

January 20, 2011

12:00 PM

Phone Conference

Board of Directors Meeting

---

**BOARD MEMBERS**

Charles E. Linderman, RSBA, President  
Brian L. Mee, RSBA, Vice President  
Erin K. Green, SFO, Immediate Past President  
John D. Musso, CAE, RSBA, ASBO Executive Director  
Shirley A. Broz, CPA, SFO, RSBA  
Ron McCulley, CPPB, RSBO  
Randy C. Evans, RSBO  
Terrie Simmons, RSBA  
Brenda Burkett, SFO, CPA  
Mark Pepera, SFO, RSBO

**STAFF**

Ron Skinner, CAE, ASBO Assistant Executive Director  
Maureen C. Thompson, ASBO Director of Events  
Pam Weber, ASBO Director of Certification  
Arlene H. Olkin, ASBO Director of Professional Development  
Siobhán McMahon, ASBO Director of Membership, Marketing,  
& Communications  
Jay Snyder, ASBO Manager of Volunteer Programs  
Angela Tombul, ASBO Executive Assistant

**GUESTS**

Jeff Carew, CMAC Chair  
Josh Peach, CMAC Vice Chair  
Joey Montano, AEDG Chair  
Sharon Bruce, AEDG Vice Chair  
Rick Gay, Board Member Candidate  
Mindy Stooksbury, Board Member Candidate

**CALL TO ORDER**

Meeting was called to order at 11:01 a.m.

**ROLL CALL**

All board members except Ron McCulley were present. Ron joined the call at 11:20 a.m.

**AGENDA**

Shirley moved to approve the agenda as presented, seconded by Terrie. Motion passed unanimously.

**DISCUSSION ITEMS**

- a. Program Assessment
- Chuck asked John to discuss the program assessment which will be discussed further in February. Chuck encouraged the

board to review the document prior to the February meeting.

- b. ASBO Form 990  
John presented the Form 990 for review by the board. John noted the questions on the form concerning the affiliate organizations and the relationship to the new affiliation agreement.  
Shirley inquired about the differences in revenues on lines 8 and 9 of page one from last year to this year. John described the changes that led to the variation in those numbers.
- c. ASBO Strategic Plan  
Chuck noted that he had asked Brian Mee to lead an ad hoc committee that would review the strategic plan comments that were submitted and report back to the board in February. The other committee members include, Shirley Broz, Ron McCulley, Sharon Bruce, and Josh Peach. Chuck invited further comments for the committee.
- d. 2012 Budget  
Chuck discussed the process used by the executive committee and staff to review the budget. John noted that the budget will be presented for board approval at the February meeting and will be distributed as soon as possible once the formatting is complete.
- e. Executive Leadership Forum Schedule  
John confirmed that all participants had received the Leadership Forum itinerary and did a quick review of the schedule. Maureen noted some changes the locations and an update will be provided.
- f. CMAC Structure  
Chuck asked Erin and Jeff to provide an update on the CMAC structure.  
  
Erin noted that the information was included in the board meeting packet. Jeff noted that changes discussed on the last board call had been made and discussed next steps should the structure be approved.  
  
The group discussed some of the changes. In particular the group discussed the optimal size of the committee. It was suggested that language be added to the committee charge that would give the board some leeway over determining the correct number of members as the committee grows.  
  
The group also discussed the possibility of removing a member and should the policies vary from the standard committee policy.  
  
Chuck thanked Jeff for his work on this proposal.

## REPORTS

- a. Board Committee Liaison Reports  
Brian discussed his legislative affairs conference call. They have been discussing the nutrition standards, as well as 1099 and cell phone compliance as they pertain to the development of annual meeting content. He also expects that the legislative affairs committee will have a draft proposal of the legislative

beliefs to be presented to the board in February.

Randy reported on his calls with the accounting, auditing, and budgeting committees and their review of proposals for the annual meeting.

Erin left the call at 11:45 a.m.

- b. Board Visitation Reports  
Chuck reported out that he is currently attending the SASBO meeting in Charlotte and discussed some of the activities from his attendance at the SASBO board meeting.

Ron Skinner reported out on his attendance at the Western Affiliate Executive Directors Group meeting and described a few of the questions that he had received including about releasing the names of voters in the ASBO election. This issue will be discussed further in February.

- c. AEDG Chair Report  
Joey reported the times and dates of the upcoming AEDG meeting as well as the content.

- d. CMAC Chair Report  
Jeff reported that he will hold a conference call with the CMAC prior to the February board meeting.

Jeff left the call at 11:55 a.m.

- e. Executive Director Report  
John noted the he and Chuck, along with Chuck's superintendent, will be presenting at AASA in February.

He also noted the he and Ron Skinner will be heading to the UK with the support of NCSL to conduct a presentation on charter schools.

John also introduced Angie.

- f. President Report  
Chuck noted that he will be giving some remarks on a US Communities call.

He also promoted the use of ASBO ConnectEd and asked board members to participate fully in the site.

## **ACTION ITEMS**

- a. Committee Leader Appointment  
John presented the new committee leaders for approval.

### ***MOTION***

Brenda moved to approve Cynthia Reilly as the new vice chair of the International Aspects committee. Randy seconded. Motion passed unanimously.

## **BOARD COMMENTS**

Shirley congratulated Chuck on becoming president in 2010.

Chuck asked if any of the guests had comments. Mindy noted that she is expecting a baby in June.

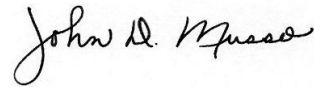
**ADJOURN**

Terrie motioned to adjourn, Mark seconded. Meeting adjourned at 12:05 p.m.



---

Charles Linderman, RSBA  
President



---

John D. Musso, CAE, RSBA  
Executive Director



Association of School Business  
Officials International

11401 North Shore Drive  
Reston, VA 20190-4200

P 866/682-2729  
F 703/708-7060  
www.asbointl.org

February 23 and 24, 2011  
04:00 PM  
Board of Directors Meeting

Gaylord Texan Resort  
Grapevine, TX

---

**BOARD MEMBERS** Charles E. Linderman, RSBA, President  
Brian L. Mee, RSBA, Vice President  
Erin K. Green, SFO, Immediate Past President  
John D. Musso, CAE, RSBA, ASBO Executive Director  
Shirley A. Broz, CPA, SFO, RSBA  
Ron McCulley, CPPB, RSBO  
Randy C. Evans, RSBO  
Terrie Simmons, RSBA  
Brenda Burkett, SFO, CPA  
Mark Pepera, SFO, RSBO

**STAFF** Ron Skinner, CAE, ASBO Assistant Executive Director  
Maureen C. Thompson, ASBO Director of Events  
Pam Weber, ASBO Director of Certification  
Arlene H. Olkin, ASBO Director of Professional Development  
Siobhán McMahon, ASBO Director of Membership, Marketing, &  
Communications  
Angela Tombul, ASBO Executive Assistant

**GUESTS** Jeff Carew, CMAC Chair  
Josh Peach, CMAC Vice Chair  
Joey Montano, AEDG Chair  
Sharon Bruce, AEDG Vice Chair  
Rick Gay, Board Member Candidate  
Mindy Stooksbury, Board Member Candidate

**CALL TO ORDER** President Linderman called the meeting to order at 4:17pm.

**ROLL CALL** All Board members were present for the meeting.

**AGENDA** President Linderman presented the agenda for approval. Some additional items were discussed by the Executive Committee.

**MOTION:** Terrie Simmons moved to approve the agenda as amended, seconded by Mark Pepera. Motion passed unanimously.

## Executive Session

**MOTION:** Randy Evans moved to go into Executive Session. Mark Pepera seconded. Motion passed unanimously. The following things were discussed:

1. IRS Form 990
2. 2012 Budget
3. Election Results
4. CMAC
5. Legislative Beliefs

**MOTION:** Shirley Broz motioned to come out of Executive Session. Randy Evans seconded. Motion passed unanimously.

**MOTION:** Shirley Broz motioned to recess until 8am. Mark Pepera seconded. Motion passed unanimously.

President Linderman opened the meeting at 8:20am.

Immediate Past President Erin Green presented John Musso with a ring as a symbol of thanks for his service and dedication to the Board.

## DISTRIBUTION OF ITEMS

Documents were distributed to the Board Members for their review and signature.

- ASBO Policy Manual (Feb. 2011)
- ASBO Antitrust Avoidance Guidelines Adopted
- Governing Body Reasonable Assurance 2012
- Conflict of Interest Policy
- 2011 Board Code of Conduct
- Disclosure Form

## MINUTES

President Linderman presented the minutes from the following Board and Executive Committee Meetings for approval:

1. September 22, 2010 Executive Committee
2. November 4, 2010 Executive Committee
3. December 2, 2010 Executive Committee
4. January 13, 2011 Executive Committee
5. September 23, 2010 Board of Directors
6. November 4, 2010 Board of Directors
7. December 2, 2010 Board of Directors
8. January 20, 2011 Board of Directors

**MOTION:** President Linderman moved to approve the Executive Committee Meeting Minutes 2010 as presented, seconded by Erin Green. Motion passed unanimously.

Brian Mee moved to approve the Executive Committee Meeting Minutes 2011 as presented, seconded by Erin Green. Motion passed unanimously.

Shirley Broz moved to approve the Board of Director Meeting Minutes as presented, seconded by Ron McCulley. Motion passed unanimously.

## DISCUSSION ITEMS

- a. Strategic Plan Brian Mee thanked the subcommittee who met via internet. The committee recommends that the Board, as well as staff, review the draft strategic plan and to discuss again at the June meeting. The subcommittee requests that any comments be returned to ASBO International (to Angie Tombul) by April 1st.
- b. 2011 Board Liaison Professional Committee Assignments John Musso noted that the assignments were kept as they had been. He asked that any changes that needed to be made be brought to the attention of ASBO International staff.
- c. Affiliation Agreement President Linderman asked John Musso to brief the Board on the status of the Affiliate Agreement. John reported that there are some issues that are holding up the process. Ron Skinner has taken the Agreement to a subcommittee. An attempt to build confidence in the document was the goal of having Affiliates' counsels review the document, but the end result is that confidence is not being established. Discussion ensued by the board. The general consensus was that the document needs to be completed as soon as possible.
- d. Legislative Beliefs John Musso reported that the Legislative Committee has been working on the update to the Legislative Beliefs. Brenda Burkett and Shirley Broz noted that it was well written. Brian Mee noted that the document is a work in progress and that he would recommend that ASBO International staff become involved. The Board will charge the Committees to discuss this and send comments back to the Legislative Committee once the Legislative Committee meets again. The committee will then come back with a final document.

## APPROVAL ITEMS

- a. 2011 Personnel Manual Ron Skinner briefed the Board about changes made to the Personnel Manual based on relationship with TriNet. The change that was made was to the cap for the number of vacation days.
- MOTION:** Ron McCulley motioned to approve the proposed 2011 Personnel Manual changes. Shirley Broz seconded. Motion passed unanimously.
- b. 2011 Committee Manual of Operations Ron Skinner reported to the Board on the changes made to the Committee Manual of Operations.
- MOTION:** Shirley Broz motioned to approve the proposed 2011 Committee Manual of Operations changes. Mark Pepera seconded. Motion passed unanimously.
- c. General Counsel Appointment John Musso reported to the Board that we have joined in a partnership with several sister associations which should reduce costs to ASBO International for legal fees, but that we have recommend retaining the services of Arthur Herald.

**MOTION:**

Randy Evans motioned to approve Arthur Herald, of Webster, Chamberlain & Bean, as the ASBO International attorney. Terrie Simmons seconded. Motion passed unanimously.

d. 2012 Budget

John Musso explained that this was a tough budget. Discussion ensued about cut backs and changes that had to be made, including to events at the Annual Meeting. Joey Montano advised the Board to do as much as possible for the attendees. Mark Pepera thanked staff for the work done on the budget to date. President Linderman noted that the staff and Executive Committee focused on the goals of the Association and the budget reflects that. Ron Skinner reported that the total amount to be spent at the President's Reception was \$15,250. Because this amount was increased, the bottom line for the ASBO reserve was adjusted to \$35K.

**MOTION:**

Brian Mee moved to approve the budget with the changes as discussed including an additional \$15,250 dedicated to opening up the President's reception to all attendees, and changing the Corporate 5 membership rate to \$1,100. Brenda Burkett seconded. Motion passed unanimously.

e. Budget Surplus Plan

The board discussed the previously amended budget's impact on the proposed budget surplus plan. They decided to change the 50K cutoff mark to 35K for the surplus dollars and ASBO reserve plan. It was noted that this plan wouldn't go into effect until after the audit.

**MOTION:**

Shirley Broz motioned to approve the amended Budget Surplus Plan. Brenda Burkett seconded. Motion passed unanimously.

PROGRAM UPDATES

a. Membership, Marketing, and Communications Report

Siobhan McMahon reported to the board on the current membership numbers and staffing projects and upcoming tasks that impact membership. She reminded the board that the participants in the dual affiliate membership program would need to revise their dues to reflect the changes that ASBO International had made.

b. Events Report

Maureen Thompson reported to the Board about the Seattle Annual Meeting. With the new direction on the President's Reception, she said staff would return and start working on the Annual Meeting.

Discussion about possibility of having superintendents invited to the Annual Meeting followed. This option will be explored and presented to the Board for further consideration at a later meeting.

c. Professional Development Report

Arlene Olkin gave the various application deadlines and briefed the board on the MBA program, the COE program, Eagle Institute, ConnectEd, and Certification Prep.



- d. SFO Certification Report Pam Weber updated the Board on the SFO Certification Program. She mentioned the advantages and disadvantages of online testing. She reported that the exam committee is reuniting to write another form for the exam. They will meet at the ASBO office in May to review new questions.
- e. Corporate Partnerships Report Ron Skinner updated the board on corporate partnerships. He asked the Board to acknowledge the strategic partners for their support.

## REPORTS

- a. Board Committee Liaison Report President Linderman asked for updates from the various liaisons to committees. He noted that next month's conference call would have more reports since committees would be meeting that afternoon.
- b. AEDG Chair Report Joey Montano reported on the AEDG tasks. He mentioned that the upcoming AEDG meeting will be held in Mystic CT.
- c. CMAC Chair Report Jeff Carew had no updates at this time. A conference call is being scheduled.
- d. PCTF Report Arlene Olkin briefed the board on the progress on the task list generated as a result of the PCTF report.
- e. International Member Committee Report Jim Rowan, Melody Douglas, and Angie Peterman joined the Board to brief them on the initiative to increase international membership and representation and the result of trying to get an international member on the Board to give additional international perspective. The committee recommends phasing this position in by beginning with it as an ex-officio position. Later, they would be asked to participate in the way that CMAC and AEDG do at two meetings. They would self-finance attendance, but would receive the same contributions toward conference airfare and lodging that international board members receive. From a more long-term perspective, the committee suggests that funding should be considered for this board member.  
  
Mark Pepera expressed that he was impressed with group's work and thanked them for putting together a proposal that was palatable to the board. He reiterated that this was a good way for international members to have a voice and be a part of the Board. President Linderman commended the committee and requested feedback from the Affiliate Executive Director Group. He further requested that a timeline for transitioning the international member be established for review at the April meeting.
- f. President's Report President Linderman thanked the staff for their work on the budget. He also thanked the Board for spending time and being thorough about their discussions on the budget. He reported on the SASBO conference that he attended.

g. Executive  
Director's Report

John Musso reported on the team building activity from the previous day. He reported that "Board Bullets" had been posted to ConnectEd. John also reported that Education Research Services is no longer in business.

BOARD COMMENTS

President Linderman opened up the floor for comments.

Terrie Simmons will be going to the Texas ASBO conference next week.

Mark Pepera will be visiting the Louisiana and Alberta conferences.

Ron McCulley asked board members to enjoy their time on the board.

Brian Mee thanked the board candidates for attending and the staff for their work.

Erin Green invited the board to attend any Wisconsin events that they wished.

Shirley Broz thanked President Linderman for a good meeting and the board candidates for being present.

Randy Evans thanked John Musso and Ron Skinner for their leadership and for the staff's work on the budget.

Brenda Burkett expressed that she is looking forward to being a board member.

Joey Montano thanked the board for attending the affiliate meetings.

Sharon Bruce thanked the board for welcoming her.

Rick Gay thanked the board for allowing him to participate in the meetings.

Siobhan McMahan asked that the board and other attendees remind the affiliates that

Ron Skinner reminded the group that he would discuss the affiliate survey with AEDG that afternoon.

Arlene Olkin thanked the board.

Pam Weber thanked the board and asked them to thank members of the exam and certification committees if they saw them.

Eric Smith thanked the board for allowing him to be there.

Mindy Stooksbury thanked ASBO for the ASBO – NOVA Southeastern University Doctoral Scholars Program scholarship because she just finished her doctorate degree.

Josh Peach remarked that he appreciated being present to better understand the workings of the association.

Jeff Carew reported that CMAC would have a report at the next conference call.

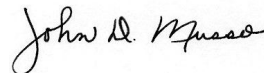
ADJOURNMENT

Mark Pepera motioned to adjourn. Ron McCulley seconded. Meeting adjourned at 1:17pm.



---

Charles Linderman, RSBA  
President



---

John D. Musso, CAE, RSBA  
Executive Director



Association of School Business  
Officials International

11401 North Shore Drive  
Reston, VA 20190-4200

P 866/682-2729  
F 703/708-7060  
www.asbointl.org

March 17, 2011

11:00 AM

Board of Directors Meeting

Phone Conference

---

**BOARD MEMBERS**

Charles E. Linderman, RSBA, President  
Brian L. Mee, RSBA, Vice President  
Erin K. Green, SFO, Immediate Past President  
John D. Musso, CAE, RSBA, ASBO Executive Director  
Shirley A. Broz, CPA, SFO, RSBA  
Ron McCulley, CPPB, RSBO  
Randy C. Evans, RSBO  
Terrie Simmons, RSBA  
Brenda Burkett, SFO, CPA  
Mark Pepera, SFO, RSBO

**STAFF**

Angela Tombul, ASBO Executive Assistant

**GUESTS**

Jeff Carew, CMAC Chair  
Josh Peach, CMAC Vice Chair  
Joey Montano, AEDG Chair  
Sharon Bruce, AEDG Vice Chair  
Rick Gay, Board Member Candidate  
Eric Smith, Board Member Candidate  
Mindy Stooksbury, Board Member Candidate

**CALL TO ORDER**

President Linderman called the meeting to order at 11:01am.

**ROLL CALL**

All board members except Erin Green, Brenda Burkett, and John Musso were present due to technical difficulties. Erin joined the call at 11:05 am. John joined the call at 11:19 am. Brenda Burkett joined the call at 11:34 am.

**AGENDA**

Shirley Broz moved to approve the agenda as presented, seconded by Randy Evans. Motion passed unanimously.

**APPROVAL OF  
BOARD MEETING  
MINUTES**

**MOTION:**

President Linderman moved to approve the Executive Committee Meetings Minutes as presented, seconded by Brian Mee. Motion passed unanimously.

Ron McCullough moved to approve the Board of Directors Meeting Minutes as presented, seconded by Shirley Broz. Motion passed unanimously.

- 1) February 23, 2011 Executive Committee Meeting Minutes
- 2) February 23, 2011 Board of Directors Meeting Minutes

## UPDATES

- a. Strategic Plan President Linderman deferred this item to the April conference call.
- b. Legislative Beliefs Brian Mee reported on a discussion he had with Jay Himes. The recommendation from the Legislative Committee is to get more input from the other committees and to put something together for the board to review. There is a plan for distributing something to the committee liaisons.
- c. International Board Member President Linderman asked Joey Montano to post something on the AEDG community in ConnectEd asking for comments on the task force report. There will be an update in April.
- d. Board Self Evaluation Survey President Linderman requested that the Board members have their self-evaluations completed by the end of the month.
- e. Executive Director Evaluations John Musso will send out his self-evaluation soon.

## REPORTS

- a. CMAC Jeff Carew reported on the March 15 CMAC conference call. He discussed the suggested changes and asked the Board to think about steps to approve the document.  
  
Discussion ensued about the length of the term. Consensus was that a two-year commitment would be the best. A four-year commitment would be a detriment. For the start, Jeff and Josh would serve two-year terms, then the terms could roll to one-year terms.  
  
Erin left the call at 11:40 am.

## DISCUSSION ITEMS

- a. Associations merging conferences President Linderman opened the discussion by saying that this is not an optimal idea, but that a discussion should happen so that the Board knows what strategy they would use if merging conferences ever became necessary. It was agreed that further discussion should occur both at the April conference call and the June meeting. Shirley Broz noted that we should protect the quality and the integrity of the professional development we currently offer. President Linderman asked John Musso and the ASBO International staff to put together some more information.

b. June Board Meeting  
**BOARD COMMENTS**

President Linderman and John Musso reported on the schedule for the June meeting in Orlando, FL.  
Terrie Simmons reported that the Texas ASBO conference was a good conference with steady attendance compared to last year.

President Linderman reported that at the PASBO Conference, attendance seemed to be down, but that there were more exhibitors this year.

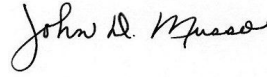
**ADJOURN**

Ron McCullough motioned to adjourn, Shirley Broz seconded.  
Meeting adjourned at 12:02 p.m.



---

Charles Linderman, RSBA  
President



---

John D. Musso, CAE, RSBA  
Executive Director



Association of School Business  
Officials International

11401 North Shore Drive  
Reston, VA 20190-4200

P 866/682-2729  
F 703/708-7060  
www.asbointl.org

April 21, 2011

12:00 PM

Board of Directors Meeting

Phone Conference

---

**BOARD MEMBERS**

Charles E. Linderman, RSBA, President  
Brian L. Mee, RSBA, Vice President  
Erin K. Green, SFO, Immediate Past President  
John D. Musso, CAE, RSBA, ASBO Executive Director  
Shirley A. Broz, CPA, SFO, RSBA  
Ron McCulley, CPPB, RSBO  
Randy C. Evans, RSBO  
Terrie Simmons, RSBA  
Brenda Burkett, SFO, CPA  
Mark Pepera, SFO, RSBO

**STAFF**

Ron Skinner, CAE, ASBO Assistant Executive Director  
Maureen C. Thompson, ASBO Director of Events  
Pam Weber, ASBO Director of Certification  
Arlene H. Olkin, ASBO Director of Professional Development  
Siobhán McMahon, ASBO Director of Membership, Marketing, &  
Communications  
Angela Tombul, ASBO Executive Assistant

**GUESTS**

Joey Montano, AEDG Chair  
Sharon Bruce, AEDG Vice Chair  
Jeff Carew, CMAC Chair  
Josh Peach, CMAC Vice Chair  
Eric Smith, Board Member Candidate  
Mary Quigg, Conference Direct

**CALL TO ORDER**

President Linderman called the meeting to order at 11:03am.

**ROLL CALL**

All board members were present, except for Erin Green and Mark Pepera who joined the call at 11:10.

**AGENDA**

President Linderman presented the agenda for approval with the change to moving the international board member item to an action item once discussed.

***MOTION:***

Brenda Burkett moved to approve the agenda as presented, seconded by Shirley Broz. Motion passed unanimously.

## APPROVAL OF MINUTES

President Linderman presented the minutes from the following Board meetings for approval:

1. February 23, 2011 (revised)
2. March 17, 2011

### **MOTION:**

Ron McCulley moved to approve the February 23, 2011 minutes as revised and amended. Shirley Broz seconded. Motion passed unanimously.

Terrie Simmons moved to approve the March 17, 2011 minutes as presented. Randy Evans seconded. Motion passed unanimously.

## ACTION ITEMS

- a. 2012 Budget Adjustments

John Musso discussed the changes being suggested for workshop fees. With changes in the number of attendees and other things, the suggestion is to change the workshop fee to \$200 from \$299. The board was in agreement that this was a good change to make.

### **MOTION:**

Shirley Broz moved to approve the 2012 budget adjustments. Brenda Burkett seconded. Motion passed unanimously.

- b. International Board Member

President Linderman suggested the board approve the International Aspects Committee's proposal to incorporate an international member to the board. The goal would be to have applications for review by the June meeting.

### **MOTION:**

Terrie Simmons moved to approve the committee's proposed time frame for incorporating an international member onto the board. Shirley Broz seconded. Motion passed unanimously.

## DISCUSSION ITEMS

- a. Election Rules

John Musso clarified, based on Joey Montano's question, the use of the ASBO logo for elections versus the state's logo which may look similar to it. Candidates are not to use the ASBO logo so that it appears that ASBO International is endorsing or otherwise the candidate. President Linderman indicated that the election rules are to be posted on the ConnectEd site.

- b. Legislative Beliefs

Brian Mee reported on the progress of the Legislative Affairs committee. The ASBO International staff will put together a final packet. President Linderman encouraged the board members to go back to their committees and get feedback. John Musso described the format of the information the ASBO International staff is looking for. The ASBO International staff and President Linderman will send the committee chairs an email asking for the desired information in a structured request. The liaisons will send a follow-up email with a deadline.

- c. Dual Membership

John Musso discussed increasing the dual membership fees from \$5 to \$10 to offset the credit card fees. The general consensus was that this was a good idea. The intent of the dual membership was not to disadvantage the affiliate.

**MOTION:**

Mark moved to increase the dual membership processing fee from \$5 to \$10. Shirley seconded. Motion passed unanimously.

- d. Associations  
Merging  
Conferences

President Linderman reported on the AASA and NSBA joint session to describe their merge for the 2012 conference. Their goal was to save money and improve the quality of the sessions they offer. Brian Mee suggested that this item be an introduction today and be revisited in June. He reminded the board that who we might merge with may impact school districts and it needs to be considered. President Linderman emphasized that maintaining our identity and uniqueness, should a merge happen, is of the utmost importance. Mary Quigg and Maureen Thompson briefed the board on some generic options for co-locating conferences. Maureen pointed out that ASBO International is contracted out through 2018, but that contracts can be changed.

**UPDATES**

- a. Strategic Plan

President Linderman encouraged the board to review the Strategic Plan updates prior to the June meeting.

- b. Executive  
Director  
Evaluation

President Linderman reminded the board that this would be done in June.

**REPORTS**

- a. Certification

Pam Weber briefed the board on the certification program. She reported on the last three months' statistics, including 20 new registrants.

- b. CMAC Chair Report

Jeff Carew presented a revised structure report that was sent to the board. He discussed the two points which caused the most difficulties: the selection process for the vice-chair and the length of term for both the chair and vice-chair. The committee will advance a name for the vice-chair position and ASBO will make the decision. Jeff Carew and Joshua Peach will each serve two-year terms. This will allow them to work on the structure and setup of the committee for a year and then spend a year serving on the committee. Subsequent term lengths will be set for one (1) year.

**MOTION:**

Ron McCulley moved to approve the structure as presented. Shirley Broz seconded. The motion passed unanimously.

- c. AEDG Chair Report

Joey Montano reported to the board on the itinerary for the AEDG summer meeting in June in Mystic, CT. He also mentioned the discussions about having a joint hospitality to meet the candidates in Seattle.

- d. President's Report

President Linderman reported that he had attended the California ASBO conference and the NSBA conference. He also attended Ohio ASBO and presented a proclamation for their 75<sup>th</sup> anniversary.



- e. Executive Director's Report John Musso reported on the budget adjustments. He also reminded the board to let Angie Tombul know if they need anything for their visitations and to turn in their receipts.

**BOARD COMMENTS**

Mark Pepera reported on the Louisiana ASBO meeting.  
Shirley Broz reported on the Ohio ASBO meeting.  
Randy Evand reported on the Nebraska ASBO meeting.  
Erin Green recommended canceling the May conference call per previous years trend.

**ADJOURN**

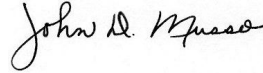
Brenda Burkett moved to adjourn. Randy Evans seconded. Motion passed unanimously.

President Linderman adjourned the meeting at 12:35 PM



---

Charles Linderman, RSBA  
President



---

John D. Musso, CAE, RSBA  
Executive Director



Association of School Business  
Officials International

11401 North Shore Drive  
Reston, VA 20190-4200

P 866/682-2729  
F 703/708-7060  
www.asbointl.org

June 10, 2011

8:00 AM

Board of Directors Meeting

Gaylord Palms Resort and Convention Center

Orlando, FL

**BOARD MEMBERS**

Charles E. Linderman, RSBA, President  
Brian L. Mee, RSBA, Vice President  
Erin K. Green, SFO, Immediate Past President  
John D. Musso, CAE, RSBA, ASBO Executive Director  
Shirley A. Broz, CPA, SFO, RSBA  
Ron McCulley, CPPB, RSBO  
Randy C. Evans, RSBO  
Terrie Simmons, RSBA  
Brenda Burkett, SFO, CPA  
Mark Pepera, SFO, RSBO

**STAFF**

Ron Skinner, CAE, ASBO Assistant Executive Director  
Maureen C. Thompson, ASBO Director of Events  
Pam Weber, ASBO Director of Certification  
Arlene H. Olkin, ASBO Director of Professional Development  
Siobhán McMahon, ASBO Director of Membership, Marketing, &  
Communications  
Sabrina Soto, ASBO Director of Corporate Partnerships  
Angela Tombul, ASBO Executive Assistant

**GUESTS**

Jeff Carew, CMAC Chair  
Josh Peach, CMAC Vice Chair  
Joey Montano, AEDG Chair  
Rick Gay, Board Member Candidate  
William Chandler, ASBO Accountant

**CALL TO ORDER**

President Linderman called the meeting to order at 8:00am.

**ROLL CALL**

All board members were present.

**MOTION:**

Brian Mee moved to go into Executive Session. Erin Green seconded. Motion passed unanimously.

**CONTINUED  
DISCUSSION**

The board continued a discussion from the strategic planning session.

## APPROVAL OF AGENDA

Ron Skinner explained that one approval item was left off the agenda. The Freeman AV contract should be added to the list of items to approve. The AEDG Report also needed to be moved up on the agenda. The first reading of the Policy Manual will be done earlier

Shirley Broz moved to approve the agenda as amended. Randy Evans seconded. All were in favor.

## APPROVAL OF MINUTES

Terrie Simmons moved to approve the April 2011 Minutes. Ron McCulley seconded. All were in favor.

## REPORT

- a. AEGD Chair Report

Joey Montano gave an update on the Summer AEDG Conference in Mystic, CT. He continued his report with an explanation of the co-hosted event to be held in Seattle, WA at the Annual Meeting to “meet the candidates.”

## DISCUSSION ITEMS

- a. Functional Areas of Engagement
- b. 1<sup>st</sup> Reading of the Policy Manual

John Musso updated the board on the Functional Areas of Engagement worksheet. He asked the board if there were any changes that needed to be made to the chart. President Linderman suggested that in the future, it would be a good idea to rework the sheet with the help of the consultant.

John Musso reviewed the policy manual and the history of the updating process for the manual. Recommended policy changes were in the areas of:

- II. Organization and Administration
- III. Business and Support Services
- VI. Programs and Services

John recommended that the reserve fund section be edited as the reserve fund builds back up.

## APPROVAL ITEMS

- a. ASBO Headquarters Building

John Musso described the ASBO Headquarter Building and the current expenses associated with maintaining the building as it is. The expenses associated with maintenance of the building do not improve the building. Ron Skinner briefed the board on his experience going to the Lake Anne Village Center meetings. The staff recommended that the board approve the staff to move forward with potential leads and options as they arise and the get an appraisal for the building. The board discussed the possibility of a capital campaign at a future time. Brian Mee asked that the appraisal be done before any movement happens.

**Motion:** Brian Mee moved that the staff proceed with getting an appraisal on the value of the headquarters building and then return to the board with a transition plan. Brenda Burkett seconded. All were in favor.

- b. Strategic Plan            John Musso briefed the board on the changes suggested to the strategic plan based on recommendations of the board sub-committee that worked on the strategic plan which included the comments received back from various stakeholders.
- Motion:** Randy Evans moved to approve the changes to the strategic plan. Shirley Broz seconded. All were in favor.
- c. 2011 Audit Report        President Linderman reviewed the information provided by the auditor via conference call. He thanked the staff for their work on the audit and thanked William Chandler of Sherwood for his work with ASBO International.
- Motion:** Terrie Simmons moved to accept the 2011 Audit Report. Brian Mee seconded. All were in favor.
- d. International  
Representative to  
the Board                    President Linderman explained the process of selecting the two finalists for the international board representative. Erin Green spoke about the candidates and her views of the interviews.
- Motion:** Erin Green moved to appoint Trevor Summerson, of Sheffield, UK, to be the international representative to the board of directors in an ex officio capacity to serve a two-year term. The official term would begin January 1, 2012 to December 31, 2013, but that he will be invited as a guest to the September meeting and to any future phone conference calls. Mark Pepera seconded. All were in favor.
- e. Affiliation  
Agreement                    John Musso explained that the purpose of the agreement is to keep the affiliates in compliance. Ron Skinner briefed the board on the history of the process of updating the affiliation agreement and the differences being discovered in the indemnification section. A third attorney, Jerald Jacobs, read the agreement and indicated that it was well-crafted and covered the major issues typically covered in these types of agreements. Staff recommends that the board approve the affiliation agreement be presented to the affiliate leaders for review and approval for agreement. For those with a problem with the agreement, it would be possible to review their cases individually.
- Motion:** Erin Green moved to allow the staff to present the affiliation agreements to the affiliate leaders for their review and agreement. Mark Pepera seconded. All were in favor.
- f. 2011 Policy  
Manual 2<sup>nd</sup>  
Reading                      John Musso did the second reading of the 2011 Policy Manual.
- Motion:** Shirley Broz moved to approve the second reading of the Policy Manual. Mark Pepera seconded. All were in favor.
- g. Freeman AV  
Contract                      Maureen Thompson briefed the board on the Freeman AV contract. It is a three-year agreement with protection in the event of a cancellation more than 60 days out.

**Motion:** Erin Green moved to approve the Freeman AV contract. Terrie Simmons seconded. All were in favor.

- h. Bylaws Mid-year Change John Musso reported to the board the proposed change to the Bylaws Committee. Melody Douglas and Tracy Hoke will cycle on and Paul Swinford will cycle off.

**Motion:** Terrie Simmons moved to approve the committee members of the Bylaws Committee. Brenda Burkett seconded. All were in favor.

## REPORTS

- a. CMAC Chair Report Jeff Carew reported on the committee structure and the process of setting up the committee. He briefed the board on the most recent conference call. He explained the four places in which volunteers will be needed for the Annual Meeting. He thanked the board for the access given to exhibitors. The board approved Jeff to summarize the information for the committee and get it sent out. President Linderman thanked Jeff for his work for the committee. Maureen Thompson told the board about the butterfly program for donating to the host city and CMAC's role in the program from the vendor's perspective.

## PROGRAM UPDATES

- a. Membership, Marketing, and Communications Report Siobhan McMahon updated the board on staffing adjustments in the Membership, Marketing, and Communications department. She briefed the board on on-going activities. She also showed the board the new cover of SBA featuring Mary Ellen Kalmanowicz.
- b. Events Report Maureen Thompson briefed the board on the registrations and exhibitors for the Annual Meeting. She expressed that she was encouraged by the numbers to this point.
- c. Professional Development Report Arlene Olkin reported on the awards and recognition programs, scholarships, and networking aspects of the Professional Development department.
- d. SFO Certification Program Update The board noted that Pam Weber gave her report during the strategic planning session.
- e. Corporate Partnerships Report Sabrina Soto updated the board on the sponsorship program. She mentioned the Strategic Partner Summit which will be held prior to the AEDG Summer Meeting. Ron Skinner spoke to the board about a meeting with IEG.

## REPORTS

- a. Board Committee Liaison Reports      There were no committee liaison reports.
- b. Board Visitation Reports      Randy Evans reported on his Virginia visitation on May 18-20, 2011. He spoke about a workshop presented by an SFO.
- Shirley Broz updated the board on the New York visitation which was held from June 5-8, 2011. She said that Dietrich Berthoff sends his regards since he is retiring.
- Erin Green reported on her visitation to the Tri-State meeting held May 18-20, 2011. She spoke highly of the keynote speakers at the conference.
- Brenda Burkett spoke of successes of the Oklahoma meeting from April 20-22, 2011 and the Washington meeting from May 4-6, 2011.
- Mark Pepera reported on the Alberta conference from May 8-11, 2011. He said the SFO program seems to be gaining momentum in Alberta. Mark also reported on a trip he took to Australia to speak with their school business officials.
- John Musso reported to the board about the Michigan visitation he was at from April 26-28, 2011. He also spoke about the trip to the UK he recently took.
- Brian Mee spoke about the New Jersey visitation he went on from June 1-3, 2011.
- Ron McCulley spoke about the Massachusetts visitation May 17-20, 2011 and mentioned that Maureen Thompson and Ron Skinner were also at the conference. Ron and Maureen also spoke about their discussions with the local hosts of a future annual meeting.
- Ron Skinner briefed the board on the MD/DC affiliate visitation May 22-24, 2011. He spoke about the way the ASBO staff was able to make good use of the time at the meeting.
- c. President's Report      President Linderman talked about his visit to Colorado ASBO April 20-22, 2011. He also visited Kentucky ASBO May 11-13, 2011 and was able to participate in several of their events. Chuck also visited Illinois ASBO from May 17-20, 2011 and was able to give a president's report. He noted that he and John Musso would be departing for the UK to attend two conferences there, as well as the AEDG meeting in Mystic, CT. He also presented his guest list for the annual meeting.
- d. Executive Director's Report      John Musso said that he will be leading a team-building activity for Chuck's school district.

**BOARD COMMENTS**    There were no comments.

**Motion:** Shirley Broz moved to go into executive session. Terrie Simmons seconded. All were in favor.

**Motion:** Brian Mee moved to come out of executive session. Mark Pepera seconded. All were in favor.

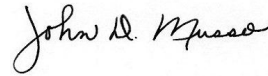
**ADJOURN**

**Motion:** Brenda Burkett moved to adjourn at 9pm on June 10, 2011. Ron McCulley seconded. All were in favor.



---

Charles Linderman, RSBA  
President



---

John D. Musso, CAE, RSBA  
Executive Director

July 21, 2011

11:00 AM

Board of Directors Meeting

Phone Conference

---

**BOARD MEMBERS**

Charles E. Linderman, RSBA, President  
Brian L. Mee, RSBA, Vice President  
Erin K. Green, SFO, Immediate Past President  
John D. Musso, CAE, RSBA, ASBO Executive Director  
Shirley A. Broz, CPA, SFO, RSBA  
Randy C. Evans, RSBO  
Terrie Simmons, RSBA  
Brenda Burkett, SFO, CPA  
Mark Pepera, SFO, RSBO

**STAFF**

Ron Skinner, CAE, ASBO Assistant Executive Director  
Arlene H. Olkin, ASBO Director of Professional Development  
Siobhán McMahon, ASBO Director of Membership, Marketing, &  
Communications  
Angela Tombul, ASBO Executive Assistant

**GUESTS**

Joey Montano, AEDG Chair  
Sharon Bruce, AEDG Vice Chair  
Jeff Carew, CMAC Chair  
Josh Peach, CMAC Vice Chair  
Rick Gay, Board Member Candidate

**CALL TO ORDER**

President Linderman called the meeting to order at 11:05am.

**ROLL CALL**

All board members were present, except for Ron McCulley.

**AGENDA**

President Linderman presented the agenda for approval.

***MOTION:***

Brenda Burkett moved to approve the agenda as presented, seconded by Shirley Broz. Motion passed unanimously.



## APPROVAL OF MINUTES

President Linderman presented the June 10, 2011 minutes from the Board meetings for approval.

### **MOTION:**

Terrie Simmons moved to approve the June 10, 2011 minutes. Shirley Broz seconded. Motion passed unanimously.

## DISCUSSION ITEMS

- a. Annual Meeting & Expo  
John Musso presented the Annual Meeting & Expo registration numbers to the Board. He said that although the registration numbers are coming in more slowly than last year, as of this point, it is looking like we will still have a good number of attendees. He mentioned that the number of guests is also lower this year because of the celebratory nature of last year's annual meeting. He asked the board to think about the things that might need to happen for the registration numbers to increase. Some ideas presented were adjusting the room block, giving away registrations, inviting vendors and exhibitors. Joshua Peach suggested having board members call potential exhibitors. Shirley asked that some talking points be shared with the board before calls are made. Chuck expressed hesitation about giving away registrations. Randy reiterated that many fiscal years are just beginning now and that there may be a bump in registrations once approvals are made. John reminded the board that we cannot reduce the quality of the conference.
- b. Affiliation Agreements  
Ron Skinner reported to the board that the Affiliation Agreements have been finalized and will be sent to the various affiliates soon. Joey commended Ron on the work he has done to get these ready.

## REPORTS

- a. CMAC Chair Report  
Jeff Carew reported that CMAC will be having their next conference call next week. He noted that everything is moving along and going well.
- b. AEDG Chair Report  
Joey Montano reported to the board on the AEDG summer meeting that was held in June in Mystic, CT. He noted that the meeting was a success and thanked ASBO International for their help and participation. He briefed the board on the music project in Seattle. President Linderman also commented on the success from the strategic partners' perspective.
- c. President's Report  
President Linderman reported that he had traveled to the UK for a conference. He mentioned a program that they have that promotes the association, similar to the ambassador program, but with more enthusiasm. Discussion on the possibility of a surge in UK memberships ensued. Chuck also told the board that he attended the Eagle Institute last week. He commended the ASBO staff on a job well done.
- d. Executive Director's Report  
John Musso reported on the financials for June. He said the numbers are encouraging. He noted that ASBO is carefully monitoring expenses.

**BOARD COMMENTS**

Ron Skinner commented on the confusion with the call-in number and noted that ASBO will work to fix the problem before next call.

**ADJOURN**

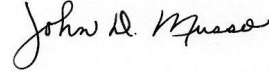
Brian Mee moved to adjourn. Terrie Simmons seconded. Motion passed unanimously.

President Linderman adjourned the meeting at 11:55 AM.



---

Charles Linderman, RSBA  
President



---

John D. Musso, CAE, RSBA  
Executive Director



Association of School Business  
Officials International

11401 North Shore Drive  
Reston, VA 20190-4200

P 866/682-2729  
F 703/708-7060  
www.asbointl.org

September 15, 2011  
08:00 AM  
Board of Directors Meeting

Sheraton Seattle  
Seattle, WA

**Core Purpose:**

To lead the school business profession by providing growth opportunities and a network of support.

**Big Audacious Goal (BHAG):**

ASBO is universally recognized, respected, and consulted as the expert in the school business profession.

**BOARD MEMBERS**

Charles E. Linderman, RSBA, President  
Brian L. Mee, RSBA, SFO, Vice President  
Erin K. Green, MBA, RSBA, SFO, Immediate Past President  
John D. Musso, CAE, RSBA, ASBO Executive Director  
Shirley A. Broz, CPA, RSBA, SFO  
Ron McCulley, CPPB, RSBO  
Randy C. Evans, RSBO  
Terrie Simmons, RSBA  
Brenda Burkett, SFO, CPA  
Mark Pepera, SFO, RSBO

**STAFF**

Ron Skinner, CAE, ASBO Assistant Executive Director  
Arlene H. Olkin, ASBO Director of Professional Development  
Siobhán McMahon, ASBO Director of Membership, Marketing, & Communications  
Sabrina Soto, ASBO Director of Corporate Sponsorship  
Maureen Thompson, ASBO Director of Events  
Angela Tombul, ASBO Executive Assistant

**GUESTS**

Trevor Summerson, International Representative  
Joey Montano, AEDG Chair  
Sharon Bruce, AEDG Vice Chair  
Jeff Carew, CMAC Chair  
Josh Peach, CMAC Vice Chair  
Trevor Summerson, International Representative

**CALL TO ORDER**

President Linderman called the meeting to order at 8:10am.

**ROLL CALL**

All board members were present.

**MOTION:** Mark Pepera moved to go into Executive Session. Randy Evans seconded. All were in favor.

**MOTION:** Brian Mee moved to come out of Executive Session. Erin Green seconded. All were in favor.

## **APPROVAL OF AGENDA**

President Linderman presented the agenda for approval.

**MOTION:** Shirley Broz moved to approve the agenda as presented, seconded by Ron McCulley. Motion passed unanimously.

## **APPROVAL OF MINUTES**

### **Board Minutes**

President Linderman presented the July 21, 2011 minutes from the Board meetings for approval.

**MOTION:** Mark Pepera moved to approve the July 21, 2011 minutes. Terrie Simmons seconded. Motion passed unanimously.

### **Executive Committee Minutes**

President Linderman presented the June 11, 2011 minutes from the Executive Committee Meeting for approval.

**MOTION:** Brian Mee moved to approve the June 11, 2011 minutes. Erin Green seconded. Motion passed unanimously.

## **DISCUSSION ITEMS**

- a. Legislative Beliefs  
Brian Mee discussed the process of collecting comments from committees on the Legislative Beliefs Statement. The committees were somewhat unresponsive, so the narrative was created by Chuck and Brian. There are two formats created for the Legislative Beliefs Statement. Brian explained that ASBO would support it. If ASBO did support this, a process for reviewing it each year. Trevor Summerson asked if there could be a mention of international issues in the statement. Brian adjusted the statement to reflect international lawmakers.
- b. 403b Single Provider Mandates  
President Linderman spoke to the board and guests on the single provider mandate. John Musso furthered the discussion to say that ASBO is making a recommendation to benefit members. John also recommended that a formal statement be issued.
- c. 2012 Board Meeting Schedule  
John Musso presented the 2012 meeting schedule. He pointed out the change of dates for the February meeting. He explained the purpose of the mega-meeting and the rationale behind the

location chosen for that meeting. Joey Montano noted that the AEDG meeting is scheduled for June 20-23, 2012 in Santa Fe, NM.

- d. ERS Update John Musso briefed the board on the dissolution of the Educational Research Service.
- e. Financial Update John Musso discussed the June financial statements. He indicated that to date we have managed cash flow, but the annual meeting will be one of the key indicators relative to financial outlook.
- f. Visitation Schedule Brian Mee shared the board visitation schedule for 2012. He noted that there were still a few conferences that needed to have a representative.

## **ACTION ITEMS**

- a. Advisory and Standing Committee Assignments  
**MOTION:** Terrie Simmons moved to approve the committee assignments for 2012 as they were presented. Randy Evans seconded. All were in favor.
- b. Legislative Beliefs Statement  
**MOTION:** Brian Mee moved to approve the Legislative Beliefs Statement as amended. Brenda Burkett seconded. All in favor
- c. Employment Contract, Executive Director  
**MOTION:** Erin Green moved to approve the Executive Director's employment contract. Randy Evans seconded. All were in favor.
- d. Employment Contract, Assistant Executive Director  
**MOTION:** Brian Mee moved to approve the addendum to the Assistant Executive Director's employment contract. Shirley Broz seconded. All were in favor.

## **PROGRAM UPDATES**

- a. Membership, Marketing and Communications Siobhan McMahon reported on membership retention. She reported that membership has dropped below 5000 for the first time in many years. Siobhan also spoke on potential changes to the Ambassador Program to include an online ambassador. President Linderman suggested that Trevor Summerson share ideas from his program with Siobhan for the new program. Siobhan also reported on various marketing projects and goals.

- b. Professional Development  
Arlene Olkin spoke to the board about various upcoming professional development opportunities. She also spoke to the board about ConnectEd and the increase in number of members using the site. Ron Skinner asked that the board please give the staff any ideas they might have to improve and develop the site. President Linderman suggested that the budgets and financial reports be posted on ConnectEd. SB daily and Accents could also be archived on ConnectEd.
- c. Certification  
Ron Skinner briefed the board on the certification program statistics. He noted that Melissa Williams has been helping during Pam Weber's maternity leave. The program is looking forward to more data so that potential profiling can occur. A leadership project will be explored so that would reduce the overall cost of the program.
- d. Sponsorship  
Sabrina Soto updated the board on the sponsorship program. She reported that the program has gained an 8<sup>th</sup> strategic partner.
- e. Events  
Maureen Thompson reported on the AM&E registrant numbers, Butterflies program, and the Positive Impact Program.

## REPORTS

- a. GASAC  
Shirley reported that GASAC have been discussing how pensions are reported and that user guidelines are being rewritten.
- b. CMAC Chair Report  
Jeff Carew reported on the exhibitor functions at the AM&E. He thanked President Linderman for the input he provided on the slides for the exhibitor orientation. He also discussed the agenda for the CMAC meeting that will occur during the AM&E.
- c. AEDG Chair Report  
Joey Montano reported to the board on the summer meeting. He reported that three candidates that will be slated to be in the election for the slot of the incoming vice-chair of the AEDG. Joey mentioned the 2012 AEDG meeting which will be held in Santa Fe, NM from June 20-23, 2012.
- d. President's Report  
President Linderman reported on various meetings he was scheduled to attend and will attend. He noted he would be attending the Fall Wisconsin conference since he was unable to attend the Spring conference.
- e. Executive Director's Report  
John Musso reported on the appraisal that was performed at the ASBO headquarters building. He discussed various events at the AM&E.

## **BOARD COMMENTS**

Ron McCulley – thanked Shirley for her graciousness during their time together as a director.

Terrie Simmons – reported on the AZ ASBO conference that she attended. She also mentioned

Mark Pepera – said was impressed with the leadership and direction of the association. He welcomed Trevor.

Brenda Burkett – thanked both Shirley and Erin for their service. She also recognized Joey for his service to AEDG.

Randy Evans – said it was an honor to be a part of the board. He also congratulated Ron on his

Shirley Broz – thanked the board

Erin Green – has been a pleasure and an honor and will be available to the board and the association for anything they need. She also noted that WI would be running a candidate for 2012.

Brian Mee – welcomed Trevor to the board. He congratulated Chuck on a job well done.

Chuck Linderman – thanked the staff for their work for the association. He thanked Erin and Shirley. He wished Brian well and congratulated Ron.

## **ADJOURN**

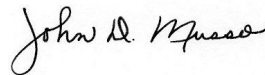
Brian Mee moved to adjourn. Erin Green seconded. Motion passed unanimously.

President Linderman adjourned the meeting at 12:21 PM.



---

Charles Linderman, RSBA  
President



---

John D. Musso, CAE, RSBA  
Executive Director



## Association of School Business Officials International

11401 North Shore Drive  
Reston, VA 20190-4200

P 866/682-2729  
F 703/708-7060  
[www.asbointl.org](http://www.asbointl.org)

November 16, 2011

4:30 PM

Board of Directors Meeting

Phone Conference

---

### ***Core Purpose:***

To lead the school business profession by providing growth opportunities and a network of support.

### ***Big Audacious Goal (BHAG):***

ASBO is universally recognized, respected, and consulted as the expert in the school business profession.

---

### **BOARD MEMBERS**

Charles E. Linderman, RSBA, President  
Brian L. Mee, RSBA, Vice President  
Erin K. Green, SFO, Immediate Past President  
John D. Musso, CAE, RSBA, ASBO Executive Director  
Ron McCulley, CPPB, RSBO  
Terrie Simmons, RSBA  
Brenda Burkett, SFO, CPA

### **STAFF**

Ron Skinner, CAE, ASBO Assistant Executive Director  
Maureen C. Thompson, ASBO Director of Events  
Pam Weber, ASBO Director of Certification  
Arlene H. Olkin, ASBO Director of Professional Development  
Siobhán McMahon, ASBO Director of Membership, Marketing, &  
Communications  
Sabrina Soto, ASBO Director of Corporate Partnerships  
Angela Tombul, ASBO Executive Assistant

### **GUESTS**

Jeff Carew, CMAC Chair  
Josh Peach, CMAC Vice Chair  
Sharon Bruce, AEDG Vice Chair  
Eric Smith, Board Member Elect  
Mindy Stooksbury, Board Member Elect  
Trevor Summerson, International Representative

### **CALL TO ORDER**

President Linderman called the meeting to order at 4:35pm.

### **ROLL CALL**

All board members were on the call, except Mark Pepera, Randy Evans, and Shirley Broz. President Linderman, Brian Mee, Ron McCulley, Eric Smith, Mindy Stooksbury and the ASBO staff members were convened at the ASBO Headquarters Office.



## APPROVAL OF AGENDA

### **MOTION:**

Brenda Burkett moved to approve the agenda as amended, adding in approval of the September 14, 2011 Executive Committee Minutes. Terrie Simmons seconded. Motion passed unanimously.

## APPROVAL OF MINUTES

### **MOTION:**

Brenda Burkett moved to approve the September 15, 2011 Board of Directors Meeting Minutes with the comments. Terrie Simmons seconded. Motion passed unanimously.

Brian Mee moved to approve the September 14, 2011 Executive Committee Meeting Minutes. Erin Green seconded. Motion passed unanimously.

## ACTION ITEMS

- a. CMAC  
Appointments

John Musso relayed to the board the names of the six individuals being recommended to be appointed to the CMAC.

### **MOTION:**

Brian Mee moved to approve the appointment of  
Paul Bessinger of Quill.com,  
Michael Golightly of ISCO Industries,  
Tamara Middleton of CPI Qualified Plan Consultants,  
Bruce Mitchell of PODS Enterprises,  
Marlene Muncy of The Horace Mann Companies,  
Kathy Vintevoghel of PCMI Educational Contracting  
for service on the Corporate Members Advisory Committee.  
Brenda Burkett seconded. All were in favor.

- b. Committee  
Appointments

John Musso recommended that the board approve the Professional Committee leaders effective January 1, 2012.

### **MOTION:**

Ron McCulley moved to approve the appointments of  
Neil Sullivan, Chair, Accounting, Auditing & Budgeting  
Ramona Thurman, Vice Chair, Accounting, Auditing &  
Budgeting  
Linda Lee, Chair, International Aspects  
Laura Cowburn, Chair, School Finance  
Lisa Morstad, Vice Chair, School Finance  
Jim Westrum, Chair, Risk Management.  
Erin Green seconded. Motion passed unanimously.

## PROGRAM UPDATES

- a. Membership, Marketing and Communications  
Siobhán McMahon gave the board an update on ASBO's membership numbers and the trends of membership. Chuck Linderman noted that Pat George does a great job for ASBO.
  
- b. Professional Development  
Arlene Olkin briefed the board on the MBA and COE programs. She also spoke to the board on the location of future Eagle Institutes. She mentioned the Pinnacle, Eagle and Bridges deadlines. Arlene also noted that some committee chairs will need to be filled. She reported that Call for Proposals would open soon. She also briefed the board on some possible events that could happen at the Executive Leadership Forum in 2013.
  
- c. Events  
Maureen Thompson reported to the board on the registrations to date on the Executive Leadership Forum 2012.
  
- d. Certification  
Pam Weber spoke to the board about the Certification program and the goals and marketing efforts for the coming months. She also told the board that the Certification Commission would have to replace the chair, Mindy Stooksbury, since she is going to be serving on the board now.
  
- e. Corporate Sponsorships  
Sabrina Soto reported on the strategic and event partners.

## REPORTS

- a. AEDG Chair Report  
Sharon Bruce reported that the summer AEDG meeting will be held in June in Santa Fe, NM.
  
- b. CMAC Chair Report  
Jeff Carew is happy with CMAC member activity and is focused on making member experience in Phoenix outstanding.
  
- c. President's Report  
Chuck Linderman reported on the Wisconsin ASBO Annual Conference that he attended last month. He also mentioned the upcoming trip to the UK to attend the National Association of School Business Managers with Trevor Summerson. He also mentioned that the next board conference call will be December 15, 2011.
  
- d. Executive Director's Report  
John Musso spoke about the association's membership and variables that are affecting the membership. He explained that more details would come out in February. He also asked that the board members encourage affiliate members to join ASBO and explain the Certification program to them.

**BOARD COMMENTS**

Brenda Burkett noted that she hopes to see membership numbers come back up and for the SFO program to get a push.

Terrie Simmons asked if there would be any promotions for the 2012 year for membership.

Erin Green commented that she is excited about the direction that ASBO is headed.

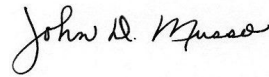
**ADJOURN**

Ron McCulley moved to adjourn the conference call. Brian Mee seconded. All were in favor. The call was adjourned at 5:30pm.



---

Charles Linderman, RSBA  
President



---

John D. Musso, CAE, RSBA  
Executive Director

December 15, 2011

11:00 AM

Board of Directors Meeting

Phone Conference

---

***Core Purpose:***

To lead the school business profession by providing growth opportunities and a network of support.

***Big Audacious Goal (BHAG):***

ASBO is universally recognized, respected, and consulted as the expert in the school business profession.

---

**BOARD MEMBERS**

Charles E. Linderman, RSBA, President  
Brian L. Mee, RSBA, SFO, Vice President  
Erin K. Green, SFO, Immediate Past President  
John D. Musso, CAE, RSBA, ASBO Executive Director  
Shirley A. Broz, CPA, RSBA, SFO  
Ron McCulley, CPPB, RSBO  
Randy C. Evans, RSBO  
Terrie Simmons, RSBA  
Brenda Burkett, CPA, SFO  
Mark Pepera, RSBO, SFO

**STAFF**

Ron Skinner, CAE, ASBO Assistant Executive Director  
Maureen C. Thompson, ASBO Director of Events  
Pam Weber, CAE, ASBO Director of Certification  
Arlene H. Olkin, ASBO Director of Professional Development  
Siobhán McMahon, ASBO Director of Membership, Marketing, &  
Communications  
Sabrina Soto, ASBO Director of Corporate Partnerships  
Angela Tombul, ASBO Executive Assistant

**GUESTS**

Jeff Carew, CMAC Chair  
Josh Peach, CMAC Vice Chair  
Joey Montano, AEDG Chair  
Eric Smith, Incoming Board Member  
Trevor Summerson, International Representative to the Board

**CALL TO ORDER**

President Linderman called the meeting to order at 11:02am.

**ROLL CALL**

All board members were present for the call, except for Shirley Broz and Ron McCulley. Mark Pepera joined the call at 11:06am.

Erin Green joined the call at 11:09am.

## **APPROVAL OF AGENDA**

**MOTION:** Terrie Simmons moved to approve the agenda. Randy Evans seconded. Motion passed unanimously.

## **APPROVAL OF MEETING MINUTES**

**MOTION:** Brenda Burkett moved to approve the November 16, 2011 Board of Director Meeting Minutes. Terrie Simmons seconded. Motion passed unanimously.

## **DISCUSSION ITEMS**

- a. AM&E Survey Results
- John Musso discussed the results of the AM&E survey. The response rate was 48%. He explained that the Net Promoter Score was lower than last year, but that could likely be attributed to the fact that last year was the Centennial Celebration. He indicated that there were several areas which could be improved upon, but overall, the meeting was well received.

Conversation ensued about the survey results. President Linderman agreed that the attire should probably be specified so that there isn't a gap between the leadership and the members. He also said that a mobile application would be worth pursuing. Josh Peach explained that by adding an app to the conference, you would want to be sure and adjust the bandwidth that you provide. President Linderman recommended that the board continue discussions about the points in the survey results.

## **ACTION ITEMS**

- a. CMAC position
- John Musso explained that ASBO had received word from Jackie Fabitore-Matheny that she could no longer serve on the Corporate Member Advisory Committee. It is the recommendation of staff to approve John Kevin of VALIC to serve on the committee in her stead.

**MOTION:** Randy Evans motioned to remove Jackie Fabitore-Matheny and add John Kevin to the CMAC. Erin Green seconded. Motion passed unanimously.

- b. HR Committee Leaders
- John Musso reported to the board that the current chair of the Human Resources and Labor Relations Committee, Mindy Stooksbury, will be commencing her term on the ASBO International Board and will be stepping down as the chair. It is the recommendation of staff and the committee that the board

appoint Matthew Malinowski as the new chair and Mohsin Dada as the new vice chair of the committee.

**MOTION:** Randy Evans moved to appoint Matthew Malinowski as the new Chair and Mohsin Dada as the new Vice Chair of the Human Resources and Labor Relations Committee. Mark Pepera seconded. All were in favor.

- c. General Counsel Appointment John Musso recommended that the board reappoint Arthur Herald of Webster, Chamberlain & Bean as ASBO's General Counsel.

**MOTION:** Brian Mee moved to reappoint Arthur Herald of Webster, Chamberlain & Bean as ASBO's General Counsel. Terrie Simmons seconded. Motion passed unanimously.

- d. 2012 Election Manual John Musso explained that the election rules further clarified the rules of campaigning and the rules regarding candidates receiving mailing lists from ASBO International and the use of the ASBO logo. He reported that staff had posted the rules on the ConnectEd site multiple times, asking for comments from the Affiliate Leaders. No comments were received. Staff recommends that the Election Rules be approved as amended.

**MOTION:** Brenda Burkett moved to approve the 2012 Election Rules with the clarification to the campaign rules, effective January 1, 2012. Mark Pepera seconded. Motion passed unanimously.

## REPORTS

- a. Board Committee Liaison Reports There were no Committee Liaison Reports.
- b. Board Visitation Reports Ron McCulley was not on the call, but visited Alaska ASBO's annual conference earlier in the month.
- c. AEDG Chair Report Joey Montano reported that the meeting in Santa Fe is coming together and information will be available prior to the Executive Leadership Forum.
- d. CMAC Chair Report Jeff Carew reported that there was a productive meeting this week. CMAC is going to meet without the ASBO president and staff on call, to hopefully get members more engaged. The committee will also have an attendance requirement that if a member misses three meetings, they will be off the committee. CMAC would also recommend that ASBO turn the exhibit hall into a large tailgate party and discussed ideas the committee proposed. John Musso recommended that Jeff meet with Maureen Thompson to discuss feasibility of these ideas. Brian Mee and Brenda Burkett both supported the ideas that CMAC put forth.

- e. International Representative Report Trevor Summerson reported on the feedback from the conferences that President Linderman attended. His visit and the collaboration with ASBO International have the international community very excited. He said that several people will be attending the Executive Leadership Forum in Orlando and that many plan to attend AM&E in Phoenix.
- f. President's Report President Linderman reported on his recent trip to the UK to attend the NASBM conference and other meetings he attending on the trip. He expressed how much this year has meant to him.
- g. Executive Director's Report John Musso reported that the election participation rates are available and will be distributed to the Affiliate leaders soon.

**BOARD COMMENTS**

Erin Green thanked the board for the past seven years of service.

Mark Pepera thanked Erin for her leadership and thanked Chuck for his work over this past year.

Randy Evans seconded Mark's comments.

Brian Mee thanked Chuck. He added that he is looking forward to next year.

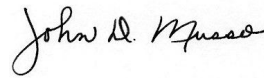
**ADJOURN**

Mark Pepera moved to adjourn the meeting at 12:04pm. Erin Green seconded. All were in favor.



---

Charles Linderman, RSBA  
President



---

John D. Musso, CAE, RSBA  
Executive Director