

JANUARY 24, 2019 | 3:00 P.M. | CONFERENCE CALL

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Angie Tombul, Executive Assistant and Governance Relations

Guests

David Martell, AEDG Vice Chair
Aubrey Kirkpatrick, International Representative
Ed Chabal, Board Candidate
Ryan Ghizzoni, Board Candidate
David Ginsberg, Board Candidate

Welcome and Opening Business Items

- **Call to Order**

President Wohlleber called the meeting to order at 3:05 p.m.

- **Roll Call**

All board members, except Bill Sutter and Susan Harkin who were excused, were in attendance.

- **Approval of Agenda and Consent Agenda**

- November 20, 2018 Board Meeting Minutes
- December 17, 2018 Executive Session Minutes
- FY19 September Financial Statement
- Legislative Advisory Committee Legal/Legislative Expert Re-Appointment
- 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: Chuck Peterson made a motion to approve the agenda and the consent agenda. Angela Von Essen seconded. All were in favor and the motion carried.

Action Items

- **New Zealand Affiliation Agreement**

President Wohlleber reported to the group that the School Business Managers' Association Incorporated had reviewed the affiliation agreement and signed it. The final step will be for ASBO International to countersign it. It was noted that Karen Starr was instrumental in fostering the relationship between the two organizations.

ACTION ITEM: Angela Von Essen made a motion to approve the New Zealand Affiliation Agreement. Marvin Dereef seconded. All were in favor and the motion carried.

Discussion Items

- **2020 Eagle Institute Location**

President Wohlleber reviewed the list of possible cities for the 2020 Eagle Institute location. Consensus was reached to explore Charleston, SC, Québec City, Québec, and a yet to be determined location in Alaska.

Reports & Updates

- **President's Report**

President Wohlleber reported that Claire Hertz was the chair of the Policy Committee. He noted that the Executive Committee had reviewed the FY20 Budget and that it would be circulated to the group soon. He also reported that the research on the educational trip to Singapore was underway and that a discussion about the funding for the trip would need to occur at a future meeting.

- **Board Member Reports**

There were no reports.

- **Auditor Selection Update** - Chuck Peterson

Chuck Peterson reported that the RFP went out in the fall and had resulted in an overwhelming response. He noted that the Finance Committee had been reviewing the proposals and would have a recommendation to the Board at the next meeting.

- **Policy Committee Update** - Claire Hertz

Claire Hertz updated the group on the work of the Policy Committee, saying that the work has been paused until a hiring decision has been made and a new executive director is in place.

- **Affiliate Executive Directors' Report**

David Martell thanked the Board for inviting the AEDG to be a part of the Board discussions and expressed that he was looking forward to the years ahead.

- **International Representatives' Report**

Aubrey Kirkpatrick commented on the Canadian Affiliates' meeting in December. He commended Siobhan McMahon on her presentations. He reported that he and Karen Starr communicate regularly and are planning an international conference call to collaborate on increasing international presence and participation.

- **Committee Board Liaison Reports** *(if applicable)*

There were no reports.

- **Staff Reports**

Siobhan McMahon noted that a finance and administration manager position is being filled. She also reported an RFP for the HR administration functions which will translate to a significant savings. McMahon also updated the group that 1996 Past President Denny Bolton had passed away in the fall, but that ASBO International found out this week.

Sabrina Soto reported the Executive Leadership Forum registration numbers.

- **Future Meeting Agenda Items**

No items were identified.

ACTION ITEM: Marvin Dereef made a motion to go into executive session. John Hutchison seconded. All were in favor and the Board entered into executive session at 3:51 p.m.

Executive Session

- **2019 Proposed Budget Format**

The group discussed what budget document to provide the guests at the Board meeting.

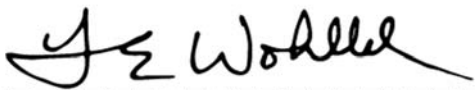
- **2019 Executive Director Search Timeline and Interview Process**

President Wohlleber reviewed the process and logistics for the finalist interviews for the ASBO International Executive Director.

ACTION ITEM: John Hutchison made a motion to resume regular session. Chuck Peterson seconded. All were in favor and the Board resumed regular session at 4:07 p.m.

Adjournment

ACTION ITEM: Marvin Dereef made a motion to adjourn. Susan Harkin seconded. All were in favor and the meeting was adjourned at 4:07 p.m.



Tom Wohlleber, President



FEBRUARY 13, 2019 | 8:30 P.M. | WESTIN GASLAMP DISTRICT SAN DIEGO, CA

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Welcome and Opening Business Items

- **Call to Order**

President Wohlleber called the meeting to order at 8:34 p.m.

- **Roll Call**

All board members were in attendance.

ACTION ITEM: Susan Harkin made a motion to go into executive session at 8:34 p.m. John Hutchison seconded. All were in favor and the board went into executive session.

Executive Session

- **Executive Director Candidates**

ACTION ITEM: Susan Harkin made a motion to resume the regular session. Michael Johnston seconded. All were in favor and the board resumed the regular session at 9:05 p.m.

Adjournment

ACTION ITEM: Susan Harkin made a motion to adjourn. Marvin Dereef seconded. All were in favor and the meeting was adjourned at 9:06 p.m.

Tom Wohlleber, President



FEBRUARY 14, 2019 | 9:00 A.M. | WESTIN GASLAMP DISTRICT SAN DIEGO, CA

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Angie Tombul, Executive Assistant and Governance Relations

Guests

Angie Peterman, AEDG Chair
David Martell, AEDG Vice Chair
Aubrey Kirkpatrick, International Representative
Ed Chabal, Board Candidate
Ryan Ghizzoni, Board Candidate

Welcome and Opening Business Items

- **Call to Order**

President Wohlleber called the meeting to order at 9:06 a.m.

- **Roll Call**

All board members were in attendance.

ACTION ITEM: Bill Sutter made a motion to go into executive session at 9:07 a.m. Marvin Dereef seconded. All were in favor and the board went into executive session.

Executive Session

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

ACTION ITEM: John Hutchison made a motion to resume the regular session. Susan Harkin seconded. All were in favor and the board resumed the regular session at 10:50 a.m.

Opening Business Items

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

ACTION ITEM: Michael Johnston made a motion to approve the agenda and the consent agenda. Susan Harkin seconded. All were in favor and the motion carried.

Action Items

- **Legislative Advisory Committee Member Appointments**

The board discussed the applicants, noting that both were qualified candidates.

ACTION ITEM: Chuck Peterson made a motion to appoint Anthony Dragona as a practitioner member of the Legislative Advisory Committee effective immediately with a term ending December 31, 2021. Angela Von Essen seconded. All were in favor and the motion carried.

- **FY2020 Budget Approval**

President Wohlleber reviewed the new budget, explaining that there were no comparisons for this year, but that it is the expectation that comparisons will be done in the future. Siobhán McMahon added that much work was done to the Chart of Accounts and to select new budgeting software that was compatible with the financial software in use. She noted that future budgets would ideally tie back to the Strategic Plan goals at a high level. Chuck Peterson commented that the staff had done a great job on the Chart of Accounts. The group discussed the budget document.

ACTION ITEM: Susan Harkin made a motion to approve the FY2020 Budget at the adoption level. Bill Sutter seconded. All were in favor and the motion carried.

- **Auditor Recommendation from the Finance Committee**

Chuck Peterson noted that the Finance Committee had reviewed all the proposals received and put forward two equally qualified firms and recommended moving forward with Dixon, Hughes, and Goodman LLP based on their lower rate.

ACTION ITEM: Chuck Peterson made a motion to appoint Dixon, Hughes, Goodman LLP as the ASBO International auditor firm and enter into a three-year contract to start the audit for FY19, as well as for FY20 and FY21 at a rate of \$19,500 for the first year, \$20,000 for the second year, and \$20,500 for the third year. John Hutchison seconded. All were in favor and the motion carried.

Discussion Items

- **Affiliate Visitations**

President Wohlleber reported that there was an increased number of affiliate visitations in 2019 and that ASBO wanted to ensure that the investment was worth making. He asked Siobhán McMahon to review the PowerPoint presentation that is available to all representatives. McMahon showed the group the PowerPoint and explained how it could be used for longer presentations, but also for shorter ones. Wohlleber reiterated that representatives to affiliate conferences needed to engage at the maximum possible level with the affiliate members since personal connections are what solidify interest in ASBO International. He encouraged the group to think about how to measure the impact of the visitations and to think of ways to further improve the process for the following year.

- **2019 Committee Manual**

President Wohlleber noted that the structure of the Bylaws Committee and the Ethics Committee, among other things, needed to be defined in the Committee Manual. He proposed holding a discussion to make the application process, the term lengths, the appointment process, and the expectations or duties more consistent from committee to committee. He asked that any thoughts or ideas be emailed to Sabrina Soto for consideration at the March or April Board Call.

Reports & Updates

- **President's Report**

President Wohlleber thanked the interview panel for their time and efforts relative to the executive director search. Wohlleber also reported that the Executive Committee had met and had appointed Melissa Fettkether to the Bylaws Committee.

- **Board Member Reports**

Susan Harkin reported that she had attended the SASBO conference and the Arkansas ASBO conference where she had a booth and made some good connections.

John Hutchison noted that he would be traveling to his first GASAC meeting soon and would report back to the group after.

Bill Sutter noted that the ASBO International Professional Standards were referenced at a Colorado in-state meeting recently. President Wohlleber commented that the Professional Standards should be added to a future agenda discussion.

- **Affiliate Executive Directors' Report**

Angie Peterman and David Martell reported that they were looking forward to working with Tom Wohlleber on the June AEDG meeting agenda.

- **International Representatives' Report**

Aubrey Kirkpatrick reported that the Canadian ASBOs had recently met and relayed the key topics to the Board. He noted that a small group of international members had formed with input from Tom Wohlleber and staff to explore topics of relevance to all school business officials regardless of their location. The board formed an ad hoc committee consisting of Aubrey Kirkpatrick, Angela Von Essen, and Susan Harkin to assist in the research projects.

- **Staff Reports**

Siobhán McMahon reported that the Finance and Administration Manager had been hired and was excited to join the ASBO staff. She reported that the Editorial Advisory Committee would be meeting at the ASBO Headquarters in April. She also reported Executive Leadership Forum statistics to the group on Sabrina Soto's behalf. McMahon noted that renters were still needed for the small suite. The board encouraged staff to be competitive and get the space rented.

- **Future Meeting Agenda Items**

Attorney renewal for another year

ACTION ITEM: Michael Johnston made a motion to go into executive session at 2:34 p.m.

Marvin Dereef seconded. All were in favor and the board went into executive session.

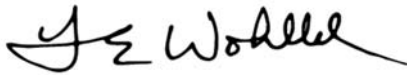
Executive Session

- **Meet with Selected Executive Director Candidate**

ACTION ITEM: Susan Harkin made a motion to resume the regular session. Angela Von Essent seconded. All were in favor and the board resumed the regular session at 3:15 p.m.

Adjournment

ACTION ITEM: Susan Harkin made a motion to adjourn. Angela Von Essent seconded. All were in favor and the board meeting was adjourned at 3:15 p.m.

A handwritten signature in black ink, appearing to read "T Wohlleber", written over a horizontal line.

Tom Wohlleber, President



MARCH 4, 2019 | 10:30 A.M. | CONFERENCE CALL

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Welcome and Opening Business Items

- **Call to Order**
President Wohlleber called the meeting to order at 10:30 a.m.
- **Roll Call**
All board members except Marvin Dereef who was excused were in attendance.
- **Approval of Agenda**

ACTION ITEM: Angela Von Essen made a motion to approve the agenda. Michael Johnston seconded. All were in favor and the motion carried.

Action Items

- **Legislative Advisory Committee Vacancies**

ACTION ITEM: Chuck Peterson made a 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. Claire Hertz seconded. All were in favor and the motion carried.

ACTION ITEM: Bill Sutter made a motion to go into executive session. Angela Von Essen seconded. All were in favor and the motion carried.

Executive Session

- Discuss Executive Director Employment Agreement

ACTION ITEM: Angela Von Essen made a motion to resume regular session. Michael Johnston seconded. All were in favor and the motion carried.

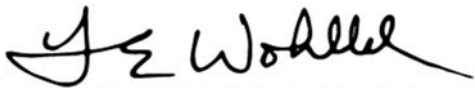
Action Items

- Executive Director Employment Agreement

ACTION ITEM: Claire Hertz made a motion to approve the Employment Agreement with David Lewis to serve as the Executive Director of ASBO International. John Hutchison seconded. A roll-call vote was taken. All were in favor and the motion carried.

Adjournment

ACTION ITEM: Bill Sutter made a motion to adjourn at 10:57 a.m. Angela Von Essen seconded. All were in favor and the motion carried.



Tom Wohlleber, President



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

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Angie Tombul, Executive Assistant and Governance Relations

Welcome and Opening Business Items

- **Call to Order**
President Wohlleber called the meeting to order at 3:30 p.m.
- **Roll Call**
Board members Tom Wohlleber, Claire Hertz, Angela Von Essen, Michael Johnston, Bill Sutter, Susan Harkin, and John Hutchison were on the call.
- **Approval of Agenda**

ACTION ITEM: Bill Sutter moved to approve the agenda. Claire Hertz seconded. All were in favor and the motion carried.

Action Items

- **Loudoun County Tax Exemption Application**
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 1.

ACTION ITEM: Claire Hertz made a motion to authorize Siobhán McMahon, Chief Operations Officer, to sign and submit the tax exemption application for Loudoun County. Michael Johnston seconded. All were in favor and the motion carried.

Adjournment

ACTION ITEM: Michael Johnston moved to adjourn. Susan Harkin seconded. All were in favor and the meeting was adjourned at 3:36 p.m.

Tom Wohlleber, President



MARCH 21, 2019 | 3:00 P.M. | CONFERENCE CALL

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Angie Tombul, Executive Assistant and Governance Relations

Guests

Angie Peterman, AEDG Chair
David Martell, AEDG Vice Chair
Aubrey Kirkpatrick, International Representative
Karen Starr, International Representative
Ed Chabal, Board Candidate
David Lewis, Incoming Executive Director

Welcome and Opening Business Items

- **Call to Order**

President Wohlleber called the meeting to order at 3:01 p.m.

- **Roll Call**

All board members were in attendance except Marvin Dereef. Claire Hertz joined the call at 3:35 p.m.

- **Approval of Agenda and Consent Agenda**

- February 13, 2019 Board Meeting Minutes
- February 14, 2019 Executive Committee Meeting Minutes
- February 14, 2019 Board Meeting Minutes
- March 4, 2019 Executive Session Meeting Minutes
- March 18, 2019 Board Meeting Minutes
- FY19 November & December Financial Statement
- Contracts
 - Cvent

ACTION ITEM: Susan Harkin made a motion to approve the agenda and the consent agenda. Bill Sutter seconded. All were in favor and the motion carried.

Action Items

- **Legal Counsel**

ASBO International conducted a comprehensive RFP process last year for legal services. The firm of Fox Rothschild, LLP 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, LLP to serve as legal counsel for ASBO International for FY20.

ACTION ITEM: John Hutchison made a 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). Angela Von Essen seconded. All were in favor and the motion carried.

- **FY20 Budget Revision**

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 to Conferences & Exhibits to align with the revenues. No changes were made to the budget bottom line, only the placement of the expenses.

ACTION ITEM: Michael Johnston made a motion to approve a revision to the FY20 budget to reflect the reclassification of Strategic Governance Symposium expenses to Conferences & Exhibits. Angela Von Essen seconded. All were in favor and the motion carried.

- **Additional Signatory Authorization**

ACTION ITEM: Susan Harkin made a motion to authorize signatory privileges as well as online banking privileges with the bank's Cash Management system to Patrick Cheney, Finance and Administration Manager, and to provide signatory privileges only to David Lewis (effective April 10, 2019), Executive Director, at the Bank of Clarke County. Angela Von Essen seconded. All were in favor and the motion carried.

- **Eagle Institute 2020 RFP**

The group discussed the location options and agreed that negotiations with Quebec City should begin. It was noted that the registration process would be discussed at a future meeting.

ACTION ITEM: Chuck Peterson made a motion to select Quebec City as the 2020 Eagle Institute location. Angela Von Essen seconded. All were in favor and the motion carried.

- **Committee Manual**

Sabrina Soto reported that the changes to the Committee Manual consisted of revisions based on board feedback of the Bylaws and Ethics Committee application process and roles.

ACTION ITEM: Angela Von Essen made a motion to approve the Committee Manual. Susan Harkin seconded. All were in favor and the motion carried.

- **ASBO International Business Insurance Policy Renewal**

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.

Discussion was held regarding a Risk/Coverage Assessment that will be done before the next renewal period.

ACTION ITEM: Bill Sutter made a motion to approve the business insurance renewal proposal from Alliant/Mesirow Insurance Services for the policy period April 1, 2019 through March 31, 2020. John Hutchison seconded. All were in favor and the motion carried.

Discussion Items

- **New Executive Director Orientation**

President Wohlleber reported that the Executive Committee would be meeting on May 4, 2019 to work with David Lewis on a transition plan and orientation. He noted that Lewis would provide a 90-day plan at the next meeting.

Reports & Updates

- **President's Report**

There was no president's report.

- **Board Member Reports**

- GASAC Meeting Update – John Hutchison

John Hutchison reported that he attended the recent GASAC meeting as the ASBO International representative.

- **Affiliate Executive Directors' Report**

Angie Peterman reported that she had been working on the June AEDG meeting agenda and that it was going to be a fun and educational experience with an opportunity for cooperative professional development.

- **International Representatives' Report**

Aubrey Kirkpatrick reported that Angela Von Essen, Susan Harkin, and he met for an initial phone call to begin creating a survey to collect data about how school business is being done around the world.


- **Staff Reports**

There was no staff report.

- **Future Meeting Agenda Items**

Adjournment

ACTION ITEM: Susan Harkin made a motion to adjourn. Bill Sutter seconded. All were in favor and the board meeting was adjourned at 4:07 p.m.



Tom Wohlleber, President



APRIL 11, 2019 | 3:00 P.M. | CONFERENCE CALL

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
David Lewis, Executive Director, *ex officio*
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Angie Tombul, Executive Assistant and Governance Relations

Guests

Angie Peterman, AEDG Chair
David Martell, AEDG Vice Chair
Aubrey Kirkpatrick, International Representative
Karen Starr, International Representative
Ed Chabal, Board Candidate
Ryan Ghizzoni, Board Candidate
David Ginsberg, Board Candidate

Welcome and Opening Business Items

- **Call to Order**

President Wohlleber called the meeting to order at 3:03 p.m.

- **Roll Call**

All board members were in attendance except Marvin Dereef.

- **Approval of Agenda and Consent Agenda**

- March 21, 2019 Board Meeting Minutes
- FY19 January & February Financial Statement

ACTION ITEM: Angela Von Essen made a motion to approve the agenda and the consent agenda. Susan Harkin seconded. All were in favor and the motion carried.

Action Items

- **Legislative Beliefs 2019**

David Lewis reported that the Legislative Advisory Committee had worked on the updated beliefs and noted that there were no substantial edits to the content, primarily language updates surrounding specific topics. He also noted that he was added to the committee roster as the staff liaison, which left an open position for the AEDG representatives.

ACTION ITEM: Susan Harkin made a motion to adopt the 2019 Legislative Beliefs Statement. Angela Von Essen seconded. All were in favor and the motion carried.

- **Content Area Leader Vacancy**

Sabrina Soto discussed the candidates for IT Content Area Leader and their qualifications and noted that both would be excellent choices.

ACTION ITEM: John Hutchison made a motion to appoint Suzanne Jones as the Information Technology Content Area Leader effective immediately. Susan Harkin seconded. All were in favor and the motion carried.

Discussion Items

- **Eagle Institute 2020 Registration Process**

The group discussed increasing the number of attendees for the 2020 Eagle Institute to allow for Canadian members to attend and to increase the overall number of slots.

- **New Executive Director 90-Day Entry Plan**

David Lewis thanked the board and guests for the warm welcome he had received and noted he was looking forward to the future. He noted that his transition plan mirrored the association's strategic plan and that the transition would be a collaboration.

Reports & Updates

- **President's Report**

President Wohlleber reported that he had recently attended the Louisiana ASBO conference. He also noted that the Executive Committee would be at ASBO International headquarters on May 4 to meet with David Lewis.

- **Board Member Reports**

Claire Hertz thanked the Policy Committee and the Bylaws Committee for their recent work. She also commented that as the board liaison to the Editorial Advisory Committee, she had learned a lot about what the group does and that she would like to see collaboration between the board and the Editorial Advisory Committee.

Bill Sutter reported that he had attended the Iowa ASBO conference.

John Hutchison reported that he was attending the Nebraska ASBO conference.

- **Affiliate Executive Directors' Report**

Angie Peterman noted that many affiliates were holding their conferences at this time of the year. She also reported that the plans for the June AEDG meeting in Cleveland, Ohio, were being finalized and that the AEDG was looking forward to the collaboration with the ASBO Board.

- **International Representatives' Report**

Karen Starr noted that her new book was being released.

Aubrey Kirkpatrick reported on the survey for international members that was being designed. He also noted that he had attended the Saskatchewan ASBO conference to represent ASBO International.

- **Committee Board Liaison Reports**

There were no reports.

- **Executive Director's Report**

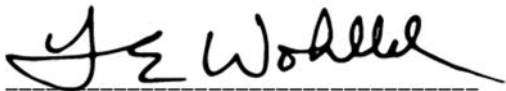
David Lewis reported that staff had a preliminary audit team meeting and that the goal of the group was to tentatively have the audit for the board at their June meeting. He noted that an RFP for professional employer organization services had been issued and that staff had budgeted for a significant savings in payroll and health insurance. He reported that he anticipates having a new company present to the board soon. Lastly, he reminded the board to send their flight itineraries to Angie Tombul for the June trip to the summer AEDG meeting and board meeting.

- **Future Meeting Agenda Items**

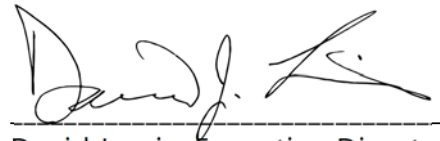
No future agenda items were identified.

Adjournment

ACTION ITEM: Susan Harkin made a motion to adjourn. Bill Sutter seconded. All were in favor and the board meeting was adjourned at 4:03 p.m.



Tom Wohlleber, President



David Lewis, Executive Director



MAY 14, 2019 | 3:00 P.M. | CONFERENCE CALL

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
David Lewis, Executive Director, *ex officio*
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Angie Tombul, Executive Assistant and Governance Relations

Guests

Angie Peterman, AEDG Chair
David Martell, AEDG Vice Chair
Aubrey Kirkpatrick, International Representative
Karen Starr, International Representative
Ed Chabal, Board Candidate
David Ginsberg, Board Candidate

Welcome and Opening Business Items

- **Call to Order**

President Wohlleber called the meeting to order at 3:05 p.m.

- **Roll Call**

All board members were in attendance.

- **Approval of Agenda and Consent Agenda**

- April 11, 2019 Board Meeting Minutes
- Contracts
 - Exhibits Manager Contract Renewal
 - *School Business Affairs*, Editing and Proofreading Contract Renewal

ACTION ITEM: Susan Harkin made a motion to approve the amended agenda and the consent agenda. Bill Sutter seconded. All were in favor and the motion carried.

Action Items

- **Insperty Professional Employer Organization Contract**

David Lewis reported that staff had undergone an RFP process and determined that switching Professional Employer Organizations from ADP to Insperty was a prudent decision. He noted that the savings to the association would be significant and that staff's benefits would either be comparable to or better than what they previously had.

ACTION ITEM: Susan Harkin made a motion to approve a Professional Employer Organization contract with Insperty conditional upon legal review. Marvin Dereef seconded. All were in favor and the motion carried.

Discussion Items

- **Mortgage Analysis**

Chuck Peterson reported that the Finance Committee had been reviewing the mortgage comparing the interest being paid on the current note to the interest being earned on current investments but is not ready to make a recommendation yet. The group concluded that the group was inclined to be conservative with the funds being invested and that they would prefer to not deplete that money.

- **Partnering with ASBO International Affiliates Regarding Online Webinars**

Chuck Peterson reported that on a recent visitation to WA ASBO, his enthusiasm was renewed for partnering with like-minded groups to offer more online learning. It was determined that this topic would be added to the summer board meeting agenda for further discussion.

- **Board Candidate Vacancy Discussion**

With the withdrawal of one of the board election candidates and the absence of guidance in any of the governing documents on this particular situation, the board discussed next steps on filling the vacancy. The group decided that the Executive Committee would meet and seek legal counsel's input and report back to the board members with possible scenarios.

Reports & Updates

- **President's Report**

President Wohlleber reported that the Executive Committee had a productive meeting with David Lewis earlier in the month.

- **Board Member Reports**

Marvin Dereef reported that he had attended the Virginia ASBO/Southeastern ASBO and the Indiana ASBO conferences. He noted that both were great events.

Bill Sutter reported that he had a great trip to Michigan SBO.

John Hutchison commented that he had attended Alberta ASBO and Ontario ASBO. He encouraged the board to continue attending these two conferences each year.

Chuck Peterson shared that he had attended the Washington ASBO conference and had presented a proclamation to them for their 75th anniversary year.

- **Affiliate Executive Directors' Report**

Angie Peterman noted that the June AEDG meeting in Cleveland, Ohio, was in a month and that the agenda for the meeting would be out shortly. She also noted that she was intrigued by the discussion on a joint effort for online learning.

- **International Representatives' Report**

There was no report.

- **Executive Director's Report**

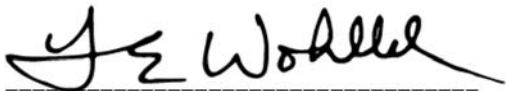
David Lewis reported that he was continuing the individual phone calls to the board members and the affiliates. He also noted that he had recently traveled to California ASBO, Illinois ASBO, and Indiana ASBO conferences and would be attending the New York ASBO conference later in the month.

- **Future Meeting Agenda Items**


- Add "Partnering with ASBO International Affiliates Regarding Online Webinars" to summer meeting agenda.

Adjournment

ACTION ITEM: Susan Harkin made a motion to adjourn. Marvin Dereef seconded. All were in favor and the board meeting was adjourned at 4:16 p.m.



Tom Wohlleber, President



David Lewis, Executive Director



MAY 24, 2019 | 10:00 A.M. | CONFERENCE CALL

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
David Lewis, Executive Director, *ex officio*
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Angie Tombul, Executive Assistant and
Governance Relations

Welcome and Opening Business Items

- **Call to Order**

President Wohlleber called the meeting to order at 10:02 a.m.

- **Roll Call**

All board members were in attendance except Chuck Peterson and Marvin Dereef.

- **Approval of Agenda and Consent Agenda**

- Contracts
 - Eagle Institute 2020 Facilities Contract

ACTION ITEM: Susan Harkin made a motion to approve the agenda and the consent agenda. Angela Von Essen seconded. All were in favor and the motion carried.

Action Items

- **2019 Election - New Candidate Process**

David Lewis reviewed the summary, noting that the work was done in consultation with the attorney. He reported that the Executive Committee had discussed that because David Ginsberg had met all the candidate deadlines and was in good standing, and because the election had been uncontested, Ginsberg should not be penalized by opening the director level race up to new candidates. The board felt it was important to protect Ginsberg's position, but noted that in order for him to be eligible to run for Vice President, he could not be appointed to the position of director, that he needed to be elected.

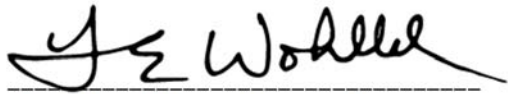
President Wohlleber commented that this was a one-time solution to the existing problem, but that the Election Manual would need to be edited to address this.

ACTION ITEM: Bill Sutter made a motion to approve David Ginsberg as the sole candidate for open position 1. Susan Harkin seconded. All were in favor and the motion carried.

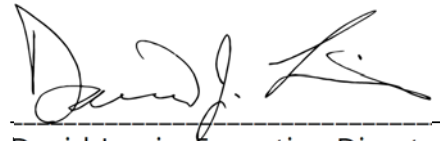
ACTION ITEM: Bill Sutter made a motion to revise the Election Procedures Manual for the 2019 election, which reflects new procedures and deadlines for the election to fill open position 2. Susan Harkin seconded. All were in favor and the motion carried.

Adjournment

ACTION ITEM: Susan Harkin made a motion to adjourn. Angela Von Essen seconded. All were in favor and the board meeting was adjourned.

A handwritten signature in black ink, appearing to read "Tom Wohlleber", written over a horizontal line.

Tom Wohlleber, President

A handwritten signature in black ink, appearing to read "David Lewis", written over a horizontal line.

David Lewis, Executive Director



JUNE 19, 2019 | 8:00 A.M. | CLEVELAND, OH

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
David Lewis, Executive Director, *ex officio*
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership
Officer

Welcome and Opening Business Items

- **Call to Order**

President Wohlleber called the meeting to order at 8:06 a.m.

- **Roll Call**

All board members were in attendance except Chuck Peterson and Marvin Dereef. Chuck Peterson and Marvin Dereef participated via phone. Siobhán McMahon and Sabrina Soto were present.

- **Approval of Agenda and Consent Agenda**

- May 14, 2019 Board Meeting Minutes
- May 24, 2019 Board Meeting Minutes

ACTION ITEM: Angela Von Essen made a motion to approve the agenda and the consent agenda. Michael Johnston seconded. All were in favor and the motion carried.

Action Items

- **Eagle Institute 2020**

Sabrina Soto explained the registration process for the 2020 Eagle Institute. The price of registration will be increased by \$50.

ACTION ITEM: Bill Sutter made a motion to approve the Eagle Institute registration rate at \$2,125. Susan Harkin seconded. All were in favor and the motion carried.

ACTION ITEM: Susan Harkin made a motion to amend the agenda to include First Keynote Speaker contract for the 2020 Annual Conference and Bylaws Indemnification Language. Angela Von Essen seconded. All were in favor and the motion carried.

- **Contract for First Keynote Speaker for 2020 Annual Conference**

ACTION ITEM: John Hutchison made a motion to approve the speaker contract for Michele Norris for the 2020 Annual Conference & Expo. Bill Sutter seconded. All were in favor and the motion carried.

- **Bylaws Language**

ACTION ITEM: Bill Sutter made a motion to approve creating indemnification language for the bylaws for the Bylaws Committee to consider. Susan Harkin seconded. All were in favor and the motion carried.

Discussion Items

- **Policy Manual Updates – First Reading**

Claire Hertz reported that the Policy Committee had met the day before and that they would be continuing to propose edits to the Policy Manual. The board performed a first reading of the edits to the Programs and Services section. Hertz asked that any questions or comments be sent to Sabrina Soto so that the group could do the second and final reading at the August board meeting.

- **Executive Director 90-Day Entry Plan and 2019-2020 Goals**

David Lewis updated the board on the progress he has made on his 90-Day Entry Plan and relayed his goals for the year.

- **Draft Audit Report from DHG Auditors**

Tamara Vineyard from Dixon Hughes Goodman, LLP, joined the group via phone to update the board on the FY19 audit.

Break

- **Professional Development Programming/Affiliates**

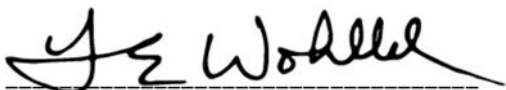
Sabrina Soto spoke to the group about the current online offerings by ASBO International. They discussed possible ways to work with affiliates to diversify content and delivery of leadership development.

- **Membership Models – Research/Summer Meeting Concepts**

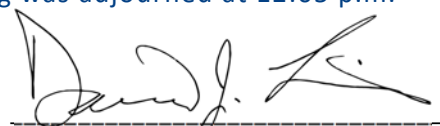
Siobhán McMahon reported the work that had been done by staff on possible changes to the membership model. The group discussed the changes.

Adjournment

ACTION ITEM: Susan Harkin made a motion to adjourn. John Hutchison seconded. All were in favor and the board meeting was adjourned at 12:05 p.m.



Tom Wohlleber, President



David Lewis, Executive Director



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

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
David Lewis, Executive Director, *ex officio*
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Angie Tombul, Executive Assistant and
Governance Relations

Guests

Angie Peterman, AEDG Chair
David Martell, AEDG Vice Chair
Karen Starr, International Representative
Ed Chabal, Board Candidate
David Ginsberg, Board Candidate
LaShahn Gaines, Board Candidate
Ryan Stechsulte, Board Candidate
Karen Wiesman, Board Candidate

Welcome and Opening Business Items

- **Call to Order**
President Wohlleber called the meeting to order at 3:02 p.m.
- **Roll Call**
All board members were present except Michael Johnston, Marvin Dereef, and Susan Harkin.
- **Approval of Agenda and Consent Agenda**
David Lewis informed the board of a situation with the 2020 Executive Leadership Forum hotel. The board amended the agenda to add an action item “2020 Executive Leadership Forum Hotel” to the agenda and to keep the Orange Frog Workshop contract approval on the consent agenda on the condition that Lewis keep the board informed as changes are made to the contract.
 - June 19, 2019 Board Meeting Minutes
 - Contracts
 - Orange Frog Workshop for the Executive Leadership Forum
 - eShow

ACTION ITEM: Chuck Peterson made a motion to approve the amended agenda and the amended consent agenda. John Hutchison seconded. All were in favor and the motion carried.

Action Items

- **MBA Advisory Committee Chair and Vice Chair Approval**
David Lewis reported that Ryan Ghizzoni had stepped down from the Meritorious Budget Award Committee. He noted that the process for determining the recommendation came from the protocols in place in the committee manual. Lewis noted that the two committee member vacancies would be opened up to the membership.

ACTION ITEM: Claire Hertz made a motion to appoint Christine Lee as the chair and Mike Waterman as the vice chair of the Meritorious Budget Award Committee. Bill Sutter seconded. All were in favor and the motion carried.

- **2020 Executive Leadership Forum Hotel**

David Lewis informed the board of a situation that had arisen with the 2020 Executive Leadership Forum hotel. He presented the options available to ASBO International. The group agreed that this was an opportunity for ASBO International and gave Lewis and staff the flexibility to pursue the necessary options and execute new contracts for both the hotel and the presenters from the Orange Frog Workshop.

ACTION ITEM: Claire Hertz made a motion to enter into negotiations and to finalize the contracts with the facility and the presenters for the 2020 Executive Leadership Forum. Chuck Peterson seconded. All were in favor and the motion carried.

Discussion Items

- **Review of August Board Meeting Agenda**

David Lewis reviewed the agenda for the August 15–16, 2019 board meeting noting that the International and AEDG Representative Reports would be moved to the start of the meeting to allow attendees to keep the two reports at the forefront of their minds as they move through the rest of the agenda.

Reports & Updates

- **President's Report**

President Wohlleber reported on his recent trips to various affiliates and other conferences: AEDG summer meeting, New Brunswick ASBO, South Australia conference, New Zealand School Business Officials conference, and the Eagle Institute.

- **Board Member Reports**

John Hutchison reported that he would be presenting more in August about his recent GASAC meeting.

- **Affiliate Executive Directors' Report**

Angie Peterman had no update for the group that hadn't already been discussed. David Martell commented that the Eagle Institute was great.

- **International Representatives' Report**

Karen Starr relayed her recent conference presentations.

- **Executive Director's Report**

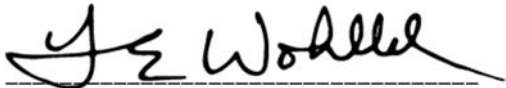
David Lewis reported on the Annual Conference & Expo registration rates. He also noted that he had never been able to attend the Eagle Institute until now because of the conflict with AZ ASBO's annual conference and that it was an exceptional event. He concluded with a brief report on the recent Legislative Advisory Committee meeting and joint conference with AASA, noting he would present a more in-depth update in August.

- **Future Meeting Agenda Items**


There were no future meeting agenda items.

Adjournment

ACTION ITEM: Claire Hertz made a motion to adjourn. John Hutchison seconded. All were in favor and the meeting adjourned at 3:48 p.m.



Tom Wohlleber, President



David Lewis, Executive Director



MINUTES

BOARD OF DIRECTORS MEETING

August 15 and 16, 2019 | Ashburn, VA

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
David Lewis, Executive Director, *ex officio*
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Jackie Wallenstein, Director of Membership, Marketing, and Communications
Stephanie Johnson, Director of Education
Angie Tombul, Executive Assistant and Governance Relations

Guests

Angie Peterman, AEDG Chair
David Martell, AEDG Vice Chair
Michael Jacoby, AEDG Guest
Aubrey Kirkpatrick, International Representative
Ed Chabal, Board Candidate
Brian Allen, Board Candidate
Karen Wiesman, Board Candidate

Thursday, August 15, 2019

Welcome and Opening Business Items

- **Call to Order and Welcome**

President Wohlleber called the meeting to order at 8:54 a.m. Attendees introduced themselves.

- **Roll Call**

All board members were present except Marvin Dereef, who participated by phone.

- **Approval of Agenda and Consent Agenda**

President Wohlleber entertained a motion and a second to approve the agenda and the consent agenda. During the course of the discussion, it was noted that the first reading of the Policy Manual updates did not require approval and that the proposed motion should be struck from the agenda, making the topic a discussion item instead. It was also noted that the contract for the 2020 2nd General Session Keynote should be added to the list of contracts in the consent agenda.

- July 25, 2019 Board Meeting Minutes
- Policy Manual Updates – Second Reading
- Contracts
 - Politico Pro
 - AASA Memorandum of Understanding
 - Strategic Partner Contracts Up for Renewal:
 - Horace Mann
 - Office Depot
 - Security Benefit
 - Voya

ACTION ITEM: Angela Von Essen made a motion to approve the amended agenda and the amended consent agenda. Bill Sutter seconded. All were in favor and the motion carried.

Reports & Updates

- **Affiliate Executive Directors' Report**

Angie Peterman explained that the main content for the AEDG Report would be presented later in the morning when the follow-up to Cleveland occurred. There was a general discussion about the relationship between ASBO International and the affiliates and how fruitful the collaboration has been.

- **International Representatives' Report**

Aubrey Kirkpatrick updated the group on the recent New Brunswick ASBO Annual General Conference at which Tom Wohlleber played a number of roles and Karen Starr presented. He noted that the Canadians are excited about Eagle Institute 2020 being in Canada. He also updated the group on various happenings around Canada that could impact school business officials there. He concluded by saying that the global survey was nearly ready to launch.

Action Items

- **MBA Committee Member Appointment**

The group reviewed the process of finding new committee members. Staff provided insight about the due diligence that is done before a recommendation is made to the board.

ACTION ITEM: John Hutchison made a motion to approve Charles Brazeale as a member of the MBA Advisory Committee effective August 1, 2019. Angela Von Essen seconded. All were in favor and the motion carried.

- **Audit Report from DHG Auditors**

David Lewis reiterated that the findings of the auditors were good.

ACTION ITEM: Chuck Peterson made a motion to accept the FY19 Audit. Angela Von Essen seconded. All were in favor and the motion carried.

- **Policy Manual Updates – First Reading**

The group noted that the current makeup of the Policy Committee was a positive change that should be continued. The committee manual will now reflect that the Policy Committee will be made up of the vice president, the two third-year directors, and the two second-year directors. The continuity was helpful in keeping the work moving forward.

Chuck Peterson thanked the committee for the work that they have been doing, but noted that the earlier motion to strike the approval of the first reading should be withdrawn so that the minutes could reflect that the board took the appropriate steps of doing a first reading and then at a later meeting, a second reading.

The group reviewed the proposed changes to the Policy Committee's review timeline and the language surrounding apparent authority.

ACTION ITEM: Chuck Peterson made a motion to withdraw the earlier motion to strike the approval of the first reading of the Policy Manual updates and to move forward with the first reading of the Policy Manual updates. Susan Harkin seconded. All were in favor and the motion carried.

Break

Discussion Items

- **AEDG/Cleveland and Strategic Plan**

David Lewis and Angie Peterman presented a synopsis of the work that the board and the Affiliate Executive Directors Group had done together in Cleveland at the summer AEDG meeting. The group commented that this work is simply a continuation of the collaboration that was built over the past couple of years. The board noted that staying relevant was the biggest challenge ASBO International would face regardless of the audience being addressed. At the conclusion of the discussion, the group identified three target objectives of eLearning, the membership model, and the COE program as it relates to GASAC.

Lunch

- **eLearning/Affiliate Webinars**

David Lewis reported that the revamped Professional Development Department at ASBO International, now called the Education Department, would have eLearning as its goal. Partnerships and co-branding would be explored. Chuck Peterson spoke about Pennsylvania ASBO's webinar program. President Wohlleber remarked that defining benchmarks to allow for tracking of progress would be important. ASBO International staff will present a progress update later in the year.

- **Strategic Plan Metrics**

Siobhán McMahon reviewed the strategic plan metrics recorded to date, noting that the content was essentially the baseline for future reports.

- **Education Committee**

Sabrina Soto reported on a proposed restructuring of ASBO International's Annual Meeting Program Committee to increase the reach and impact of the group.

Recess

ACTION ITEM: Bill Sutter made a motion to recess the meeting until Friday, August 16, 2019 at 9:00 a.m. Susan Harkin seconded. All were in favor and the motion carried.

Friday, August 16, 2019

Reconvene

ACTION ITEM: Chuck Peterson made a motion to reconvene the meeting at 8:52 a.m. Bill Sutter seconded. All were in favor and the meeting reconvened.

Discussion Items

- **GASAC**

John Hutchison spoke to the group about his experience with GASAC. He explained the role of the GASAC representative and detailed a few recommendations to the board for consideration and discussion at a future meeting.

- **Membership Models – Research/Summer Meeting Concepts**

Siobhán McMahon and Jackie Wallenstein briefed the group on the proposed membership category changes that were initially discussed at the June 2019 board meeting. The group discussed the various proposed levels and groups, noting that clear definitions would be necessary before any changes to the membership categories were introduced. The ASBO International staff was tasked with presenting a recommendation on the new membership model categories to the board at the October 2019 board meeting.

Reports & Updates

- **President's Report**

- Eagle Institute

President Wohlleber reported on his travels to New Zealand and South Australia where he represented ASBO International. He also thanked Sabrina Soto and all those who played a role in coordinating the 2019 Eagle Institute. He noted that it was a very good event.

- **Board Member Reports**

Chuck Peterson encouraged the Policy Committee to form a policy regarding registration fees and exchange rates that is consistent across all currencies. He also informed the group of a technology-related information-sharing opportunity through MS-ISAC. He concluded with a request for future boards to remember Pittsburgh when considering annual conference locations.

Bill Sutter reported that he had attended the Arizona ASBO conference and that it was great.

- **Executive Director's Report**

- Board Effect Software
- Legislative Advisory Committee and AASA Joint Legislative Conference Update
- Outside Associations

David Lewis updated the group on the recent joint Legislative Conference that ASBO International and AASA organize where the Legislative Advisory Committee gathers for a face-to-face meeting. He noted that the visits to Capitol Hill were particularly interesting. He also spoke to the group about relationships that are being built and furthered with a number of national and international education-related organizations. He concluded with a quick overview of the new board software that will be available to the board soon.

- **Future Meeting Agenda Items**

There were no future agenda items identified.

ACTION ITEM: Susan Harkin made a motion to go into Executive Session at 11:54 a.m. Angela Von Essen seconded. All were in favor and the motion carried.

Executive Session

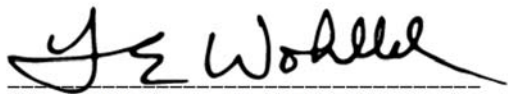
- Staff Compensation Process/Plan
- Review 2019 Executive Director Goals
- Discuss Executive Director Performance Evaluation Process
- Discuss Board Self-Evaluation Process

The board reviewed and discussed the items above. There were no motions made related to the discussion.

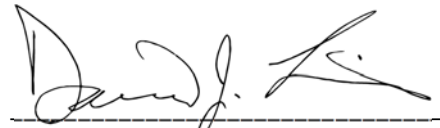
ACTION ITEM: John Hutchison made a motion to resume regular session. Susan Harkin seconded. All were in favor and the board resumed the regular session.

Adjournment

ACTION ITEM: John Hutchison made a motion to adjourn at 1:35 p.m. Susan Harkin seconded. All were in favor and the meeting was adjourned.



Tom Wohlleber, President



David Lewis, Executive Director

Next Conference Call: September 19, 2019

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

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
David Lewis, Executive Director, *ex officio*
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Angie Tombul, Executive Assistant and Governance Relations

Guests

Angie Peterman, AEDG Chair
David Martell, AEDG Vice Chair
Karen Starr, International Representative
Ed Chabal, Board Candidate
David Ginsberg, Board Candidate
Brian Allen, Board Candidate
Ryan Stechschulte, Board Candidate
Karen Wiesman, Board Candidate

Welcome and Opening Business Items

- **Call to Order**
President Wohlleber called the meeting to order at 3:02 p.m.
- **Roll Call**
All board members were present.
- **Approval of Agenda and Consent Agenda**
 - August 15 and 16, 2019 Board Meeting Minutes
 - Contracts
 - ATS
 - Early Morning Media
 - Dr. Shirley Davis

ACTION ITEM: Chuck Peterson made a motion to approve the agenda and the consent agenda. Marvin Dereef seconded. All were in favor and the motion carried.

Action Items

- None

Discussion Items

- None

Reports & Updates

- **President's Report**
 - Board Self-Evaluation Instrument Update
 - Executive Director Evaluation Instrument Update

President Wohlleber provided a brief update on the board's self-evaluation instrument. Susan Harkin noted that the process and timeline of the executive director evaluation instrument was in progress.

Wohlleber noted that he would be traveling to the United Kingdom in November to attend the ISBL conference.

- **Board Member Reports**

Chuck Peterson reminded the group that the election will begin on Wednesday, September 25, 2019, and will end on Wednesday, October 9, 2019.

Claire Hertz reported that the Policy Committee will be bringing some issues forward. She also noted that the Bylaws Committee has work to do and would recommend that some of the members carry over to next year to not slow the work down.

- **Affiliate Executive Directors' Report**

Angie Peterman reported that there are three candidates for the vice chair position for next year and that the vote will be held at the October AEDG meeting.

- **International Representatives' Report**

Karen Starr reported that a special issue of a publication she is involved with will include contributions from many scholars including Stephen Morales of ISBL in the United Kingdom.

Aubrey Kirkpatrick noted that the final edits of the international survey have been made and the survey will launch soon. He also noted that the Canadian ASBOs would be meeting in a couple of weeks.

- **Executive Director's Report**

- Board AC&E Schedule Overview
- Membership and Education
- BoardEffect Login Reminder

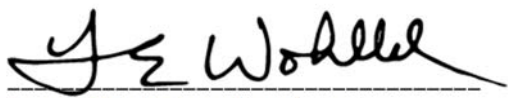
David Lewis provided highlights of the Annual Conference & Expo schedule, noting important events. He reminded the group that there will be updates on the new membership model progress at the October meeting and an update on the Education Department in November. He concluded by reminding the group to log into BoardEffect and to let staff know if they have any questions or feedback. He briefed the board on discussions that are underway with various groups in Australia as a result of Tom Wohlleber's recent visit. He also commented that he had attended the CEF dinner and that he was currently at Connecticut ASBO to speak with the attendees at their conference.

- **Future Meeting Agenda Items**

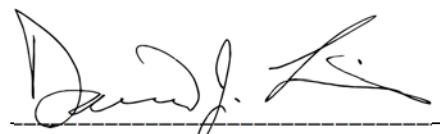
There were none.

Adjournment

ACTION ITEM: Susan Harkin made a motion to adjourn. Angela Von Essen seconded. All were in favor and the meeting adjourned at 3:31 p.m.



Tom Wohlleber, President



David Lewis, Executive Director



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

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
David Lewis, Executive Director, *ex officio*
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Jackie Wallenstein, Director of Membership, Marketing, and Communications
Angie Tombul, Executive Assistant and Governance Relations

Guests

Angie Peterman, AEDG Chair
David Martell, AEDG Vice Chair
Aubrey Kirkpatrick, International Representative
Karen Starr, International Representative
Ed Chabal, Vice President Elect
David Ginsberg, Board Member Elect
Ryan Stechschulte, Board Member Elect

Welcome and Opening Business Items

- **Call to Order and Welcome**
President Wohlleber called the meeting to order at 9:58 a.m.
- **Roll Call**
All board members were in attendance.
- **Approval of Agenda and Consent Agenda**
 - September 19, 2019 Board Meeting Minutes
 - Policy Manual Updates – Second Reading
 - Contracts
 - 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: Michael Johnston made a motion to approve the agenda and the consent agenda. Marvin Dereef seconded. All were in favor and the motion carried.

Discussion Items

- **BoardEffect Demonstration**
The group briefly reviewed how to access and use the BoardEffect software.

- **Strategic Plan Metrics Update**

Siobhán McMahon reviewed the metrics of ASBO International programs and services as they relate to the Strategic Plan. David Lewis noted that the first report or two will help to establish a baseline and subsequent reports will be able to measure progress and future goals. The group commended staff for building the report. They discussed whether the current goals will be useful or whether they should be reevaluated. Claire Hertz noted that she was encouraged by the work that the board and staff are doing at the strategic level of analyzing and reporting on strategic plan metrics.

- **2020 Board of Directors Meeting Calendar**

Claire Hertz reviewed the 2020 board meeting calendar. She highlighted the shifts in the calendar dates and noted that it was providing a model of fiscal responsibility and sustainability by having fewer face-to-face meetings. She suggested that in 2021, the board would not meet with the AEDG at the summer meeting, but rather meet at headquarters with staff. That collaboration with AEDG will continue on an as-needed basis in future years, but not at the summer AEDG meeting every year.

- **2020 Visitations**

Claire Hertz reported that the process for determining who traveled to which conference was different this year. Each board member's strengths and areas of expertise were matched to the needs of the affiliates. She noted that she worked with staff to place board members with an affiliate.

- **Consideration of Standing Board Finance Committee**

President Wohlleber reminded the group that in 2018, an ad-hoc finance committee was created and also there is an audit committee comprised of the executive committee members. Chuck Peterson, chair of the ad-hoc finance committee, noted that the executive committee would like to formalize the creation of the finance committee which would include absorbing the duties of the audit committee.

Action Items

- **Policy Manual Updates – First Reading**

Claire Hertz thanked Sabrina Soto for her work in guiding and helping the policy committee with the edits that were suggested. She went over the updates brought forward by the policy committee and the group discussed many of the points in detail. The policy committee will take these additional comments into consideration and incorporate the minor edits brought forward prior to the final reading and approval of the policies.

ACTION ITEM: Susan Harkin made a motion to approve the first reading of the Policy Manual updates. Angela Von Essen seconded. All were in favor and the motion carried.

- **Membership Models**

Siobhán McMahon reviewed the membership categories being proposed. The group discussed the categories and how the changes will impact ASBO International Bylaws. President Wohlleber acknowledged that election eligibility and other topics may need to be reexamined

and that moving forward with a motion to approve the membership model categories as presented would not preclude some of the category descriptions from being adjusted.

ACTION ITEM: Claire Hertz made a motion to approve the membership model categories, which includes new categories for District Level Membership, Affiliate Executive Director, and Affiliate Staff, as well as the existing categories from the current membership model, and approve the membership model implementation timeline as presented by staff. Susan Harkin seconded. All were in favor and the motion carried.

Reports & Updates

- **President's Report**

- Update on CanASBO
- 2019 ASBO International Election Recap

President Wohlleber reported on his recent meeting with CanASBO. Chuck Peterson, chair of the election committee, provided a recap of the 2019 election results and the voting process.

- **Board Member Reports**

- Board Leadership Manual

David Lewis noted that the Board Leadership Manual will be reviewed in the future.

- **Affiliate Executive Directors' Report**

Angie Peterman commented that there was not much to report until after the AEDG meeting on Saturday. She noted that the group was anxious to hear about the work the ASBO Board has been doing following the summer AEDG meeting in Cleveland where the groups worked collaboratively.

David Martell reported that the 2020 summer AEDG meeting plans are coming together.

- **International Representatives' Report**

Aubrey Kirkpatrick reported that Tom Bobby, the Manitoba executive director, passed away. He also reported on the recent CanASBO meeting and Tom Wohlleber and David Lewis' attendance at that meeting. In addition, he shared that the global survey would be launching soon via the international group.

Karen Starr noted that school business is done very differently in Australia, which has created a lot of interest in school business, and yet the topics are the same worldwide. She noted that she was working with several people in the U.K. She also asked that the board members consider writing an article for *School Business Affairs*.

- **Executive Director's Report**

- Open Bylaws Meeting
- AC&E 2020 Registration and Housing Update
- Rental Office Update
- Southern Australia and Western Australia Update

David Lewis noted the Open Bylaws meeting and encouraged the board members to attend. He noted that for the 2020 Annual Conference & Expo, the housing link will be included in an attendee's registration link. He reported that a potential tenant was in the works for the rental space. He concluded his report with an update to the group on the collaboration ASBO International is creating with Southern Australia and Western Australia. Angie Tombul reviewed the schedule for the conference.

President Wohlleber recognized the three outgoing board members, Chuck Peterson, Angela Von Essen, and Michael Johnston, for their contributions over the years.

- **Future Meeting Agenda Items**
 - Education Department Update
 - Final Reading and Approval of Policy Changes

ACTION ITEM: Claire Hertz made a motion to enter executive session. Angela Von Essen seconded. All were in favor and the motion carried.

Executive Session

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

The board discussed the executive director evaluation process and timeline and the board self-evaluation process and instrument.

ACTION ITEM: John Hutchison made a motion to resume regular session. Susan Harkin seconded. All were favor and the regular session was resumed.

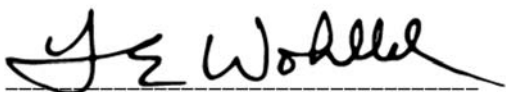
Action Items from Executive Session

ACTION ITEM: Susan Harkin made a motion to approve the board self-evaluation process and instrument. Marvin Dereef seconded. All were in favor and the motion carried.

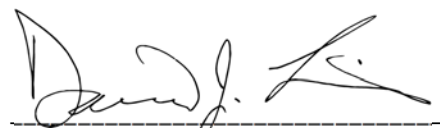
ACTION ITEM: Bill Sutter made a motion to approve the executive director performance evaluation process, timeline, and instrument. Michael Johnston seconded. All were in favor and the motion carried.

Adjournment

ACTION ITEM: Michael Johnston made a motion to adjourn. Bill Sutter seconded. All were favor and the meeting was adjourned at 3:54 p.m.



Tom Wohlleber, President



David Lewis, Executive Director



December 4, 2019 | Conference Call | 3:00 p.m.

Board Members

Tom Wohlleber, President
Claire Hertz, Vice President
Chuck Peterson, Immediate Past President
David Lewis, Executive Director, *ex officio*
Angela Von Essen, 3rd Year Director
Michael Johnston, 3rd Year Director
Marvin Dereef, 2nd Year Director
Bill Sutter, 2nd Year Director
Susan Harkin, 1st Year Director
John Hutchison, 1st Year Director

Staff

Siobhán McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Angie Tombul, Executive Assistant and Governance Relations

Guests

David Martell, AEDG Vice Chair
Aubrey Kirkpatrick, International Representative
Karen Starr, International Representative
Ed Chabal, Vice President Elect
David Ginsberg, Board Member Elect
Ryan Stechschulte, Board Member Elect

Welcome and Opening Business Items

- **Call to Order and Welcome**
President Wohlleber called the meeting to order at 3:03 p.m.
- **Roll Call**
All board members were in attendance except Bill Sutter.
- **Approval of Agenda and Consent Agenda**
 - October 24, 2019 Board Meeting Minutes
 - October 24, 2019 Executive Committee Meeting Minutes
 - 2020 Committee Vacancies
 - Editorial Advisory Committee
 - Legislative Advisory Committee
 - Contracts
 - Fiscal Note
 - Anna Billman - Writer

ACTION ITEM: Chuck Peterson made a motion to approve the agenda and the consent agenda. Susan Harkin seconded. All were in favor and the motion carried.

Action Items

- **Final Reading and Approval of Policy Changes**

Claire Hertz explained that a few edits were made at the October meeting during the first reading of the travel policy. The edits were incorporated in the materials for the final reading, but that this section was pulled out from the consent agenda with the other edits so that any further discussion that might be necessary could happen. No further discussion occurred.

ACTION ITEM: John Hutchison made a motion to approve the changes in the Policy Manual. Claire Hertz seconded. All were in favor and the motion carried.

- **Mortgage Recommendation from the Finance Committee**

Chuck Peterson reported that the Finance Committee had met via email and were recommending that ASBO International pay off the balance of the mortgage.

ACTION ITEM: Chuck Peterson made a motion to authorize the Executive Director to pay off the ASBO Headquarters mortgage. John Hutchison seconded. All were in favor and the motion carried.

Discussion Items

- **GASAC Advisory Committee Appointment Process**

John Hutchison reported that a list of requirements for the position will be created and advertised to all members. The Board of Directors will select the representative from the pool of qualified applicants at the January board meeting.

- **Education Department Update**

Sabrina Soto reviewed the goals and phases of implementation for the Education Department. Board members asked questions and provided feedback on the various aspects of the update.

Reports & Updates

- **President's Report**

- ISBL Update

President Wohlleber reported on his recent visitation to the United Kingdom to attend the ISBL conference noting that many connections were made. He thanked the group, staff, and David Lewis for a phenomenal year. Wohlleber thanked Angela Von Essen, Michael Johnston, and Chuck Peterson for their leadership and service.

- **Board Member Reports**

Claire Hertz noted that Bill Sutter would gather edits for the Board Leadership Manual which will be reviewed by the Policy Committee and approved by the Board at the January meeting. She also noted that the Board Liaisons to the Bylaws Committee had met that day and would have additional edits to the Bylaws for the Board to review prior to sharing the full Bylaws Committee.

- **Affiliate Executive Directors' Report**

David Martell reported that Tracy Ginsburg would be the AEDG Vice Chair in 2020 and that the AEDG were exploring possible venues for the Summer 2021 meeting.

- **International Representatives' Report**

Karen Starr noted that school business career was rising in importance in Australia due to government funding.

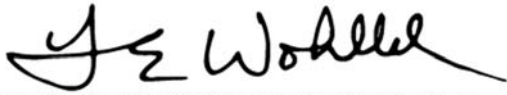
- **Executive Director's Report**
 - Member Dues Increase
 - Registration Increase for AC&E 2020 and ELF 2021
 - Rental Space Update

David Lewis reported that ISBL was looking at their Professional Standards and had asked that ASBO International provide input. He also reported that membership rates and registration rates would likely be increased through the budget process for the upcoming fiscal year. He concluded by letting the group know that part of the rental suite had been leased.

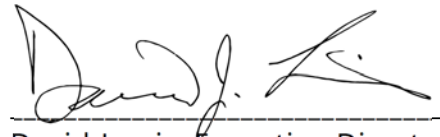
- **Future Meeting Agenda Items**
 - Board Leadership Manual – edits for review
 - Bylaws – recommended edits for review

Adjournment

ACTION ITEM: Susan Harkin made a motion to adjourn. John Hutchison seconded. All were in favor and the meeting was adjourned at 4:14 p.m.



Tom Wohlleber, President



David Lewis, Executive Director