

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

BOARD MEETING MINUTES

March 1, 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, RSBS, President Elect (Baltimore County)
Nancy Codner, Vice President (Carroll)
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)
Cathy Burns, Assistant Section Director, Facilities (Baltimore County)
Don Kempel, Director, Facilities (JMT)
Joanne Lang, Assistant Section Director, Emeritus (Retired)
Allen Gaddis, Chair, Constitution and By-Laws (Retired)
Audrey Simpson, Section Director, Human Resources (Harford)
Shirley Stetser, Co-Chair, Conference Arrangement Committee (Retired)
Erin Thornton, Chair, Financial Oversight (Caroline)
Suzanne Jones, Section Director, Information Technology (Caroline)
John Cavanaugh, Member (Johnson Controls)

- I. Welcome: President Gay
President Gay called the meeting to order at 9:13 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 dissentions or abstentions.
- III. Approval of the Minutes: Secretary Nagel
Secretary Nagel presented the minutes of the January 4 Board meeting.
Motion: “To approve the minutes of the January 4 Board meeting” by Margaret Ellen Kalmanowicz, seconded by Don Kempel. 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 February 28, 2007 including the balance sheet and profit and loss budget vs. actual. Additional information attached in written report prepared by Treasurer Keith. In addition, Ken asked if we wanted to continue with the current auditing firm or look elsewhere. Group consensus was to continue with the current auditors, given the favorable fee structure and the time of the year. **Motion: "To extend the contract with the current auditors for an additional year" by Jim Jewell, seconded by Chris South. The vote to approve was unanimous. There were no dissentions or abstentions.**
- V. Executive Director's Report: Dr. Raucher submitted his written report, attached.
- VI. Old Business
- a. ASBO Centralized Bid/Contracts/Shopping Platform – President Gay reported that the platform is up and running with several counties piloting the site. We continue to work through some problems to make the site easier to use. Rick and Dr. Raucher are considering holding a focus group meeting, sometime later in March to review the shopping platform with those that have piloted the program.
 - b. Liaison Vacancies at Baltimore City – They currently have just one paid member, who signed up at the fall conference. Despite multiple attempts, we have not been successful in getting anyone to step up to accept the position.
 - c. By-law and Policy Changes to Re-align the Board of Directors and the Professional Development Committee with Section Directors and Assistant Directors – Rick Gay explained the rationale behind the proposed amendments. **Motion: "To approve the amendments to the constitution and bylaws" by Melvin Burley, seconded by Don Krempel. The vote to approve was unanimous. There were no dissentions or abstentions.** The changes to the job descriptions were shared for informational purposes only. It will be voted on following approval of the amendments to the constitution and bylaws.
 - d. Policy Recommendation for Investment Policy – **Motion: "To approve the policy for Investments" by Nancy Codner, seconded by Margaret Ellen Kalmanowicz. The vote to approve was unanimous. There were no dissentions or abstentions.**
 - e. Professional Development Curriculum – President Gay shared program currently being offered in other states, including Pennsylvania and the need to develop a curriculum here in Maryland. Informational item only with much discussion by the group.
 - f. Speaker Fee for HR session (\$600) – **Motion: "To allow the HR section to exceed their budget by \$200" by Jim Jewell, seconded by Ken Keith. The vote to approve was unanimous. There were no dissentions or abstentions.**
 - g. ASBOI Leadership Conference – Toronto – President Gay shared his thoughts on the success of the conference and encouraged members to attend the upcoming fall conference.
 - h. Formally appoint Rick Lippert as Assistant Section Director for IT. – **Motion: "To appoint Rick Lippert as Assistant Section Director for IT" by Suzanne Jones, seconded by Jim Jewell. The vote to approve was unanimous. There were no dissentions or abstentions.**

- i. Status of recovery from M&T Bank – Consensus of the group was to pursue recovery from M&T by turning the matter over to our attorney, Miles & Stockbridge. Direction was to attempt to retain attorney based on full recovery of approximately \$14,000 plus attorney fees.
- VII. New Business
- a. Naylor Proposal – Dr. Raucher reviewed the specifics of the proposal received from Naylor and the answers to the questions raised at the last Board meeting. The Board consensus was not to proceed with Naylor for fear that the advertising costs sought by them on our local vendors would potentially drive them away and harm our current good relationships. We will get a representative to attend a future executive committee meeting for further discussion. Current advertisers in the newsletter will be allowed to renew their contracts at current prices.
 - b. FY 2008 Budget Proposal – President elect George Colburn discussed his progress in developing next year’s budget. He did not distribute a proposed budget because it is not yet complete. The intent is to e-mail the proposed budget to the Board within the next two weeks.
 - c. ASBO Career Center – ASBOI is launching this new service.
- VIII. Reports
- a. Conference Arrangements
 - i. Exhibits – Cindy Reilly – The committee has sold about 110 of the available 180, which is ahead of last year. The committee is looking at ways to allow vendors at the current spring conference to reserve their space for the following year. Treasurer Keith was asked to explore getting an electronic credit card machine for the spring conference so that charges can be run at that time in order to expedite the process.
 - ii. Fall Conference After Action Report – Alan Heard – not present – no report
 - iii. Spring Conference – Shirley Stetser – Shirley Stetser reported that things are completed relative to the spring conference. The on-site food selection trip went well. The theme is wild, wild west. We will be having a different DJ on Tuesday at Phillips’. She shared the selected door prize, coffee mug, sponsored by Gilbert Architects. Shirley also shared that she would be stepping down following the spring conference and that she recommended Joanne Lang to follow her as the committee chair.
 - iv. Golf Tournament – Roger Daugherty – not present – Don Krempel reported that we have a contract with O.C. Golf Club with a 9 a.m. shotgun start. He is currently seeking sponsorships. The player fee will be \$55, up slightly from last year. The hole sponsorships will cover the additional costs associated with the course.
 - v. Keynote Speaker – Rick Gay – President Gay reported on the keynote for this year’s spring conference.
 - ii. Nominations – Margaret Ellen Kalmonowicz – Margaret Ellen reported on the slate of nominations for the upcoming election at the spring conference.

- iii. Scholarships – Margaret Ellen is diligently trying to reach Kathy Jackson to retrieve the materials from her so that the committee can meet and get information out to school systems.
- iv. General Sessions – John Markowski – Everything is ready to go.
- b. Awards – Scott Germaine –.Scott asked that any speaker changes subsequent to the newsletter need to be communicated to him. He also inquired about a 40 year of exhibiting recognition. President Gay and Scott will discuss further.
- 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 Legislative Update workshop.
- g. Emeritus – Alicia Hardisky – no report
- h. Administrative & Fiscal Programs – Beverly Jones - not present, no report
- i. Information Technology – Suzanne Jones – She reported that over nine entities have approached her about presenting at the Spring conference. She has arranged for the CIO group to meet during the Spring Conference on Monday morning. At her urging, there will also be a single day registration fee for the spring conference, so that members not able to attend the full conference can attend a single day.
- j. Human Resources – Audrey Simpson – Both sessions are scheduled and confirmed.
- k. Pupil Transportation – Barbara Scotto - not present, no report
- l. Purchasing – Melvin Burley – both sessions are confirmed.
- m. Safety, Security and Risk Management – Bob Benedetto – not present - no report
- n. School Facilities – Don Krempel – All sessions are set and ready to go.
- 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 Chris South .
The vote to approve was unanimous. There were no dissentions or abstentions.
Time of adjournment: 11:44 a.m. (EST)**

Documents submitted at this Board meeting:

- Agenda, March 1, 2007 (Rick Gay)
- Minutes of the January 4, 2007 Board Meeting (Milton Nagel)
- Minutes of the February 1, 2007 Executive Committee Minutes (Milton Nagel)
- Treasurer’s Report (Ken Keith)
- Investment Policy (Ken Keith)
- Executive Director’s Report (Dr. Raucher)
- Amendments to Constitution and Bylaws (Allen Gaddis)
- Amendments to the Job Descriptions (Allen Gaddis)

I hereby certify that the March 1, 2007 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the May 20, 2007 Board meeting.

Milton Nagel, Secretary _____