



**Board Members**

Bill Sutter, President  
John Hutchison, Vice President  
Ed Chabal, Immediate Past President  
David Lewis, Executive Director, *ex officio*  
David Ginsberg, 3rd Year Director  
Ryan Stechschulte, 3rd Year Director  
Wanda Erb, 2nd Year Director  
Aubrey Kirkpatrick, 2nd Year Director  
Mike Barragan, 1st Year Director  
Lynn Knight, 1st Year Director

**Staff**

Siobhán McMahon, Chief Operations Officer  
Sabrina Soto, Chief Business and Leadership Officer  
Angie Tombul, Executive Assistant and Governance Relations  
Melissa Williams, Finance & Administration Manager

**Guests**

Kim Cranston, AEDG Vice Chair  
Karen Smith, Board Candidate  
Tamara Vineyard, Forvis  
Jo-Anne Williams-Barnes, JFW Accounting Services LLC  
Lesley Tweedie, JFW Accounting Services LLC

## WELCOME AND OPENING BUSINESS ITEMS

- **Call to Order**  
President Sutter called the meeting to order at 11:01 a.m. on October 20, 2022.
- **Roll Call**  
The roll was called. All board members were present.
- **Approval of Agenda**

**ACTION ITEM:** *Wanda Erb made a motion to approve the agenda adding three discussion items. Mike Barragan seconded. All were in favor and the motion carried.*

- **Approval of Agenda and Consent Agenda**
  - September 13, 2022 Board of Directors Meeting Minutes
  - FY23 Q1 Financials
  - 2023 Legislative Advisory Committee Chair and Vice Chair Appointments
  - Contracts:
    - Fiscal Note (renewal)
    - Lead Star

**ACTION ITEM:** *John Hutchison made a motion to approve the consent agenda. Ed Chabal seconded. All were in favor and the motion carried.*

## ACTION ITEMS

- **FY22 Audit Acceptance**  
David Lewis thanked the Finance team of Melissa Williams, Jo-Anne Williams-Barnes, and Lesley Tweedie for their efforts to put systems in place to make financial day-to-day activities run smoothly. He summarized the year-end financials and the review process undertaken by the Finance team and the Audit & Finance Committee. Tamara Vineyard, the auditor partner with Forvis, presented the audit findings to the board and guests noting that this was a clean audit.

**ACTION ITEM:** *Ed Chabal made a motion to accept the FY22 Audit as presented. Ryan Stechschulte seconded. All were in favor and the motion carried.*

- **Ad Hoc Election Committee**

Bill Sutter requested a motion to create the ad hoc election committee. The group discussed that determining the timeframe for and expectations of the ad hoc committee's work would occur once the group began meeting, but that having a recommendation by the June 2023 AEDG meeting would be the goal.

***ACTION ITEM:** Mike Barragan made a motion to appoint Bill Sutter, Ryan Stechschulte, Wanda Erb, Aubrey Kirkpatrick, David Lewis, Kim Cranston, and Tracy Ginsburg to an ad hoc committee to review the ASBO International election process. Lynn Knight seconded. All were in favor and the motion carried.*

## DISCUSSION ITEMS

- **Policy Committee Recommendations**

John Hutchison thanked the past members of the policy committee for their work to get the committee to the upkeep stage. He updated the group on the work that the Policy Committee had done and reviewed the recommendations they were proposing which included edits to document retention and clean-up of the membership type names.

- **Conference Safety Protocols**

David Lewis noted that ASAE has dropped the proof of vaccination and negative test requirements for their conferences and CDC has relaxed recommendations. He suggested that ASBO International also remove COVID requirements, unless the situation were to worsen. The board decided to maintain current protocols in place until closer to the next event.

- **2023 Conferences Next Steps**

David Lewis reviewed conference survey results. The group discussed the 2023 conferences.

## RECESS

***ACTION ITEM:** Ryan Stechschulte made a motion to recess until Thursday, October 27, 2022. Mike Barragan seconded. All were in favor and the meeting was recessed.*

## RECONVENE

The group reconvened at 1:00 p.m. on Thursday, October 27, 2022. All board members were present. Guests present were Siobhán McMahon, Sabrina Soto, Angie Tombul, Kim Cranston, and Sharie Lewis.

- **Budget Process**

David Lewis noted that the board had received the proposed CY23 budget earlier in the week and reviewed the budget process timeline noting that any questions about the budget document could be sent to John Hutchison, himself, and Siobhán McMahon.

- **Summer AEDG Meeting and the Board**

Because of a deadline with the venue, the board communicated via email to confirm board participation at this event.

- **What Does International Mean in ASBO International**

President Sutter noted that this topic arose during the August board work session and the group agreed that setting up a specific time to discuss this topic where other agenda items and discussions wouldn't overshadow it would be best.

## REPORTS AND UPDATES

- **President's Report**

President Sutter noted he and David Lewis would be attending the ISBL conference in the UK.

- **Board Member Reports**

Aubrey Kirkpatrick commended the staff on the Annual Conference & Expo in Portland and commented that the recent SBO Perspective podcast was very well done. He also recommended that board members may find information and perspectives shared on the global calls very valuable.

Wanda Erb echoed Kirkpatrick's comments about the Annual Conference & Expo saying that she had received positive feedback. She also reported that she had recently attended the OK ASBO fall conference.

Lynn Knight reported on the MBA Advisory Committee Meeting.

Ed Chabal said he appreciated the efforts made to ensure a great Annual Conference & Expo. He reported on the Legislative Advisory Committee's work noting the impact that the committee has on ASBO members and their students.

John Hutchison reported that he was at the ASBO headquarters for the AEDG orientation. He noted that the 2023 Affiliate Visitation schedule was complete and thanked board members for being willing to travel to the conferences.

David Lewis reminded the board members that he would be coordinating calls between the affiliate executive director and the board visitor for the 2023 visitations.

- **Affiliate Executive Directors Group Representatives' Report**

President Sutter thanked Kim Cranston and the AEDG for securing space for the Board to participate in the 2023 Summer AEDG Meeting. Cranston reported that in addition to the summer AEDG meeting, there were other regional meetings for the AEDG.

- **Executive Director's Report**

David Lewis reported he would be attending the ISBL Conference in the UK and the Midwest AEDG meeting in the coming weeks. He reminded the board to submit any budget questions before October 31, 2022.

- **Items for Future Meetings**

No future meeting items were noted but discussion continued about 2023 Conference Next Steps from the previous session.

**ACTION ITEM:** *Wanda Erb made a motion to go into executive session. Mike Barragan seconded. All were in favor and the motion carried.*

## EXECUTIVE SESSION

- **Purchasing Cooperative**

John Hutchison reviewed the proposals returned to ASBO and the recommendation of the subcommittee relative to a purchasing cooperative. The group commended Sabrina Soto for her efforts toward this initiative.

*ACTION ITEM: Ryan Stechschulte made a motion to return to regular session. David Ginsberg seconded. All were in favor and the motion carried.*

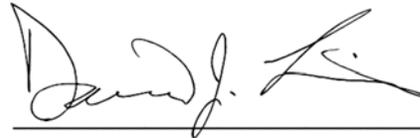
The group discussed the new board member orientation for the 2023 board. David Lewis encouraged all board members to participate in the orientation that would be held in 2023.

## ADJOURNMENT

*ACTION ITEM: John Hutchison made a motion to adjourn. Mike Barragan seconded. All were in favor and the meeting was adjourned at 2:22 p.m.*



Bill Sutter, President



David Lewis, Executive Director