



**ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL**

AGENDA

Board of Directors Meeting

January 24, 2018 | 4:00 p.m. | Telephone Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda

Discussion/Action Items

- Eagle Institute – Future Meeting Locations
- Committee Vacancies
- Legal Services RFP
- Cuba Trip Wrap-Up and Final Thoughts

Routine Board Business

- Announcements (AEDG, International, President, Executive Director)
- Comments
- Adjournment



AGENDA

Board Work Session

February 7, 2018 | 8:30 a.m. | Austin Hilton | Austin, TX

Executive Session (8:30 a.m. – 12:00 p.m.)

- **Goals**
- **Evaluation Instrument**
- **Contract**

Break (10:30 a.m. – 10:45 a.m.)

- **Goal Review with Executive Director**
(10:45 a.m. – 12:00 p.m.)

Lunch (12:00 p.m. – 1:00 p.m.)

Discussion Items (1:00 p.m. – 5:00 p.m.)

- **Volunteer Model Review**
(1:00 p.m. – 1:30 p.m.)
- **Discussion on Policy Review Process and Priorities**
(1:30 p.m. – 2:00 p.m.)
- **Strategic Plan Review & Discussion of Process for Plan Renewal**
(2:00 p.m. – 2:30 p.m.)

Break (2:30 p.m. – 2:45 p.m.)

- **Board Activities**
(2:45 p.m. – 4:00 p.m.)
 - Future Meetings
 - CEO Symposium
 - AEDG Meeting
 - International Travel
- **Other Items**
(4:00 p.m. – 5:00 p.m.)
 - Visitation Schedule
 - Legal Services RFP
 - Board Committees
 - Other



AGENDA

Board Meeting

February 8, 2018 | 9:00 a.m. | Austin Hilton | Austin, TX

Welcome (9:00 a.m. – 9:30 a.m.)

- **Call to Order**
- **Roll Call**
- **Introductions and Ice Breakers**
- **Approval of Agenda and Consent Agenda Items**
 - December 11, 2017 Board of Directors Minutes
 - January 11, 2018 Executive Committee Minutes
 - January 24, 2018 Board of Directors Minutes

Discussion and Action Items

- **Bylaws Update (9:30 a.m. – 10:00 a.m.)**
Bert Huszcza and Terrie Simmons
ACTION ITEM: Motion to approve an amendment to the Bylaws for presentation to the general membership.
- **Committee Vacancies Review (10:00 a.m. – 10:15 a.m.)**
ACTION ITEM: Motion to approve appointments to fill committee vacancies.

Break (10:15 a.m. – 10:30 a.m.)

- **Future Annual Meeting Location Presentation (10:30 a.m. – 12:00 p.m.)**
Sabrina Soto and Robin Hayes
POTENTIAL ACTION ITEM: Motion concerning meeting locations for 2021 and 2022.

Lunch (12:00 p.m. – 12:30 p.m.)

- **Budget Review and Discussion (12:30 p.m. – 1:25 p.m.)**
POTENTIAL ACTION ITEM: Motion to approve the FY2019 Budget.
- **Policy Committee Update (1:25 p.m. – 1:50 p.m.)**
Tom Wohlleber
ACTION ITEM: Motion to approve the revised policy on the President's budget.

Break (1:50 p.m. – 2:00 p.m.)

- **Volunteer Model Review and Discussion (2:00 p.m. – 2:40 p.m.)**
POTENTIAL ACTION ITEM: Motion concerning any revisions to the current program.

Routine Board Business and Adjournment (2:40 p.m. – 3:55 p.m.)

- **President's Report (2:40 p.m. – 3:00 p.m.)**

Chuck Peterson

- Board Goals
- Future Board Activities
- Annual Visitation Schedule
- Legal Services RFP
- Other

- **Executive Director's Report (3:00 p.m. – 3:20 p.m.)**

John Musso

- Review and Signing of Yearly Board Documents
 - Conflict of Interest /Disclosure Form
 - Antitrust Guidelines
 - Reasonable Effort Form
 - Board Code of Conduct
- ASBO Building Update
- Review of 2018 ELF Schedule
- Other

- **AEDG Representative Report (3:20 p.m. – 3:30 p.m.)**

Angie Peterman

- **International Representatives Report (3:30 p.m. – 3:40 p.m.)**

Aubrey Kirkpatrick and Karen Starr

- **Comments/Items from Board Members (3:40 p.m. – 4:00 p.m.)**

Adjournment (4:00 p.m.)



AGENDA

Board of Directors Meeting

March 15, 2018 | 4:00 p.m. | Telephone Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - Board of Directors Work Session Minutes – February 7, 2018
 - Board of Directors Meeting Minutes – February 8, 2018

Discussion/Action Items

- Staff Salary Increase – Approval
 - **ACTION ITEM:** Motion to approve a 2% raise to ASBO staff effective 4/1/18 according to the schedule provided to the Board by Executive Director Musso.
- Limited Purposed Audit – Approval
 - **ACTION ITEM:** Motion to authorize a Limited Purpose Audit to assess internal controls and proper alignment of bylaws, policies and procedures at a cost not-to-exceed \$18,500. At least two quotes will be secured and reviewed by the Finance Committee. This service will aid in providing direction in the Board's goal of a comprehensive review and revision of board policy and to ensure that the Association is using best practice in the administration of internal controls.
- Policy Manual – 2nd Reading and Approval
 - **ACTION ITEM:** Motion to approve the second and final reading of the 2018 Policy Manual.
- President's Cup Tournament at AM&E
 - Jim Rowan has organized a golf tournament in conjunction with AM&E. He has requested that ASBO International supply a bus for transportation to and from the event.
 - **ACTION ITEM:** Motion to approve Jim Rowan's request.
- Responses Received for Annual Meeting 2021/2022 Locations – Discussion
 - AEDG Survey Review
- Future locations for ELF and Eagle – Discussion

- Deakin University Conference Attendance
 - Deakin University in Melbourne, Australia invited Chuck Peterson to be a Keynote Speaker at their annual conference. Tony Dragona did not get this opportunity last year due to the timing of filling the vacancy in the board president's position. Deakin will cover Chuck Peterson's airfare and hotel accommodations.
 - **ACTION ITEM:** Motion to authorize Tony Dragona and Chuck Peterson to attend the Deakin University Conference in Melbourne, Australia on November 9, 2018.
- Legislative Advisory Committee Appointments – Discussion

Routine Board Business

- President's Report
 - Legal Services RFP Update
 - The committee will be interviewing four firms on April 20, 2018. Our April conference call is scheduled for April 19. We will need to reschedule our April meeting or call a special meeting to appoint legal counsel.
 - AEDG Meeting Colorado Springs Update
- Executive Director's Report
 - Building Updates
- Finance Committee Report
- AEDG Report
- International Representatives Report
- Items from Board Members

Executive Session

There will be an Executive Session for the elected board members prior to adjournment.

Adjournment



AGENDA

Board of Directors Meeting

March 26, 2018 | 2:30 p.m. | Telephone Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda

Action Items

- **Purchase of New ASBO Headquarters Building and Execution of Related Papers**

MOTION: Motion to authorize the purchase of real property located at 44790 Maynard Square, Ashburn, Virginia, 20147 in Loudoun County, Virginia, to house the ASBO headquarters. Specifically, condominium units 200, 220, and 290 having a combined usable area of 5,766 square feet, located in Building 1 of Marblehead Office Park A Condominium located at 44790 Maynard Square, Ashburn, VA 20147 in Loudoun County Virginia. The purchase price including buildout is \$1,758,630.00. A portion of said price will be offset by the proceeds of the sale of the existing headquarters in the amount of \$935,000.00. Financing arrangements will be considered by the Board at a later date.

And, to authorize Charles Peterson, President, and John Musso, Executive Director, to execute the Purchase Sales Agreement (PSA) of the aforementioned property and to take whatever action is deemed necessary to ensure the reasonable and proper execution of the purchase agreement and other documents for the purchase of this asset.

Adjournment



AGENDA

Board of Directors Meeting

April 25, 2018 | 4:00 p.m. | Telephone Conference Call

Welcome and Opening Business Items

- **Call to Order**
- **Roll Call**
- **Simultaneous Approval of Agenda and Consent Agenda**
 - Board of Directors Meeting Minutes – March 15, 2018 **ATTACHMENT A**
 - Board of Directors Meeting Minutes – March 26, 2018 **ATTACHMENT B**

Discussion/Action Items

- **President's Cup Tournament at AM&E**

Jim Rowan has organized a golf tournament in conjunction with AM&E. He has requested that ASBO International supply a bus for transportation to and from the event. This motion was tabled at the March 15, 2018 meeting because the board wanted to know the cost of providing the service. Rowan has secured a proposal to provide the transportation at a cost of \$1,117.00.

- **ACTION ITEM:** Motion to authorize ASBO International to contribute \$1,117.00 to provide transportation to and from the President's Cup Tournament at the 2018 AM&E.

- **Board Policies**

- **ACTION ITEM:** Motion to approve the 2nd and final reading of revisions to Policy IV (J) – Expenses for the President that adds \$30,000 for an all-attendee value-added event at the Annual Meeting. **ATTACHMENT C**
- **ACTION ITEM:** Motion to approve the 2nd and final reading of revisions to Policy VI (E) – Continuing Education Programs that updates the SFO contact hours and CPE and CAE credit descriptions. **ATTACHMENT D**
- **ACTION ITEM:** Motion to approve the first reading of revisions to Policy II (R ii) – Confidentiality that updates and improves the language surrounding confidentiality. **ATTACHMENT E**

- **Executive Leadership Forum – Future Locations** **ATTACHMENTS F and G**

Sabrina Soto will review the attached document concerning potential future locations for ELF. She would like to have the board determine four or five preferred locations so that an RFP can be issued. We will discuss a process to determine the board's preference. There may or may not be an action item.

- **Content Area Leaders – Accounting, Auditing, and Budgeting Vacancy** ATTACHMENT H
 - **ACTION ITEM:** To approve asking Melissa Fettkether to be the new Accounting, Auditing, and Budgeting content area leader.
- **International Representative Reimbursement Language - Approval**
 - **ACTION ITEM:** To authorize a combined reimbursement total of \$4,000 (US) for the two international representatives so that if one's travel exceeds \$2,000, the remainder, if any, of the other's \$2,000 can be applied to the first.
- **Committee Assignments**
 - **ACTION ITEM:** Motion to appoint Molly McGee Hewitt, CEO & Executive Director of California ASBO, to one of the two vacant AEDG chairs on ASBO's Legislative Advisory Committee.
- **Legal Counsel**

The selection committee is interviewing the law firms on Friday, April 20, 2018. The recommended action item will be sent to the board following the interviews.

 - **ACTION ITEM:** Motion to appoint the firm of Fox Rothschild, LLP, to serve as the legal counsel for ASBO International beginning May 1, 2018.
- **Update & Discussion on Affiliate Visitation Improvement Initiative**

Routine Board Business

- **President's Report**
 - Limited Purpose Audit
 - Update on the June AEDG meeting and board meeting
- **Executive Director's Report**
 - Headquarters Update
 - U.S. Communities Update
- **Finance Committee Report**
- **AEDG Report**
- **International Representatives Report**
 - Karen Starr will report about ASBO's Editorial Advisory Committee discussions and international developments.
 - Aubrey Kirkpatrick will highlight some hot button issues that are occurring in provinces across Canada that were discussed at the CANASBO meeting.
- **Items from Board Members**

Adjournment



AGENDA

Board of Directors Meeting

May 17, 2018 | 4:00 p.m. | Telephone Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Simultaneous Approval of Agenda and Consent Agenda
 - Board of Directors Meeting Minutes – April 25, 2018 ATTACHMENT A

Discussion/Action Items

- Eagle Institute 2019 ATTACHMENT B
The group will review the attached document concerning potential future locations for the 2019 Eagle Institute. The goal is to have the board select a location and authorize staff to move forward with booking the hotel.

ACTION ITEM: Motion to authorize staff to move forward with booking the hotel for the 2019 Eagle Institute to be held in _____.
- Board Policy ATTACHMENTS C and D

ACTION ITEM: Motion to approve the second and final reading of revisions to Policy II (R ii) – Confidentiality that updates and improves the language surrounding confidentiality.

ACTION ITEM: Motion to approve the first reading of revisions to Policy III (K ii) – Procurement Process and Contract Approval/Reporting that updates and clarifies the process surrounding contracts.
- Legislative Beliefs 2018 ATTACHMENT E
The Legislative Advisory Committee met recently to review and update ASBO's Legislative Beliefs statement.

ACTION ITEM: Motion to adopt the 2018 Legislative Beliefs Statement.

Routine Board Business

- President's Report

- **Executive Director's Report**
- **AEDG Report**
- **International Representatives Report**
- **Items from Board Members**

Adjournment



ASSOCIATION OF
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AGENDA

Board of Directors Meeting

June 20, 2018 | Colorado Springs, CO

Welcome and Opening Business Items

- **Call to Order**
- **Roll Call**
- **Simultaneous Approval of Agenda and Consent Agenda**
 - Board of Directors Meeting Minutes – May 17, 2018 (ATTACHMENT A)
 - Board of Directors Meeting Minutes – May 22, 2018 (ATTACHMENT B)

Discussion/Action Items

- **Board Policy (ATTACHMENT C)**
ACTION ITEM: Motion to approve the second and final reading of revisions to Policy III (K ii) – Procurement Process and Contract Approval/Reporting that updates and clarifies the process surrounding contracts.
- **COE Advisory Committee Vacancies (ATTACHMENT D)**
ACTION ITEM: Motion to appoint Tim Yetter of Virginia as the new chair and Kelly Benusa of Minnesota as the vice chair of the COE Advisory Committee as recommended by the current chair, Brian DeLucia, and to approve staff to move forward with determining interest for filling the three general committee membership vacancies using the guidelines laid out in the 2018 Committees Policies and Procedures document.
- **Legislative Advisory Committee Appointment**
ACTION ITEM: Motion to approve David Lewis as an Affiliate Executive Directors Group representative to the Legislative Advisory Committee.
- **Strategic Partnership Contract Renewals**
ACTION ITEM: Motion to authorize staff to renew the three-year strategic partnership contract with Virco.
- **Banking Resolution for Depository Services**
ACTION ITEM: Motion to approve the banking/depository services resolution as reviewed, presented, and detailed at the work session.

- **Banking Resolution for Depository Services**

ACTION ITEM: Motion to approve a loan in order to secure the new ASBO Headquarters Office as reviewed, presented, and detailed at the work session.

- **Review of the Current Strategic Plan and Discussion on Next Steps and Timeframe for the Next Plan**
(ATTACHMENTS E and F)
- **Eagle Institute 2019 Discussion**
- **2021 and 2022 Annual Meetings Discussion**
- **Visitation Process Update**

Routine Board Business

- **President's Report**
- **Executive Director's Report**
- **Items from Board Members**

Adjournment

AGENDA

Board of Directors Meeting

July 16, 2018 | 4:00 p.m. | Telephone Conference Call

Welcome and Opening Business Items

- **Call to Order**
- **Roll Call**
- **Simultaneous Approval of Agenda and Consent Agenda**
 - Board of Directors Executive Session Minutes – June 19, 2018
 - Board of Directors Meeting Minutes – June 20, 2018
 - Board of Directors Executive Session Minutes – June 26, 2018

Discussion/Action Items

- **Contracts for Approval**
 - **Meeting Management Services**

Contract with Netronix Cooperation of Illinois for attendee credit tracking, session proposal submissions, speaker management, mobile app, exhibit sales and management, and onsite registration for Executive Leadership Forum 2019, Eagle Institute 2019, and Annual Meeting & Expo 2019 pending final approval of legal counsel.
 - **Printing and Proofing Service**

Contracts with Communications by George, LLC, of Purcellville, VA, for proofing and editing of ASBO International publications, including *School Business Affairs*, and communications for the period of July 1, 2018 through June 30, 2019.
 - **Annual Meeting and Expo**

Contract with Hilton Milwaukee City Center and Hyatt Regency Milwaukee for the Annual Meeting & Expo to be held October 13 – 16, 2021.

Contract with Hyatt Regency Portland, Doubletree by Hilton, and Duniway Portland for the Annual Meeting & Expo to be held September 14 – 17, 2022.

Contract with Courtyard Portland for the Annual Meeting & Expo to be held September 14 – 17, 2022 pending final approval of legal counsel.

- **Eagle Institute**

Contract with the Thayer Hotel at West Point for the Eagle Institute to be held July 16 – 19, 2019 pending final approval of legal counsel.

- **Event Partner**

Contract with Sodexo Operations LLC, of Gaithersburg, MD, to be an Event Partner for the 2018 Annual Meeting & Expo.

- **Printer/Copier**

Contract with Commonwealth Digital Solutions of Sterling, VA, for a three-year lease of a Konica-Minolta printer/copier for ASBO Headquarters.

[ACTION ITEM:](#) Motion to approve the above listed contracts.

- **Executive Session**

[ACTION ITEM:](#) Motion to adjourn to Executive Session for the purpose of consulting with legal counsel.

Routine Board Business

- **President's Report**

- Building Closing
- Strategic Partner Contracts – AXA, Office Depot, and VALIC
- Exhibitor Request
- August Board Meeting

- **Executive Director's Report**

- **AEDG Report**

- **International Representatives' Report**

- **Board Member Reports**

Adjournment



AGENDA

Board of Directors Meeting

August 9, 2018 | Ashburn, VA

Welcome and Opening Business Item

- Call to Order
- Roll Call
- Simultaneous Approval of Agenda and Consent Agenda
 - Board of Directors Meeting Minutes – July 16, 2018 (**ATTACHMENT A**)

Discussion/Action Items

- **FY18 Audit Presentation (to be sent under separate cover)**
ACTION ITEM: Motion to accept the FY18 audit as presented.
- **Executive Leadership Forum (ATTACHMENT B)**
Discussion on the locations for the 2020 and 2021 Executive Leadership Forums
ACTION ITEM: Motion to authorize staff to move forward with contract negotiations for the Executive Leadership Forum for 2020 in _____ and 2021 in _____.

Discussion on the location of the 2022 Executive Leadership Forum
- **MBA and COE Advisory Committee Vacancies (ATTACHMENTS C & D)**
ACTION ITEM: Motion to appoint Derek Jess and Jeremie Hittle as members of the COE Advisory Committee effective January 1, 2019.

ACTION ITEM: Motion to appoint Lisa Bracken as member of the MBA Advisory Committee effective January 1, 2019.
- **Government Accounting Standards Advisory Council (GASAC) (ATTACHMENT E)**
The following is contained in board policy:

The Governmental Accounting Standards Board's (GASB) mission is to establish and improve standards of state and local governmental accounting and financial reporting. ASBO is a contributing member of GASB and has a representative on their Governmental Accounting Standards Advisory Committee (GASAC). The ASBO member is appointed by the Board as requested by GASB to serve in accordance with the GASAC terms of service. That representative's

duties are to attend GASAC committee meetings and to keep the ASBO Headquarters' staff, Certificate of Excellence Coordinator, and Research Committees apprised of the most current governmental accounting standards and GASAC/GASB activities.
(Internal Board Policy adopted: 10/91 and amended: 8/05)

Mark Pepera is the current ASBO representative on the GASAC. Pepera is completing his second two-year term. The deadline to notify GASAC of the ASBO representative for the next two years is September 21, 2018.

ACTION ITEM: Motion to appoint _____ as the ASBO representative on GASAC for a two-year term.

- **2019 Annual Meeting and Expo Registration Rates**
Presentation and discussion concerning the 2019 AM&E registration rates.
- **New Board Orientation (ATTACHMENT F)**
Proposed program review and discussion.

CONTRACTS

- **AM&E General Services Contract**
Review of the RFP results and authorize staff to finalize a three-year contract for future AM&E audio visual and decorator contract services.
- **AASA Memorandum of Understanding (MOU)**
Review the MOU for services rendered from July 1, 2018 to June 30, 2019 with AASA that encompasses the advocacy work and consultation provided by Noelle Ellerson Ng for and on behalf of ASBO International, as well as the monetary contribution ASBO International makes toward the cost of the joint Legislative Conference.
- **2019 Executive Leadership Forum All-Attendee Team Building Contract**
Review of proposed all-attendee team building activity with Play with a Purpose for 2019 Executive Leadership Forum.

ACTION ITEM: Motion to approve the contracts as presented.

Routine Board Business

- **President's Report**
 - AM&E Opening Exercises
 - President's Dinner
- **Executive Director's Report**
- **Affiliate Executive Directors' Report**
- **International Representatives' Report**
 - Discussion on dues rates for international members as a way to increase international participation

- **Board Member Reports**
 - Tom Wohlleber – Legislative Advocacy Conference
- **Staff Reports**
 - AM&E Schedule & Logistics
 - Potential New Zealand Affiliation
 - Feedback on Board Visitations
- **General Comments**

Adjournment



AGENDA

Board of Directors Meeting

September 20, 2018 | Gaylord Palms | Kissimmee, FL

Welcome and Opening Business Item

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - Board of Directors Meeting Minutes – August 7, 2018 (**ATTACHMENT A**)
 - OFFICIAL RATIFICATION:
 - Annual Meeting Program Committee Vacancy (**ATTACHMENT B**)
 - Janipro Inc. Contract (**ATTACHMENT C**)

[ACTION ITEM](#): Motion to approve the agenda and the consent agenda.

Action Items

- FY18 Audit Presentation (**ATTACHMENT D**)
[ACTION ITEM](#): Motion to accept the FY18 audit as presented.
- FY19 May and June Financial Report Presentation (**ATTACHMENT E**)
[ACTION ITEM](#): Motion to accept the FY19 May and June financial reports as presented.
- 2019 AM&E Exhibits Pricing and Registration Fees (**ATTACHMENT F**)
[ACTION ITEM](#): Motion to approve the registration fee and exhibit fee increase.
- Emerging Leaders Scholarship
[ACTION ITEM](#): Motion to authorize continuation of program and continuation of funding to the program in 2019 until a new sponsor is identified.
- Contracts
 - Early Morning Media (new *School Business Daily* provider) (**ATTACHMENT G**)
 - Event Partner Renewals:
 - Public Trust Advisor Event Partner Contract for 2019
 - Tyler Tech Contract for 2019

[ACTION ITEM](#): Motion to approve the contracts as presented.

Discussion Items

- **Strategic Plan Review**
- **ASBO Director of Finance**
- **Future Eagle Institute Locations**
- **Future AM&E Locations**
- **Board Policy Review – Next Steps**

Routine Board Business

- **President's Report**
 - Status of the investment of funds received from U.S. Communities
 - Committee to evaluate the feasibility of an educational visit to Singapore
 - Update on PASBO visit to ASBO Headquarters
 - Nashville Gaylord
 - Additional Bylaws amendments
- **Affiliate Executive Directors' Report**
- **International Representatives' Report**
- **Board Member Reports**
- **General Comments**

Adjournment

AGENDA

Board of Directors Meeting

October 18, 2018 | 4:00 p.m. | Telephone Conference Call

Welcome and Opening Business Items

- **Call to Order**
- **Roll Call**
- **Approval of Agenda and Consent Agenda**
 - Executive Committee Meeting Minutes – September 20, 2018 (**ATTACHMENT A**)
 - Board of Directors Meeting Minutes – September 20, 2018 (**ATTACHMENT B**)
 - FY19 July Financial Statement (**to be sent later**)

ACTION ITEM: Motion to approve the agenda and the consent agenda.

Action Items

- **Contracts:**
 - Carter Publishing Studio Proposed Contract – 2019 SBA and SBL (**ATTACHMENT C**)
- ACTION ITEM:** Motion to approve the Carter Publishing Studio contract.

Discussion Items

- **Strategic Plan Update**
- **Visitation Process Update**
- **Foundation for the Improvement of Public Services (*formerly U.S. Communities Foundation*) Update**
- **Potential Affiliations – New Zealand**

Routine Board Business

- **President's Report**
- **AEDG Representatives' Report**
- **International Representatives' Report**
- **Finance Committee Report**
- **Staff Report**
- **Board Members' Reports**
- **General Comments**

Executive Session

- **Personnel**

Adjournment



Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - Board of Directors Meeting Minutes – October 18, 2018 (**ATTACHMENT A**)
 - Board of Directors Meeting Minutes – October 29, 2018 (**ATTACHMENT B**)
 - FY19 August Financial Statement (**ATTACHMENT C**)
 - Contracts to Ratify: (**distributed previously**)
 - 2020 Hyatt Regency New Orleans Contract
 - 2021 Hyatt Regency San Antonio Contract
 - Marathon Realty Group, Inc., Listing Agreement
 - Ariane de Bonvoisin (2019 Annual Conference Speaker) Agreement
 - Mark Eaton (2019 Annual Conference Speaker) Agreement

ACTION ITEM: Motion to approve the agenda and the consent agenda.

Action Items

- American Fidelity Platform

ACTION ITEM: Motion to approve American Fidelity change from their current sponsorship of Annual Meeting Workshops to sponsorship of the Certificate of Excellence program and in doing so to restart their three-year contract.

- Contracts:
 - Anna Billman Contract – Writer (**ATTACHMENT D**)
 - Fern Contract – General Service Contractor for the Annual Conferences (**ATTACHMENTS E & F**)

**Note: The contract has been reviewed by Fox Rothschild but is pending acceptance by the vendor.*

ACTION ITEM: Motion to approve the Fern contract to be the general service contractor for the 2019-2021 Annual Conferences and the Anna Billman contract.

- Content Area Leader Position to be Filled (**ATTACHMENT G**)

ACTION ITEM: Motion to approve Sara Paul as the Content Area Leader for Sustainability effective January 1, 2019.

- MBA, Pathway to the MBA, and COE Registration Fees (**ATTACHMENT H**)

ACTION ITEM: Motion to approve a registration fee increase for MBA (2%), Pathway to the MBA (1%), and COE (2%) in 2019.

- **Strategic Plan Metrics (attachment to follow)**

POTENTIAL ACTION ITEM: Motion to approve the metrics related to the Strategic Plan.

- **Executive Director Search**

ACTION ITEM: Motion to utilize the American Society for Association Executives (ASAE) Executive Recruitment Services to search for a candidate for the executive director vacancy.

- **School Executive Officers Association (New Zealand) Affiliation Agreement (ATTACHMENT I**)**

***Note: The agreement is with Fox Rothschild for review.*

ACTION ITEM: Motion to approve affiliating with the New Zealand School Executive Officers Association.

Discussion Items

No items for discussion.

Updates and Report Outs

- **President's Report**
 - Audit RFP
- **AEDG Representatives' Report**
- **International Representatives' Report**
- **Staff Report**
- **Board Members' Reports**
- **General Comments**

Adjournment



ASSOCIATION OF
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AGENDA

Board of Directors Meeting

December 17, 2018 | 7:00 p.m. | Telephone Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call

ACTION ITEM: Motion to adjourn to executive session.

Executive Session

- Other

ACTION ITEM: Motion to resume to regular session.

Adjournment

ACTION ITEM: Motion to adjourn meeting.