

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

BOARD MEETING MINUTES

September 5, 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 (Hartford)
Scott Germain, Vice President (Garrett County)
Rick Gay, Immediate Past President (Baltimore County)
Milton Nagel, CPA, RSBA, Secretary (Caroline)
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 (Hartford)
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)
Kathy Sanner, Acting Section Director, IT (Hartford)

- I. Welcome and Introductions: President Colburn
President Colburn called the meeting to order at 9:34 a.m. (EDST).
- II. Establish a Quorum:
Quorum: President Colburn established that a minimum of nine (9) voting members would constitute a quorum. A quorum was present.
- III. Approval of the Agenda: President Colburn
President Colburn presented the agenda and requested approval
Motion: “To approve the agenda” by Tom Leary, seconded by Rick Gay. The vote to approve was unanimous. There were no dissentions or abstentions.
Motion: “To amend the agenda to include additional items” by Pam Murphy, seconded by Mike Masczenski. The vote to approve was unanimous. There were no dissentions or abstentions.
- IV. Continuing Resolution: President Colburn
Motion: “To reaffirm all actions by the previous year” by Rick Gay, seconded by Pam Murphy. The vote to approve was unanimous. There were no dissentions or abstentions.
- V. Appointment of a Parliamentarian: President Colburn appointed Dr. Raucher to serve as the parliamentarian for the 2007-2008 year.
- VI. Approval of the Minutes: Secretary Nagel

Secretary Nagel presented the minutes of the May 20, 2007 Board meeting.

Motion: “To approve the minutes of the May 20 Board meetings” by Rick Gay, seconded by Tom Leary. The vote to approve was unanimous. There were no dissentions or abstentions.

VII. Treasurer’s Report: Treasurer Keith

President Colburn presented the treasurer’s report dated June 30, 2007 in the absence of Treasurer Keith including the balance sheet and profit and loss budget vs. actual. There was a lot of discussion about being able to more clearly see specific revenue line items compared to the complementary expense item. For instance, sponsorship revenue used to offset the cost of an item that shows being over budget. Some of these issues cannot be resolved due to the presentation limitations afforded by QuickBooks.

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

VIII. Executive Director’s Report: Dr. Raucher submitted his written report, attached.

There was significant discussion about the new contract with Naylor relative to the produce our annual directory. Scheduled mailing is January 31, 2008. The group discussed the suggestion to increase the fall conference registration fee by \$10. This was tabled until new business.

IX. Old Business

- a. ASBO Centralized Bid/Contracts/Shopping Platform Update – Rick Gay
The bids/contracts page is running fine with more and more LEA’s posting to the website. As of now, every LEA has access to the shopping platform. In addition, several private schools have utilized the shopping platform.
- b. Professional Development Curriculum Update – Rick Gay reported that this venture is moving forward with the first draft of the finance section promised from the writer by the end of September.

X. New Business

- a. Proposed Recommended Policy Change for Past Presidents (2nd Reading)
Motion: “To approve the proposed recommended policy change for Past Presidents” by Rick Gay, seconded by Joanne Lang. The vote to approve was unanimous. There were no dissentions or abstentions.
- b. Proposed Recommended Policy Change for Evaluation Committee for the Executive Director (2nd Reading)
Motion: “To approve the proposed recommended policy change for Evaluation Committee for the Executive Director” by Rick Gay, seconded by Pam Murphy. The vote to approve was unanimous. There were no dissentions or abstentions.
- c. Proposed Recommended Policy Change for CEASOM Board Members (2nd Reading)
Motion: “To approve the proposed recommended policy change for CEASOM Board Members” by Rick Gay, seconded by Pam Murphy. The vote to approve was unanimous. There were no dissentions or abstentions.
- d. Proposed Recommended Policy Change for Policy Setting (1st Reading)

Motion: “To approve the proposed recommended policy change for Policy Setting” by Joanne Lang, seconded by Rick Gay. The vote to approve was unanimous. There were no dissentions or abstentions.

- e. Proposed Amendment to the Job Descriptions.

Motion: “To approve the proposed recommended changes to the job descriptions” by Rick Gay, seconded by Pam Murphy. The vote to approve was unanimous. There were no dissentions or abstentions.

- f. FY 2008 Budget Amendments (2) – President Colburn

Motion: “To amend the FY08 budget to increase line item 88 by \$5,000” by Nancy Codner, seconded by Rick Gay. The vote to approve was unanimous. There were no dissentions or abstentions.

Motion: “To amend the FY08 budget to increase line item 93 from \$8,000 to \$20,000” by Rick Gay seconded by Tom Leary. The vote to approve was unanimous. There were no dissentions or abstentions.

- g. Section assignments for Directors-at-large: President Colburn announced the following section assignments for the Directors-at-large:

Tom Leary – Admin & Fiscal, Purchasing, Emeritus

James Fite – Human Resources, Information & Technology

John Lang – Transportation, Food Services

Charles Jenkins – Facilities, Safety and Security

- h. Representatives for CEASOM Invitational Conference – Dr. Raucher received enough volunteers for attendance at the upcoming conference.

- i. Announce standing committee chairs: President Colburn announced the following standing committee chairs:

Awards Chair - Sophie Hoover

Budget – Nancy Codner

CEASOM – John Markowski, George Colburn, Nancy Codner, Dr. Raucher

Conference Arrangements – Joanne Lange (Spring), Alan Heard (Fall)

Constitution & By-Laws (Allan Gaddis)

Financial Oversight – Erin Thornton

General Sessions – Vacant

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 M.

- j. Vacancies – Baltimore City Liaison; IT Section Director

Motion: “To appoint Jeff Parker as the Baltimore City liaison contingent upon approval by his Superintendent” by Pam Murphy, seconded by Rick

Gay. The vote to approve was unanimous. There were no dissensions or abstentions.

The group discussed the current IT section vacancies. We need to contact Greg Talley at MSDE to see who we can reach out to fill the current vacancies.

XI. Reports

- a. Fall Conference Arrangements – Alan Heard – not present. The group discussed the recommendation from the committee to raise the registration fee by \$10.
Motion: “To increase this fall conferences registration fee by \$5 and then another \$5 next year” by Milton Nagel, seconded by Tom Leary. The vote to approve was unanimous. There were no dissensions or abstentions.
- b. Constitution & Bylaws – Allen Gaddis – not present, no report
- c. Professional Development – Doug Pindell – not present, no report.
- d. Workshops and Seminars – Jim Jewell – not present, no report.
- e. Emeritus – Joanne Lang – guest speakers set for fall conference. They want to put together a program book to distribute to emeritus members. They also want to survey the members to find out what direction they want the section to go.
- f. Administrative & Fiscal Programs – Vicki Miller – no report.
- g. Information Technology – (vacant), no report
- 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.

XII. Additional Items

XIII. Adjourn

Motion: “To adjourn the meeting” by Rick Gay, seconded by Milton Nagel. The vote to approve was unanimous. There were no dissensions or abstentions. Time of adjournment: 12:15 p.m. (EST)

Documents submitted at this Board meeting:

- Agenda, September 5, 2007 (George Colburn)
- Minutes of the May 20, 2007 Board Meeting (Milton Nagel)
- Treasurer’s Report (Ken Keith)
- Executive Director’s Report (Dr. Raucher)
- Proposed Policy Changes (Alan Gaddis)

I hereby certify that the September 5, 2007 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the November 7, 2007 Board meeting.

Milton Nagel, Secretary _____