



AGENDA

BOARD OF DIRECTORS MEETING

January 24, 2019 | 3:00 p.m. | Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - November 20, 2018 Board Meeting Minutes (**ATTACHMENT A**)
 - December 17, 2018 Executive Session Minutes (**ATTACHMENT B**)
 - FY19 September Financial Statement (**ATTACHMENT C**)
 - Legislative Advisory Committee Legal/Legislative Expert Re-Appointment (**ATTACHMENT D**)
 - Contracts
 - Westin Savannah Harbor
 - Milwaukee Convention Center (*pending legal review*)
 - Portland Convention Center (*pending legal review*)
 - Thayer Leadership Development Group (*pending legal review*)
 - Diamond6 Leadership & Strategy (*contract pending*)
 - Authorization to Enter into Agreements with Prospective Corporate Partners:
 - Aflac
 - Aramark
 - BMO Financial Group
 - Canon
 - Forecast5
 - Sodexo
 - Staples

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

Action Items

- New Zealand Affiliation Agreement (**ATTACHMENT E**)

ACTION ITEM: Motion to approve the New Zealand Affiliation Agreement.

Discussion Items

- 2020 Eagle Institute Location (*attachment to follow*)

Reports & Updates

- President's Report
- Board Member Reports
- Auditor Selection Update - Chuck Peterson
- Policy Committee Update - Claire Hertz
- Affiliate Executive Directors' Report
- International Representatives' Report

- Committee Board Liaison Reports (*if applicable*)
- Staff Reports
- Future Meeting Agenda Items

ACTION ITEM: Motion to go into executive session.

Executive Session

- Executive Director Search Timeline and Interview Process

ACTION ITEM: Motion to resume regular session.

Adjournment

ACTION ITEM: Motion to adjourn.



AGENDA

BOARD OF DIRECTORS MEETING

February 13, 2019 | Westin Gaslamp District | San Diego, CA

Welcome

- Call to Order
- Roll Call

ACTION ITEM: Motion to go into executive session.

Executive Session

- Executive Director Candidates

ACTION ITEM: Motion to resume regular session.

Adjournment

ACTION ITEM: Motion to adjourn.



February 14, 2019 | Westin Gaslamp District | San Diego, CA

Welcome

- Call to Order
- Roll Call

ACTION ITEM: Motion to go into executive session.

Executive Session

- Financial Sustainability of the Association
- Executive Director Candidates
- Executive Director Contract Parameters

ACTION ITEM: Motion to resume regular session.

Opening Business Items

- Approval of Agenda and Consent Agenda
 - January 24, 2019 Board Meeting Minutes (**ATTACHMENT A**)
 - FY19 October Financial Statement (**ATTACHMENT B – to follow**)
 - Contracts
 - Freeman
 - Higher Logic
 - YGS pending (pending legal review)

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

Action Items

- Legislative Advisory Committee Member Appointments (**ATTACHMENT C**)

ACTION ITEM: Motion to appoint _____ as a practitioner member of the Legislative Advisory Committee effective immediately with a term ending December 31, 2021.

- FY2020 Budget Approval (**ATTACHMENT D**)

ACTION ITEM: Motion to approve the FY2020 Budget at the adoption level.

- Auditor Recommendation from the Finance Committee

ACTION ITEM: Motion to appoint _____ as the ASBO International auditor firm and enter into a three-year contract.

Discussion Items

- Affiliate Visitations
- 2019 Committee Manual (*ATTACHMENT E – to follow*)

Reports & Updates

- President's Report
- Board Member Reports
- Affiliate Executive Directors' Report
- International Representatives' Report
- Staff Reports
- Future Meeting Agenda Items

Adjournment

ACTION ITEM: Motion to adjourn.



AGENDA

BOARD OF DIRECTORS MEETING

March 4, 2019 | 10:30 a.m. EST, 9:30 a.m. CST, 8:30 a.m. MST, 7:30 a.m. PST

Conference Call

Toll-Free 866.270.7427

Conference code 7306551 (followed by the # sign)

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda

ACTION ITEM: Motion to approve the agenda.

Action Items

- Legislative Advisory Committee Vacancies (ATTACHMENT A)

ACTION ITEM: Motion to appoint Karen Smith as the vice chair of the Legislative Advocacy Committee effective immediately until her term ends on December 31, 2020 and to appoint Ryan Stechschulte as a practitioner member of the Legislative Advisory Committee effective immediately with a term ending December 31, 2021.

ACTION ITEM: Motion to go into executive session.

Executive Session

- Discuss Executive Director Employment Agreement

ACTION ITEM: Motion to resume regular session.

Action Items

- Executive Director Employment Agreement

ACTION ITEM: Motion to approve the Employment Agreement with David Lewis to serve as the Executive Director of ASBO International.

Adjournment

ACTION ITEM: Motion to adjourn.



AGENDA

BOARD OF DIRECTORS MEETING

March 18, 2019 | 3:30 p.m. | Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda

ACTION ITEM: Motion to approve the agenda.

Action Items

- **Loudoun County Tax Exemption Application (ATTACHMENT A)**
ASBO International would like to apply for tax exemption as a non-profit for Loudoun County property taxes. Board authorization is required per item 15i in the application. The application deadline is April 1st.

ACTION ITEM: Motion to authorize _____ to sign and submit the tax exemption application for Loudoun County.

Adjournment

ACTION ITEM: Motion to adjourn.



AGENDA

BOARD OF DIRECTORS MEETING

March 21, 2019 | 3:00 p.m. | Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - February 13, 2019 Board Meeting Minutes (ATTACHMENT A)
 - February 14, 2019 Executive Committee Meeting Minutes (ATTACHMENT B)
 - February 14, 2019 Board Meeting Minutes (ATTACHMENT C)
 - March 4, 2019 Executive Session Meeting Minutes (ATTACHMENT D)
 - March 18, 2019 Board Meeting Minutes (ATTACHMENT E)
 - FY19 November & December Financial Statement (ATTACHMENTS F & G)
 - Contracts
 - Cvent

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

Action Items

- Legal Counsel (ATTACHMENTS H & I)

ASBO International conducted a comprehensive RFP process last year for legal services. The firm of Fox Rothschild, LLC was recommended by the Board's selection committee and approved by the Board of Directors last May to serve as ASBO International's legal counsel. The firm has served our association well over the past year. It is recommended that we continue to utilize Fox Rothschild, LLC to serve as legal counsel for ASBO International for FY20.

ACTION ITEM: Motion to approve the Engagement Letter with Fox Rothschild, LLP, to serve as the legal counsel for ASBO International for FY20 (April 1, 2019 to March 31, 2020).

- FY20 Budget Revision (ATTACHMENT J)

In the budget review process, it was noted that the Strategic Governance Symposium expenses were under Affiliate Relations and the Strategic Governance Symposium revenue was under Conferences & Exhibits. Upon further consideration, it was determined that the expenses should be placed with the revenues.

Staff has moved the Strategic Governance Symposium expenses (\$14,313) from Affiliate Relations expense under Conferences & Exhibits to align with the revenues. No changes were made to the budget bottom line, only the placement of the expenses.

ACTION ITEM: Motion to approve a revision to the FY20 budget to reflect the reclassification of Strategic Governance Symposium expenses to Conferences & Exhibits.

- **Additional Signatory Authorization**

ACTION ITEM: Motion to authorize signatory privileges to Patrick Cheney, Finance and Administration Manager, and David Lewis (effective April 10, 2019), Executive Director, at the Bank of Clarke County and with the bank's Cash Management system.

- **Eagle Institute 2020 RFP (ATTACHMENTS K & L)**

ACTION ITEM: Motion to select _____ as the 2020 Eagle Institute location.

- **Committee Manual (ATTACHMENT M)**

ACTION ITEM: Motion to approve the Committee Manual.

- **ASBO International Business Insurance Policy Renewal (ATTACHMENT N)**

Alliant/Mesirow Insurance Services provides ASBO International's AD&D travel accident liability, personal property liability, cyber liability, general liability, professional liability, hired and non-owned auto liability, and umbrella insurance. Coverage extends to the Board of Directors, ASBO International staff, committee members, and others at varying levels of coverage. The current contract is set to expire on March 31, 2019.

ACTION ITEM: To approve the business insurance renewal proposal from Alliant/Mesirow Insurance Services for the policy period April 1, 2019 through March 31, 2020.

Discussion Items

- **New Executive Director Orientation (ATTACHMENT O)**

Reports & Updates

- **President's Report**
- **Board Member Reports**
 - GASAC Meeting Update – John Hutchison
- **Affiliate Executive Directors' Report**
- **International Representatives' Report**
- **Committee Board Liaison Reports (*if applicable*)**
- **Staff Reports**
- **Future Meeting Agenda Items**

Adjournment

ACTION ITEM: Motion to adjourn.



AGENDA

BOARD OF DIRECTORS MEETING

April 11, 2019 | 3:00 p.m. | Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - March 21, 2019 Board Meeting Minutes (ATTACHMENT A)
 - FY19 January & February Financial Statement (ATTACHMENTS B & C)

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

Action Items

- Legislative Beliefs 2019 (ATTACHMENT D)
ACTION ITEM: Motion to adopt the 2019 Legislative Beliefs Statement.
- Content Area Leader Vacancy (ATTACHMENT E)
ACTION ITEM: Motion to appoint Suzanne Jones as the Information Technology Content Area Leader effective immediately.

Discussion Items

- Eagle Institute 2020 Registration Process
- New Executive Director 90-Day Entry Plan

Reports & Updates

- President's Report
- Board Member Reports
- Affiliate Executive Directors' Report
- International Representatives' Report
- Committee Board Liaison Reports (*if applicable*)
- Executive Director Report
- Future Meeting Agenda Items

Adjournment

ACTION ITEM: Motion to adjourn.

Next Meeting Date: Conference Call on May 14, 2019



AGENDA

BOARD OF DIRECTORS MEETING

May 14, 2019 | 3:00 p.m. | Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - April 11, 2019 Board Meeting Minutes (**ATTACHMENT A**)
 - Contracts (*shared in the community/previously*)
 - Exhibits Manager Contract Renewal
 - *School Business Affairs*, Editing and Proofreading Contract Renewal

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

Action Items

- Insperity Professional Employer Organization Contract (*to follow*)

ACTION ITEM: Motion to approve Insperity Professional Employer Organization contract.

Discussion Items

- Mortgage Analysis
- Partnering with ASBO International Affiliates Regarding Online Webinars
- Board Candidate Vacancy

Reports & Updates

- President's Report
- Board Member Reports
- Affiliate Executive Directors' Report
- International Representatives' Report
- Executive Director Report
- Future Meeting Agenda Items

Adjournment

ACTION ITEM: Motion to adjourn.

Next Conference Call: July 25, 2019



AGENDA

BOARD OF DIRECTORS MEETING

May 24, 2019 | 10:00 a.m. | Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - Contracts
 - Eagle Institute 2020 Facility Contract

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

Action Items

- **2019 Election - New Candidate Process**
See attachment for Summary/Timeline.

ACTION ITEM: Motion to approve David Ginsberg as the sole candidate for open position 1.

ACTION ITEM: Motion to revise the Election Procedures Manual for the 2019 election, which reflects new procedures and deadlines for the election to fill open position 2.

Adjournment

ACTION ITEM: Motion to adjourn.



June 19, 2019 | 8:00 a.m. | Cleveland, OH

Welcome and Opening Business Items

8:00 a.m. to 8:05 a.m.

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - May 14, 2019 Board Meeting Minutes (ATTACHMENT A)
 - May 24, 2019 Board Meeting Minutes (ATTACHMENT B)

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

Action Items

- Eagle Institute 2020 (ATTACHMENT C)
8:05 a.m. to 8:15 a.m.

ACTION ITEM: Motion to approve the Eagle Institute 2020 registration rate at \$2,125.

Discussion Items

- Policy Manual Updates – First Reading (ATTACHMENT D)
8:15 a.m. to 8:35 a.m.
- Executive Director 90-Day Entry Plan and 2019-2020 Goals
8:35 a.m. to 9:15 a.m.
- Draft Audit Report from DHG Auditors
9:15 a.m. to 9:50 a.m.

Break

9:50 a.m. to 10:05 a.m.

- Professional Development Programming/Affiliates (ATTACHMENT E)
10:05 a.m. to 10:30 a.m.
- Membership Models – Research/Summer Meeting Concepts
10:30 a.m. to 11:30 a.m.

Adjournment

ACTION ITEM: Motion to adjourn.



AGENDA

BOARD OF DIRECTORS MEETING

July 25, 2019 | 3:00 p.m. | Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - June 19, 2019 Board Meeting Minutes (**ATTACHMENT A**)
 - Contracts (*shared in the community/previously*)
 - Orange Frog Workshop for the Executive Leadership Forum
 - eShow

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

Action Items

- MBA Advisory Committee Chair and Vice Chair Approval (**ATTACHMENT B**)

ACTION ITEM: Motion to appoint Christine Lee as the Chair and Mike Waterman as the Vice Chair of the Meritorious Budget Award Committee.

Discussion Items

- Review of August Board Meeting Agenda

Reports & Updates

- President's Report
- Board Member Reports
- Affiliate Executive Directors' Report
- International Representatives' Report
- Executive Director's Report
- Future Meeting Agenda Items

Adjournment

ACTION ITEM: Motion to adjourn.

Next Meeting (in-person in Ashburn, VA): August 14-16, 2019

August 15 and 16, 2019 | Ashburn, VA

Thursday, August 15, 2019

Welcome and Opening Business Items

- Call to Order and Welcome
- Roll Call
- Approval of Agenda and Consent Agenda
 - July 25, 2019 Board Meeting Minutes (ATTACHMENT A)
 - Policy Manual Updates – Second Reading (ATTACHMENT B)
 - Contracts (*shared previously in the Board community*)
 - Politico Pro
 - AASA Memorandum of Understanding
 - Strategic Partner Contracts Up for Renewal:
 - Horace Mann
 - Office Depot
 - Security Benefit
 - Voya

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

Reports & Updates

- Affiliate Executive Directors' Report
- International Representatives' Report

Action Items

- MBA Committee Member Appointment (ATTACHMENT C)

ACTION ITEM: Motion to approve Charles Brazeale as a member of the MBA Advisory Committee effective August 1, 2019.

- Audit Report from DHG Auditors (*shared previously with the board*)

ACTION ITEM: Motion to accept the FY19 Audit.

- Policy Manual Updates – First Reading (ATTACHMENT D)

ACTION ITEM: Motion to approve the Policy Manual updates.

Break

Discussion Items

- AEDG/Cleveland and Strategic Plan

Lunch

- eLearning/Affiliate Webinars
- Strategic Plan Metrics
- Education Committee

Recess

ACTION ITEM: Motion to recess the meeting until Friday, August 16, 2019 at 9:00 a.m.

Friday, August 16, 2019

Reconvene

ACTION ITEM: Motion to reconvene the meeting.

Discussion Items

- GASAC
- Membership Models – Research/Summer Meeting Concepts (ATTACHMENT E)

Reports & Updates

- President's Report
 - Eagle Institute
- Board Member Reports
- Executive Director's Report
 - Board Effect Software
 - Legislative Advisory Committee and AASA Joint Legislative Conference Update
 - Outside Associations
- Future Meeting Agenda Items

ACTION ITEM: Motion to go into executive session.

Executive Session

ACTION ITEM: Motion to resume regular session the meeting.

Adjournment

ACTION ITEM: Motion to adjourn.

Next Conference Call: September 19, 2019



AGENDA

BOARD OF DIRECTORS MEETING

September 19, 2019 | 3:00 p.m. | Conference Call

Welcome and Opening Business Items

- Call to Order
- Roll Call
- Approval of Agenda and Consent Agenda
 - August 15 and 16, 2019 Board Meeting Minutes (**ATTACHMENT A**)
 - Contracts (*shared in the community/previously*)
 - ATS
 - Early Morning Media
 - Dr. Shirley Davis (*contract pending*)

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

Action Items

- None

Discussion Items

- None

Reports & Updates

- President's Report
 - Board Self-Evaluation Instrument Update
 - Executive Director Evaluation Instrument Update
- Board Member Reports
- Affiliate Executive Directors' Report
- International Representatives' Report
- Executive Director's Report
 - Board AC&E Schedule Overview
 - Membership and Education
 - BoardEffect Login Reminder
- Future Meeting Agenda Items

Adjournment

ACTION ITEM: Motion to adjourn.

Next Meeting (in-person at Gaylord National Harbor): October 24, 2019

October 24, 2019 | Gaylord National Harbor | National Harbor, MD

Welcome and Opening Business Items

- **Call to Order and Welcome**
- **Roll Call**
- **Approval of Agenda and Consent Agenda**
 - September 19, 2019 Board Meeting Minutes (**ATTACHMENT A**)
 - Policy Manual Updates – Second Reading (**ATTACHMENT B**)
 - Contracts (*will be shared separately*)
 - Neopost
 - Prolydian (pending legal review)
 - Event Partner Contracts Up for Renewal for 2020:
 - Aflac
 - AIG Retirement
 - Aramark
 - BMO
 - Forecast5
 - Public Trust Advisors
 - Tyler Technologies
 - U.S. Retirement and Benefits Partners

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

Discussion Items

- **BoardEffect Demonstration**
- **Strategic Plan Metrics Update (**ATTACHMENT C**)**
- **2020 Board of Directors Meeting Calendar (**ATTACHMENT D**)**
- **2020 Visitations**
- **Consideration of Standing Board Finance Committee**

Action Items

- **Policy Manual Updates – First Reading (**ATTACHMENT E, F, G**)**

ACTION ITEM: Motion to approve the first reading of the Policy Manual updates.

- **Membership Models (ATTACHMENT H)**

ACTION ITEM: Motion to approve the membership model categories which includes new categories for Districts Level Membership, Affiliate Executive Director, and Affiliate Staff, as well as the existing categories from the current membership model.

Reports & Updates

- **President's Report**
 - Update on CanASBO
 - 2019 ASBO International Election Recap (ATTACHMENT I, J)
- **Board Member Reports**
 - Board Leadership Manual
- **Affiliate Executive Directors' Report**
- **International Representatives' Report**
- **Executive Director's Report**
 - Open Bylaws Meeting
 - AC&E 2020 Registration and Housing Update
 - Rental Office Update
 - Southern Australia and Western Australia Update
- **Future Meeting Agenda Items**
 - Education Department Update
 - Final Reading and Approval of Policy Changes

ACTION ITEM: Motion to enter executive session.

Executive Session

- **Executive Director Goals Update**
- **Review Executive Director Evaluation Process and Timeline**
- **Board Self Evaluation Instrument**

ACTION ITEM: Motion to resume regular session.

Potential Action Items

- **Board Self-Evaluation Process/Instrument**
- **Executive Director Performance Evaluation Process and Timeline**
- **Executive Director Performance Evaluation Rubric/Instrument**

Adjournment

ACTION ITEM: Motion to adjourn.

Board Packet - December 4, 2019

AGENDA

Welcome and Opening Business Items

A. Call to Order
Tom Wohlleber

B. Roll Call
Tom Wohlleber

C. Approval of the Agenda and Consent Agenda
Tom Wohlleber

**Motion to
approve the
agenda and
consent
agenda.**

1. October 24, 2019 Executive Committee Meeting Minutes

[October 24, 2019 EC Minutes.docx](#)

Page 4

2. October 24, 2019 Board of Directors Meeting Minutes

[October 24, 2019 BOD Minutes.docx](#)

Page 5

3. Policy Manual Edits

The Travel policies were removed and are reflected in the action items section. The items included in the consent agenda are:

- signatory and disbursement policy,
- updates to Professional development events/attendees and fees,
- recognition and appreciation,
- committees and liaisons,
- deletion of Statement of scope of operations, annual calendar, liquor liability/hospitality suites, disability of members.

[Policy Manual with Changes \(for the October, 2019 Board Meeting\).pdf](#)

Page 9

4. 2020 Committee Vacancies

[2020 Committee Vacancies.docx](#)

Page 59

Legislative Advisory Committee

[LAC Application - Hollamon.pdf](#)

Page 62

LAC Application - Schock.pdf	Page 66
LAC Application - Barragan.pdf	Page 68
LAC Application - Fettkether.pdf	Page 74
LAC Application - Oliveira.pdf	Page 76
LAC Application - Pendleton.pdf	Page 78
LAC Application - Puster.pdf	Page 84

Editorial Advisory Committee

EAC Application - Burkett.pdf	Page 86
EAC Application - Mitchell.pdf	Page 90
EAC Application - Saul.pdf	Page 94

5. Contracts

Fiscal Note

Anna Billman - Writer

Action Items

A. Final Reading and Approval of the Policy Manual Edits Claire Hertz

This travel section policy reflects changes made to the first reading at the October 24, 2019 Board Meeting.

ASBO Travel Policy v2.docx

**Motion to
approve the
changes in the
Policy Manual.**

Page 100

B. Mortgage Recommendation from the Finance Committee Chuck Peterson

Mortgage Analysis - ASBO HQ - August 22, 2019.xls

**Motion to
authorize the
executive
director to pay
off the ASBO
headquarters
mortgage.**

Page 103

Discussion Items

A. GASAC Advisory Committee Representative Appointment Process

B. Education Department Update

Education Assessment Survey_final.docx

Page 107

2020 Initiatives PHASES.docx

Page 112

2020 Initiatives.docx

Page 113

ASBO International Education Committee.docx

Page 114

Reports and Updates

A. President's Report Tom Wohlleber

1. ISBL Update

B. Board Member Reports

C. Affiliate Executive Directors' Report Angie Peterman/David Martell

D. International Representatives' Report Aubrey Kirkpatrick/Karen Starr

E. Executive Director's Report David Lewis

1. Member Dues Increase

2. Registration Increase for AC&E 2020 and ELF 2021

3. Rental Space Update

F. Future Meeting Agenda Items

Adjournment Tom Wohlleber

**Motion to
adjourn.**