

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

**BOARD MEETING MINUTES  
May 22, 2005**

The Board of Directors of ASBO MD-DC met at the Princess Royale Presidential Suite, Ocean City, Maryland. 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)  
Douglas Pindell, Past President (Howard)  
Dr. Stephen Raucher, RSBA, Executive Director (Montgomery)  
Les Douglas, Secretary (Howard)  
John Cavanaugh, Director at Large (Johnson Controls, Inc.)  
George Colburn, Director-at-Large (Baltimore County)  
Carol Dakin, CPPB, RSBS, Director-at-Large (Wicomico)  
Rick Raulie, Section Director, Purchasing (Harford)  
Sharon Norris, Asst. Section Director, Purchasing (St. Mary's)  
John Pfister, Section Director, Admin. & Fiscal (Howard)  
Suzanne Jones, Section Director, Information Tech. (Caroline)  
Christine Baer, Section Director, School Food and Nutrition Services (Frederick)  
JoAnne Morris, Asst. Section Director, School Food and Nutrition Services (Frederick)  
Charles Jenkins, Section Director, Safety, Security, Risk Management (Baltimore)  
Alan Heard, Chair, Fall Conference Committee (Montgomery)  
Shirley Stetser, Co-Chair, Spring Conference Arrangements Committee (Baltimore)  
Nancy Codner, Exhibits (Carroll)  
Ben Gittes, Housing (Anne Arundel)

I. Welcome and Introductions: President Nagel  
President Nagel called the meeting to order at 5:30 P.M. (EDST).

II. Approval of the Agenda: President Nagel  
President Nagel presented the agenda and requested approval.

**Motion: “To approve the agenda” by John Markowski, seconded by  
Doug Pindell. The vote to approve was unanimous. There were no dissentions or  
abstentions.**

III. Approval of the Minutes: Secretary Douglas  
Secretary Douglas presented the minutes of the March 30, 2005 Board Meeting.

**Motion: “To approve the minutes of the January 14, 2005 Board meeting” by John Markowski, seconded by Doug Pindell. The vote to approve was unanimous. There were no dissentions or abstentions.**

#### IV. Unfinished Business

- a. Former Treasurer Record Status - Nagel
- President Nagel reported that he acted on the motion from March 30, 2005 in full (“To direct the President to: 1) call Ms. Kirby (Ingram) and verbally request full restitution within 15 days, 2) mail a certified letter restating the request for full restitution within 15 days, and 3) to turn the matter over to the State’s Attorney’s Office in Allegany County for further resolution”)
  - President Nagel reported that he did receive full restitution of the identified amount. The reimbursement was given under protest.
- b. FY 03 and FY 04 Audits Status – Nagel
- The FY 03 Audit is almost complete. The auditors found a suspicious transfer that was not previously identified. President Nagel will follow through with this issue after the conference.
  - The FY 04 Audit will commence immediately after the completion of the FY 03 Audit.
  - The Board reflected on the exemplary and valuable work that Brad Martin contributed as interim treasurer.

**Motion: “That the Executive Board present Mr. Martin with a Resolution to recognize the valuable contribution he have made to ASBO MD/DC in this matter” by George Colburn, seconded by John Markowski. The vote to approve was unanimous. There were no dissentions or abstentions.**

- c. Approve FY 06 Budget – Kalmanowicz
- The Board reviewed line items but in light of the lack of audited data from the past, there was little discussion on any single item. The group commended President-elect Kalmanowicz for her work in reestablishing the budget process. The group noted that President-elect Kalmanowicz’s budget would be a baseline for establishing more accurate budget data in the future.

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

#### V. New Business

- a. Confirm new Allegany County Liaison, Mr. Steve Wilson – Raucher
  - The Superintendent of Schools for Allegany County nominated Steve Wilson for Allegany County.

**Motion: “To accept Mr. Wilson as the liaison for Allegany County” by John Markowski, seconded by Doug Pindell. The vote to approve was unanimous. There were no dissentions or abstentions.**

- b. Resignation of Prince George’s County Liaison – Raucher
  - William Brown resigned as liaison from Prince George’s County.
- c. Approve Scholarship Recipients - Kalmanowicz
  1. President-elect Kalmanowicz presented the Scholarship Report. There were fewer applications than in the past.

**Motion: “To approve the list of recipients presented by the Scholarship Committee” by John Markowski, seconded by Nancy Codner. The vote to approve was unanimous. There were no dissentions or abstentions.**

- d. Spring Conference Update – Slevecky & Stetser
  2. Ben Gettes submitted a written report. Mr. Gettes noted that there have been several requests for refunds. He asked the board’s advice in the matter. The Executive Director noted that the written material disseminated to members states a cut off date of May 1, 2005 for refunds. Discussion ensued on the individual circumstances.
  3. The Executive Director noted that Policy does not allow for extension past the cut off date. Any motion would have to be to override the Policy.

**Motion: “To override the Refund Policy to in turn refund the Emeritus Member’s registration fees” by Rick Raulie, seconded by Nancy Codner.**

- Discussion ensued as to whether the Board has the authority to override the Policy. The Executive Director determined that it would take a 2/3 majority.

**The vote to approve was 15 in favor, 1 opposed. There were no abstentions. The Motion was approved.**

- The staff at all facilities are cooperative and all arrangements are going as planned.

- e. Exhibits Update – Codner
  - There are a total of 190 exhibitors. The exhibitors seem happy to this point.
  - In the past, membership was included in the cost of the booth. Currently membership is not included.
  - Nancy Codner asked if the Board could revisit the issue of bundling exhibit fees and membership.
  - The Executive Director noted that the invoice process has been automated.

- For the first time there is a vehicle on the exhibit floor.
  - John Cavanaugh noted that the schedule makes it hard for exhibitors to set up booths and participate in the golf tournament.
  - A discussion ensued about timing the dues from May to May or from July to July.
- f. Session Updates – Group Discussion
- John Markowski noted that the original presenter for the fraud session was not able to present but a substitute was lined up.
  - Purchasing noted that their sessions were fully arranged.
  - John Pfister asked if there was coordination between the general sessions and the section sessions. Doug Pindell responded that the professional development committee tried to coordinate these issues at the professional development day earlier in the fall.
- g. Potential Golf Conflict and Resolution – Nagel
- Some vendors were planning a golf tournament on Monday. President Nagel sent these vendors a letter noting that ASBO MD/DC wanted to discourage golf events during the sessions. These vendors eventually cancelled plans out of deference to the needs of the organization.
  - George Colburn noted that he would meet with these vendors to discuss alternatives for next year.
  - The Executive Director suggested that it be put in the vendor contract that any activities the vendors would want to plan would need to be coordinated through the exhibits committee.

**Motion: “To put language in the vendor contract to coordinate all activities with the exhibits committee” by John Cavanaugh, seconded by Charles Jenkins. The vote to approve was unanimous. There were no dissentions or abstentions.**

## VI. Reports

- a. Executive Director – Raucher
- Written report submitted.
  - Note the change in date for the Fall Conference from Friday 11/18/05 to Thursday 11/17/05.
  - The Executive Director’s contract has been renewed with an appropriate increase included.
- b. Other Reports
- President Nagel noted that based on the size of the organizations in neighboring states, he has found that the Maryland/DC organization compares favorably in the activities planned and implemented.
  - As a result of a visit to the New Jersey ASBO Conference, President Nagel asked Suzanne Jones to make Maryland Hospitality Baskets for our out-of-state guests.
  - The out-of-state guests are: Mr. and Mrs. George Perry, Executive Director, New York State ASBO; Mr. and Mrs. Brian Villiers, President, New York State ASBO; Mr. Jay Himes, Executive Director, PASBO; Mrs. Amy Swartz, President, PASBO; Mr. Mark Ritter, Past President, NJASBO; Mr. Tony DelSordi, Vice President, NJASBO.
  - John Cavanaugh suggested that officers visit states with county school systems.
  - Richard Gay was not deployed and will serve his term with ASBO.

- President Nagel thanked the group for all of the hard work that board members dedicated to the organization.

VII. Adjourn:

**Motion: “To adjourn the meeting” by George Colburn, seconded by Nancy Codner. The vote to approve was unanimous. There were no dissensions or abstentions.**

- President Nagel adjourned the meeting at 6:52 p.m. (EDST)

Documents submitted at this Board meeting:

- Agenda, May 22, 2005 Board Meeting (Milton Nagel)
- Minutes of the March 30, 2005 Board meeting (Les Douglas)
- Executive Director’s Report (Stephen Raucher)
- Housing Report (Ben Gittes)
- Scholarship Committee Report (Margaret Ellen Kalmanowicz)
- 2006 Budget Worksheet (Margaret Ellen Kalmanowicz)

Respectfully submitted: Les Douglas, Secretary 2004-2006 on September 8, 2005.

I hereby certify that the May 22, 2005 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the September 8, 2005 Board meeting.

Les Douglas, Secretary 2004-2006 \_\_\_\_\_