The vote to approve was unanimous. There were no dissentions 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 \$48,390.68
- Mr. Martin explained that he has requested copies of the checks in question from the bank but has not received the copies as of the meeting date. Mr. Martin has received the Quicken disk but not the third box of records from Ms. Kirby. Mr. Martin believes the third box contains the cancelled checks.
- Discussion ensued pertaining to any further action necessary. Mr. Markowski notes that with copies of all of the records, no action is appropriate until the records are reconciled.

V. Unfinished Business

a. Fall Conference Report: Heard

- Mr. Heard reported that the Fall Conference was a success. There were 221 pre-registered participants and 16 walk-in registrants. Mr. Heard is seeking the same date for next year’s conference but those plans have not been finalized

b. Amendments to the Constitution and Bylaws

- Discussion ensued about the four reasons for removal of board member in amendment 4. Mr. Colburn questioned about the appeal process. Mr. Raucher questioned if it was appropriate for the process of removal to be done in one meeting. Discussion ensued on grammatical changes to the wording of the second and fourth amendments.

Motion: “To approve the four amendments to the Constitution and Bylaws as amended in discussion” by John Markowski, seconded by George Colburn. The vote to approve was unanimous. There were no dissentions or abstentions.

- Mr. Nagel will make the changes and give them to Mr. Gaddis.

c. Strategic Plan Development Meeting #2 – meeting notes

- President Nagel introduced the notes from the second Strategic Plan Meeting and explained that the executive committee will discuss the next step at the February meeting.
- d. Cash Receipts Meeting
- President Nagel met with Mr. Markowski, Mr. Martin, the Spring Conference Committee and the Financial Oversight Committee in December to discuss the cash receipts procedures for the Spring Conference.
- e. Golf Tournament
- Discussion ensued on several issues pertaining to the conference golf tournament.
 - The current planning of the tournament severely restricts the set up time for exhibitors.
 - There is not adequate transparent financial accounting of tournament monies.
 - The location of the Tournament is not convenient to the conference.
 - It was noted that there were 144 golfers in last year's tournament.
 - The possibility of changing the location and management of the tournament for this coming conference was discussed. It was agreed that President Nagel would talk with Roger Daugherty before any further action was taken.

VI. New Business

- a. Confirm new Garrett County Liaison, Scott Germain – Dr. Raucher
- b. Confirm new Dorchester County Liaison, William Fleming – Dr. Raucher

Motion: “To confirm Scott Germain and William Fleming to the positions of Garrett and Dorchester County Liaisons” by John Markowski, seconded by Shirley Stetser. The vote to approve was unanimous. There were no dissensions or abstentions.

- There are no current members from Prince Georges County and the Prince Georges County liaison has not paid dues.
 - The Superintendent from Allegany County has not yet responded to President Nagel's letter requesting he appoint a new liaison.
 - It was pointed out that the liaison position is not a Board position but is appointer by the individual superintendents.
- c. Dues structure review; retiree entering private sector

- Currently when a member retires, their membership status becomes emeritus member with a reduction in dues. In ASBO International, when a retired member enters private sector employment, they become active again.
- A discussion ensued about changing our current dues structure to reflect the structure in International.
- Mr. Markowski asked if the organization needed an amendment or Board action only to facilitate this change. It was determined that Board action was sufficient.

Motion: “That membership status would be determined by current work status” by John Markowski, seconded by John Cavanaugh.

- Further discussion ensued.

John Markowski withdrew Motion on table, John Cavanaugh withdrew second.

d. Task force on non-dues revenue

- Discussion ensues about banner ads on website. A question was asked about the benefits of corporate membership.
- President Nagel requested that the Executive Director e-mail him with some thoughts about marketing the website for revenue.
- Discussion ensued about the status of the revenue committee as a standing committee.
- Mr. Lang suggested tapping several of the marketing experts at the State Department of Education to help with revenue issues.
- President Nagel directed Mr. Lang to contact the Executive Director to discuss further action.

VII. Reports:

a. Spring Conference – Sharon Slivecky and Shirley Stetser

- Conference Committee recommends registration fee changes – see written report.
- Discussion about conference insurance. Mr. Markowski stated that we are required to present a certificate of insurance to the Convention Center.
- Attendance at the President’s Reception is by invitation only. This ticket will not go in the registration packet.
- The conference committee is seeking new members for the committee.
- President Nagel confirmed his intention to join conference committee when his term is over.
- A discussion ensued about the necessity of the hotel ticket.
- Committee plans to set an earlier deadline for gifts for the mixer.
- There is a need for facilitators for the general session. Mr. Markowski raised the question: who is responsible for lining up facilitators?

b. Exhibits – Nancy Codner

- Mr. Colburn stated that the vendor packets have been mailed and that the price structure has been cleaned up. He noted that there is a large mailing list.
 - Packets included personal contacts on the committee for any questions.
 - Mr. Cavanaugh noted that the packets were impressive.
 - Hospitality area will be open to exhibitors all day.
 - The Executive Director discussed restructuring the website so that exhibit chair could access all business members records and act as liaison to business members.
- c. Nominations – John Markowski
- Mr. Markowski reviewed that election slate as printed. See written report.
 - Safety and security still needs an assistant section director. The current nominees have withdrawn.
 - Scott Germain has been selected as a liaison. President-elect Kalmanowicz will need to appoint a new Awards Committee Chair.
- d. Workshops/Seminars – James Jewell
- Legislative workshop planning is going well. Executive Director reported that the workshop should produce about \$900 in revenue.
 - 403B regulations would be a possible workshop for admin/fiscal or HR in the future.
 - Charter school issues may be a possible general workshop.
 - Timing is becoming an issue for planning any further workshops for this year.
 - The Executive Director noted that it takes about 4 to 5 weeks prior to a workshop to notify membership and disseminate material.
- e. Executive Director – Dr. Raucher
- See written copy
 - (2) As an outcome of the website oversight committee meeting, the website will list open positions.
 - President Nagel and Executive Director Raucher will attend the ASBOI Leadership Conference in Boston in February and the PASBO Annual Conference in Valley Forge in March.
 - A discussion ensued about what to do with the odds and ends giveaways from past conferences.

VIII. Adjourn:

Motion: “To adjourn the meeting” by John Markowski, seconded by Les Douglas. The vote to approve was unanimous. There were no dissentions or abstentions.

- President Nagel adjourned the meeting at 11:15 a.m. (EDST)

Documents submitted at this Board meeting:

- Agenda, January 14th Board Meeting (Milton Nagel)
- Minutes of the November 2, 2004 Board meeting (Les Douglas)
- Constitution, Bylaws & Policies and Procedures Committee Proposed Changes (Milton Nagel)
- Executive Director's Report (Stephen Raucher)
- Conference Arrangements Committee Report (Sharon Slivecky)
- Nominations Committee Memo and List (John Markowski)

Respectfully submitted: Les Douglas, Secretary 2004-2006 on March 10, 2005.

I hereby certify that the January 14, 2005 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the March 10, 2005 Board meeting.

Les Douglas, Secretary 2004-2006 _____