

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

**BOARD MEETING MINUTES
September 8, 2005**

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

Margaret Ellen Kalmanowicz, RSBO, President (Kent)
Rick Gay, President Elect, (Baltimore)
Milton Nagel, CPA, RSBA, Immediate Past President (Caroline)
George Colburn, Vice President (Baltimore County)
Dr. Stephen Raucher, RSBA, Executive Director (Montgomery)
Les Douglas, Secretary (Howard)
Ken Keith, Treasurer (Carroll)
John Cavanaugh, Director at Large (Johnson Controls, Inc.)
Chris South, Director at Large (Washington)
Erin Thornton, Section Director, Admin. & Fiscal (Caroline)
Sharon Norris, Asst. Section Director, Purchasing (St. Mary's)
Audrey Simpson, Asst. Section Director, Human Resources (Harford)
Douglas Pindell, Chairperson, Professional Development (Howard)
Shirley Stetser, Co-Chairperson, Spring Conference Arrangements Committee (Baltimore)
Jim Jewell, Chairperson, Workshops & Seminars (Harford)
Carolyn Nelson, Liaison (St. Mary's)
Steven Wilson, Liaison (Allegany)
Allen Gaddis III, RSBA, Chair-Constitution & Bylaws Committee (Emeritus)

- I. Welcome and Introductions: President Kalmanowicz
President Kalmanowicz called the meeting to order at 9:14 A.M. (EDST).
- a. Quorum was present
 - b. Voting member review. Those holding the following positions are eligible to vote: officers, directors at large, section directors, and ex officio members.
 - c. Introductions. Members introduced themselves.
- II. Approval of the Agenda: President Kalmanowicz.
President Kalmanowicz presented the agenda and requested approval.

Motion: “To approve the agenda” by Rick Gay, 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 May 22, 2005 and June 9, 2005 Board Meetings.

Motion: “To approve the minutes of the May 22, 2005 Board meeting” by Rick Gay, seconded by Jim Jewell. The vote to approve was unanimous. There were no dissentions or abstentions.

Motion: “To approve the minutes of the June 9, 2005 Board meeting” by Jim Jewell, seconded by Rick Gay. 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.

- a. The payroll forms are processed through Caroline County Public Schools.
- b. A discussion ensued about changing auditors. It was agreed that this discussion should wait until all of the current audits are completed.

V. Unfinished Business

- a. Spring Conference Report – Nancy Codner, Sharon Sleivecky, Shirley Stetser
 - The committee is looking into the possibility of using another major hotel as the primary location of the conference. The Princess has problems with the size of the public areas. It was noted that we receive a very favorable rate at the Princess. A discussion ensued about the pros and cons of changing the location.
 - The Executive Director questioned the price of exhibit booths. Currently booths are \$550. The Executive Director believes the market will sustain \$750. John Cavanaugh noted that most merchants would not feel negative about the increase until it was much higher than \$750.

Motion: “To raise the exhibit booth price to \$750” by John Cavanaugh, seconded by Jim Jewell.

- A discussion continued. John Cavanaugh noted that the exhibit time is considered very valuable for the vendors. Mr. Cavanaugh also noted that the change should be announced soon in that most vendors budget early.
- It was noted that the husband of Linda Summers, a long time vendor, passed away and a card should be sent by the association.
- John Cavanaugh noted that a portion of the increase could be used to study strategies for increasing traffic. This would show vendors that we are interested in their business.
- George Colburn noted that a strong effort was made this last year in having all exhibitors as members.

- John Cavanaugh raised the question of prime v. non-prime locations paying different fee.

Amended Motion: “To authorize the exhibits committee to raise the booth fee up to \$750 for regular booths with a premium of up to \$85 for premium locations” by Jim Jewell, seconded by Rick Gay. The vote to approve was unanimous. There were no dissentions or abstentions.

b. Past Treasurer – Nagel

- Past President Nagel confirmed that charges were brought against past treasurer Kirby. Auditors found additional suspicious activity in the amount of \$4600. The investigators found yet more suspicious activities.
- The states attorney is working for full restitution.
- Discussion ensued about further checks and balances. Past President Nagel requested that he be allowed to work with the financial committee to develop cash handling procedures.
- Allen Gaddis noted that for the last two years there have been checks that have gone uncashed.
- President Kalmanowicz directed Past President Nagel to work with the finance committee on this issue.
- A discussion ensued about sending a broadcast e-mail informing the membership of the steps that will be taken to ensure that these occurrences will not happen again.

c. November meeting date change. The date of the November Executive Board meeting has been changed from November 3 to November 1.

d. Leadership Meeting – Rick Gay

- Rick Gay will notify the board members of the date of the Leadership Conference in the late Spring/early Summer of 2006.

V. New Business

- a. Elect Transportation Section Director and Assistant Transportation Section Director – President Kalmanowicz.
- Dan Jones passed away in September. The Assistant Section Director, Dave Reeves, will move into the Section Director position.

Motion: “To appoint Barbara Scotto as the Assistant Section Director for the Transportation Section” by Milt Nagel, seconded by Jim Jewell. The vote to approve was unanimous. There were no dissentions or abstentions.

- Barbara Scotto will step into the role of Assistant Section Director subject to the approval of the Transportation Section in November.
 - Past President Nagel will take care of an appropriate show of condolence from the group to Dan Jones' family.
- b. Fall Conference
- Alan Heard will continue as committee chair.
 - The speaker for the Fall Conference will be Jeff Denton
- c. Constitution/By-Laws – Allen Gaddis

Motion: “To recommend that amendment #1 be approved by the Board and sent to the membership for a vote at the Fall Conference and that amendment #2 be approved by the Board” by Rick Gay, seconded by Doug Pindell. The vote to approve was unanimous. There were no dissensions or abstentions.

- The Executive Director recommended that the group look carefully at the Record Retention Policy in reference to disposing of old records. President Kalmanowicz directed Mr. Gaddis to draft the wording.

- d. Resolution – Loretta Savoy and George Colburn

Motion: “To approve the resolution to be presented to Mr. Martin at the Fall Conference” by Milt Nagel, seconded by Jim Jewell. The vote to approve was unanimous. There were no dissensions or abstentions.

- e. Strategic Plan Proposal – Rick Gay
- Mr. Gay presented the Strategic Plan document that was created in June. A discussion ensued as to how to act on the plan. Past President Nagel suggested that it should be incorporated into the agenda of a board meeting.

Motion: “To authorize the Executive Director to move forward on implementing the Strategic Plan” Doug Pindell, seconded by Milt Nagel. The vote to approve was unanimous. There were no dissensions or abstentions.

- f. Scholarship – Margaret Kalmanowicz
- President Kalmanowicz presented the question raised at the leadership conference that the scholarship program be better used as a continuing education program for members. A discussion ensued on the issue.

Motion: “To authorize the Scholarship Committee to examine the option of using the scholarship funds for continuing education for members and reporting the recommendations to the Board” Jim Jewell, seconded by Rick Gay. The vote to approve was unanimous. There were no dissensions or abstentions.

- The last review of the Scholarship section was 5 years ago and the last revision was in 1996.

VI. Reports

- a. Section Directors Reports
 - Admin. & Fiscal. The topics for the Fall Conference will be Legislative Audit Questions and Answers and IRS – Staying out of the Line of Fire.
 - Purchasing. The Purchasing Section plans to meet with John Lang at the State Department of Education to develop a session. Doug Pindell is working on a session on instructional services purchasing.
- b. Workshops/Seminars – Jim Jewell & Doug Pindell
 - Discussion ensued about potential topics. Benefit costs was suggested.
 - John Cavanaugh suggested that we go to the corporate sponsors for suggestions.
 - Past President Nagel noted that corporate members might have insight into topics where they hold expertise.
- c. Golf Tournament – Roger Daugherty & George Colburn
 - The current Sunday times are causing a hardship for exhibitors.
 - One goal is to get the tournament closer to Ocean City.
 - The awards will be given at the Sunday night mixer and not at the tournament site.
 - All parties are working towards a closer location and corporate sponsorships.
- d. Executive Director – Raucher
 - Written report submitted.

Motion: “To contribute \$1000 for the relief of hurricane victims to an organization to be determined by the Executive Director in consultation with ASBOI” by Jim Jewell, seconded by Rick Gay. The vote to approve was unanimous. There were no dissentions or abstentions.

- The following members will attend ASBOI: John Cavanaugh, Milton Nagel, Rick Gay, John Markowski, Fay Miller, Margaret Ellen and Thad Kalmanowicz, and Stephen Raucher.

VII. Adjourn:

Motion: “To adjourn the meeting” by Milt Nagel, seconded by George Colburn. The vote to approve was unanimous. There were no dissentions or abstentions.

- President Kalmanowicz adjourned the meeting at 11:55 p.m. (EDST)

Documents submitted at this Board meeting:

- Agenda, May 22, 2005 Board Meeting (Margaret Ellen Kalmanowicz)
- Minutes of the May 22 and June 9, 2005 Board meetings (Les Douglas)
- Executive Director’s Report (Stephen Raucher)

- ASBOI e-mail to Executive Director requesting hurricane relief (Stephen Raucher)
- Draft amendments to the Constitution/By-Laws – (Allen Gaddis)
- Resolution for Brad Martin – (Colburn)
- Meeting Schedule (Margaret Ellen Kalmanowicz)
- Notes from Leadership Meeting

Respectfully submitted: Les Douglas, Secretary 2004-2006 on November 1, 2005.

I hereby certify that the September 8, 2005 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the November 1, 2005 Board meeting.

Les Douglas, Secretary 2004-2006 _____