



January 16, 2020 | Conference Call | 3:00 p.m.

### Board Members

Claire Hertz, President  
Ed Chabal, Vice President  
Tom Wohlleber, Immediate Past President  
David Lewis, Executive Director, *ex officio*  
Marvin Dereef, 3<sup>rd</sup> Year Director  
Bill Sutter, 3<sup>rd</sup> Year Director  
Susan Harkin, 2<sup>nd</sup> Year Director  
John Hutchison, 2<sup>nd</sup> Year Director  
David Ginsberg, 1<sup>st</sup> Year Director  
Ryan Stechschulte, 1<sup>st</sup> 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 Chair  
Tracy Ginsburg, AEDG Vice Chair  
Aubrey Kirkpatrick, International Representative  
Karen Starr, International Representative  
Wanda Erb, Board Candidate

## Welcome and Opening Business Items

- **Call to Order and Welcome**

President Hertz called the meeting to order at 3:09 p.m.

- **Roll Call**

All board members were in attendance except Ryan Stechschulte and Tom Wohlleber. President Hertz relayed the board's condolences for Ryan's family during their time of loss.

- **Approval of Agenda and Consent Agenda**

- December 4, 2019 Board Meeting Minutes
- Contracts
  - Scantron

**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

- **GASAC Advisory Committee Appointment**

President Hertz recapped the discussion from the previous board meetings in which the GASAC Advisory Committee representative position was on the agenda.

**ACTION ITEM:** Ed Chabal made a motion to appoint Karen Wiesman as the GASAC Advisory Committee representative effective immediately. John Hutchison seconded. All were in favor and the motion carried.

## Discussion Items

There were no discussion items.

## Reports & Updates

- **President's Report**

President Hertz noted that the Board Self-Evaluation survey and the Executive Director Evaluation survey were in progress and reminded the board of the deadline to submit responses.

- **Board Member Reports**

There were no board member reports.

- **Affiliate Executive Directors' Report**

David Martell noted that he and Tracy Ginsburg were working on the agenda for the February AEDG meeting and that the summer AEDG meeting planning was going well.

- **International Representatives' Report**

Aubrey Kirkpatrick offered assistance to ASBO International on behalf of the Canadian ASBOs for the planning and implementation of the 2020 Eagle Institute in Quebec City. Karen Starr thanked the group for their support and kindness in the face of the devastating fires in Australia.

- **Executive Director's Report**

- Budget Process Update
- Policy Committee Progress Update


David Lewis reported the FY21 budget had been sent to the elected board members for their review. Questions were due by the end of the day on Monday, January 20. The ASBO staff leadership will work to answer the questions in advance of the Executive Committee phone call to review the budget. Lewis also reported that the Policy Committee would be meeting later in the month to review the Board Leadership Manual for approval at the February meeting. He also noted that the Bylaws Committee would have edits to propose in February.

- **Future Meeting Agenda Items**

- Board Leadership Manual – edits for review
- Bylaws – recommended edits for review
- FY21 Budget – adoption

## Adjournment

The meeting was adjourned at 3:31 p.m.

  
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Claire Hertz, President

  
\_\_\_\_\_  
David Lewis, Executive Director

February 13, 2020 | Hyatt Regency New Orleans | New Orleans, LA

### Board Members

Claire Hertz, President  
Ed Chabal, Vice President  
Tom Wohlleber, Immediate Past President  
David Lewis, Executive Director, *ex officio*  
Marvin Dereef, 3<sup>rd</sup> Year Director  
Bill Sutter, 3<sup>rd</sup> Year Director  
Susan Harkin, 2<sup>nd</sup> Year Director  
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David Ginsberg, 1<sup>st</sup> Year Director  
Ryan Stechschulte, 1<sup>st</sup> 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 Chair  
Tracy Ginsburg, AEDG Vice Chair  
Aubrey Kirkpatrick, International Representative  
Karen Starr, International Representative  
Wanda Erb, Board Candidate

## Welcome and Opening Business Items

- **Call to Order and Welcome**  
President Hertz called the meeting to order at 9:02 a.m. and welcomed the group to the Executive Leadership Forum.
- **Roll Call**  
All board members were in attendance.
- **Approval of Agenda and Consent Agenda**
  - January 16, 2020 Board Meeting Minutes

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

- **Yearly Signing of Board Documents**  
David Lewis reviewed the three documents requiring signatures from the Board of Directors members and advisors. He also reviewed the Antitrust Avoidance Guidelines document.
  - Code of Conduct Form
  - Reasonable Assurance Form
  - Conflict of Interest Form
  - Antitrust Avoidance Guidelines

## Reports & Updates

- **Affiliate Executive Directors' Report**  
David Martell noted that the February AEDG meeting would be happening later that afternoon. He added that proposals for the 2021 summer meeting would be reviewed and decided upon at the meeting. He also reported that professional development plans for the June 2020 meeting were under way.

- **International Representatives' Report**

Karen Starr thanked the board for their concerns during the bush fires in Australia. She reported that the fires and the Coronavirus crisis had caused a total disruption in education that have created a new layer to the work of school business officials. She also updated the group on various research initiatives underway. Aubrey Kirkpatrick updated the group on the changes of leadership in some of the Canadian ASBO affiliates and the issues facing Canadian school business officials.

David Ginsberg suggested that the board consider an act of solidarity for the colleagues and schools in Australia.

## Action Items

- **LMS Approval**

Sabrina Soto reviewed the process and timeline for identifying, selecting, and implementing a Learning Management System for the online learning platform that ASBO International will be using.

**ACTION ITEM:** Tom Wohlleber made a motion to approve the executive director to enter into a contract with Course Stage for the ASBO International Learning Management System. Bill Sutter seconded. All were in favor and the motion carried.

- **Bank Signatories**

David Lewis explained that a staffing change necessitated a motion by the board to authorize a change to the bank signatories.

**ACTION ITEM:** Bill Sutter made a motion to authorize signatory privileges as well as online banking privileges with the bank's Cash Management system to Daniel Huenneke, Finance and Administration Manager, at the Bank of Clarke County and to revoke all access previously granted to Patrick Cheney. Susan Harkin seconded. All were in favor and the motion carried.

- **Board Leadership Manual**

President Hertz noted that the changes in the Board Leadership Manual were reflective of the updates made to the Policy Manual.

**ACTION ITEM:** Ed Chabal made a motion to approve the Board Leadership Manual. Ryan Stechschulte seconded. All were in favor and the motion carried.

- **Proposed Bylaws Amendments**

Sabrina Soto reviewed the proposed changes to the Bylaws.

**ACTION ITEM:** Susan Harkin made a motion to approve the proposed Bylaws amendments for membership approval. John Hutchison seconded.

There was discussion on the composition of the Board relative to the Executive Director.

**ACTION ITEM:** Susan Harkin made a motion to table the proposed Bylaws amendments until there is further information. John Hutchison seconded. All were in favor and the motion was tabled.

- **Committee Manual Adoption**

Sabrina Soto explained the changes that were included in the Committee Manual.

**ACTION ITEM:** Tom Wohlleber made a motion to adopt the Committee Manual as stated with the addition of the two third-year directors to the Audit and Finance Committee and to identify John Hutchison as the board liaison to the GASAC Committee. Susan Harkin seconded. All were in favor and the motion carried.

- **Education Committee Appointments**

Sabrina Soto reminded the group of the formation process for the Education Committee and reported that there had been positive feedback from members.

**ACTION ITEM:** John Hutchison made a motion to appoint the Education Committee members as recommended. Ed Chabal seconded. All were in favor and the motion carried.

- **FY21 Budget Adoption**

David Lewis thanked the staff for the work on the budget. He covered the highlights of the FY21 Budget.

**ACTION ITEM:** Bill Sutter made a motion to adopt the FY2021 Budget at the adoption level. Ryan Stechschulte seconded. All were in favor and the motion carried.

- **Professional Registration**

Sabrina Soto reviewed the history of the professional registration program and how it was replaced by the SFO Certification.

**ACTION ITEM:** Susan Harkin made a motion to sunset the Professional Registration program and offer the members who currently have an RSBA/RSBO/RSBS a lifetime designation. Marvin Dereef seconded. All were in favor and the motion carried.

## Discussion Items

- **Strategic Plan Metrics**

Siobhán McMahon reviewed the Strategic Plan metrics. President Hertz thanked the staff for the concise information.

- **Professional Standards Update**

Sabrina Soto reviewed the history of the current Professional Standards addressing how the various stakeholders would be involved and the timeline for the process.

- **Eagle Institute 2021**

Sabrina Soto presented the option of Charleston, SC to the group. Charleston was the runner-up as a consideration for Eagle Institute 2020 and also a back-up option for 2019. The board agreed that it made sense to look into it as the location for 2021. Staff will send out an RFP for housing and bring back a recommendation to the board.

## Reports & Updates

- **President's Report**

- Board Work Plan 2020

President Hertz reviewed the goals that the Board had set for themselves and the organization over the last year and presented a work plan to accomplish them.

- **Board Member Reports**

Tom Wohlleber noted that the window for candidates to declare intent to run in the 2020 Election was over. He asked that Board members email Angie Tombul with ideas for the questions that the candidates answer, if they had any ideas.

- **Executive Director's Report**

David Lewis reported on his recent trip to the Western AEDG meeting in Oklahoma City noting that it was a great time of collaboration and networking. He also attended and presented at the NTSA meeting in Denver.

He also reported to the Board on an industry council comprised of a variety of organizations. Lewis also noted that a meeting with the Department of Education was scheduled.

Lewis gave the group a progress report on the insurance evaluation noting that staff were reviewing proposals.

He continued with an update on the Legislative Advisory Committee and an initiative for Public Schools Week.

He concluded by announcing the 2020 ASBO International Election candidates.

- **Future Meeting Agenda Items**

No items were brought forward.

**ACTION ITEM:** Ed Chabal made a motion to enter into Executive Session at 1:13 p.m. Marvin Dereef seconded. All were in favor and the Board went into Executive Session.

## Executive Session

- **Executive Director Evaluation**
- **Board Self-Evaluation**

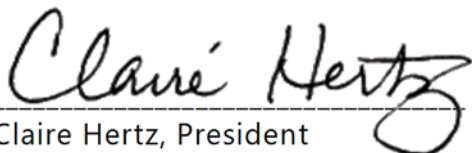
A discussion was held on the results of the Board Self-Evaluation and the Executive Director evaluation.

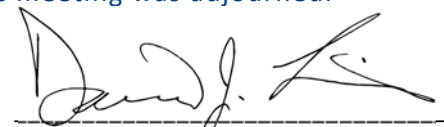
**ACTION ITEM:** Tom Wohlleber made a motion to resume regular session. Susan Harkin seconded. All were in favor and the Board resumed regular session.

**ACTION ITEM:** John Hutchison made a motion to approve the Executive Director's 2020 goals of 1) fiscal sustainability, 2) listening/engagement, and 3) Strategic Plan goals. Ryan Stechschulte seconded. All were in favor and the motion carried.

## Adjournment

**ACTION ITEM:** Susan Harkin made a motion to adjourn the meeting. Ryan Stechschulte seconded. All were in favor and the meeting was adjourned.

  
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Claire Hertz, President

  
\_\_\_\_\_  
David Lewis, Executive Director



March 19, 2020 | Teleconference Call

### Board Members

Claire Hertz, President  
Ed Chabal, Vice President  
Tom Wohlleber, Immediate Past President  
David Lewis, Executive Director, *ex officio*  
Marvin Dereef, 3<sup>rd</sup> Year Director  
Bill Sutter, 3<sup>rd</sup> Year Director  
Susan Harkin, 2<sup>nd</sup> Year Director  
John Hutchison, 2<sup>nd</sup> Year Director  
David Ginsberg, 1<sup>st</sup> Year Director  
Ryan Stechschulte, 1<sup>st</sup> Year Director

### Welcome and Opening Business Items

- **Call to Order and Welcome**  
Vice President Ed Chabal called the meeting to order at 3:05 p.m.
- **Roll Call**  
All board members were in attendance, except Claire Hertz and Marvin Dereef.
- **Approval of Agenda and Consent Agenda**
  - February 12, 2020 Executive Committee Meeting Minutes
  - February 13, 2020 Board of Director Meeting Minutes

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

**ACTION ITEM:** Tom Wohlleber made a motion to enter into executive session. Bill Sutter seconded. All were in favor and the board entered into executive session.

### Executive Session

- **Personnel Matter**  
The group discussed a matter regarding ASBO International personnel.

The Board reviewed the recommendation for Executive Director David Lewis' salary which was voted on electronically in advance of the board meeting. They agreed to officially ratify the decision when regular session resumed.

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

### **ACTION ITEM FROM**

**EXECUTIVE SESSION:** Susan Harkin made a motion to ratify the cost of living adjustment increase for David Lewis effective April 1, 2020 which was voted on electronically. David Ginsberg seconded. All were in favor and the motion passed.

## Action Items

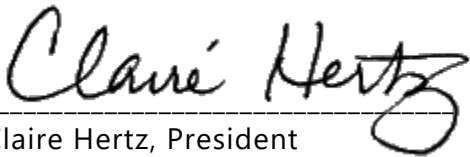
- **Insurance Policy Renewal**

David Lewis reviewed the proposed policy and the differences from last year's policy. He remarked that it was a good policy and that a second opinion of the coverage and terms confirmed that this was a good choice for ASBO International.

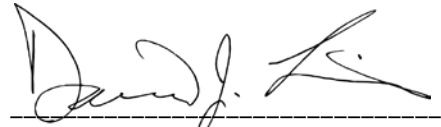
**ACTION ITEM:** Ryan Stechschulte made a motion to approve the recommended renewal terms for the business insurance proposal from Alliant/Mesirow Insurance Services for the policy period April 1, 2020 through March 31, 2021. David Ginsberg seconded. All were in favor and the motion carried.

## Adjournment

**ACTION ITEM:** Susan Harkin made a motion to adjourn the meeting. David Ginsberg seconded. All were in favor and the meeting was adjourned at 3:52 p.m.



Claire Hertz, President



David Lewis, Executive Director





April 16, 2020 | Virtual Meeting

### Board Members

Claire Hertz, President  
Ed Chabal, Vice President  
Tom Wohlleber, Immediate Past President  
David Lewis, Executive Director, *ex officio*  
Marvin Dereef, 3<sup>rd</sup> Year Director  
Bill Sutter, 3<sup>rd</sup> Year Director  
Susan Harkin, 2<sup>nd</sup> Year Director  
John Hutchison, 2<sup>nd</sup> Year Director  
David Ginsberg, 1<sup>st</sup> Year Director  
Ryan Stechschulte, 1<sup>st</sup> 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 Chair  
Tracy Ginsburg, AEDG Vice Chair  
Aubrey Kirkpatrick, International Representative  
Karen Starr, International Representative  
Wanda Erb, Board Candidate

## Welcome and Opening Business Items

- **Welcome Remarks**

This meeting was held virtually/electronically and replaced the scheduled conference call. The Executive Committee preferred to release the time on everyone's calendars for this month to allow each attendee to focus on their district and family. If an urgent situation were to arise before the next conference call that merited convening the board, an emergency meeting would be called.

- **Approval of Agenda and Consent Agenda**

- March 19, 2020 Board of Director Meeting Minutes
- Official Ratification: Proposed Bylaws Amendments

**ACTION ITEM:** Eight votes were received to approve the agenda and consent agenda. The motion passed and the agenda and consent agenda were approved.

## Action Items

- **Waiver Language**

Given the unprecedented and rapidly evolving circumstances surrounding the COVID-19 outbreak, the ASBO International Board of Directors authorizes the executive director to modify operational policies and procedures to the extent necessary to ensure continuity of vital financial, personnel, facilities, and programming functions of the association until such time that normal policies and procedures can resume.

**ACTION ITEM:** Eight votes were received to approve the Waiver Language. The motion passed and the Waiver Language was approved.

- **Legislative Beliefs Statement (2020-2021)**

**ACTION ITEM:** Eight votes were received to approve the Legislative Beliefs Statement. The motion passed and the 2020-2021 Legislative Beliefs Statement was approved.

## Reports and Updates

- **Executive Director's and Staff Reports**

- Professional Standards

This initiative continues to move forward. Committee formation is underway, and updates will be shared with the board as they arise.

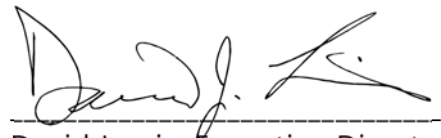
- Update on ASBO International Response to COVID-19 Situation

Board members were asked to review the ASBO International response to COVID-19 as detailed in the blog posts.

<https://network.asbointl.org/blogs/asbo-international/2020/03/13/coronavirus-update-what-should-sbos-know>



Claire Hertz, President



David Lewis, Executive Director

## Notes from the May 8, 2020 Board Touchbase

### **ASBO INTERNATIONAL INITIATIVES**

Staff provided updates to the Board on how ASBO International is responding to the COVID-19 pandemic and what ASBO is doing to be a resource for members.

#### **Introduction**

David Lewis reported that he had shared with the Executive Committee all that ASBO has been doing to respond to COVID-19 and wanted to share the same information with the full group. ASBO International is working to respond to members' needs and make the most of the resources that can be provided to members during what is a defining time for associations. During this era of COVID-19, ASBO International is able to provide vitally important information to members to help them do their jobs.

#### **Education**

Siobhán McMahon gave the Board an update on the Education Department's initiatives related to COVID-19. She noted that the March and April webinars were updated to focus on COVID-19 and were offered at no cost to the profession. She also noted that throughout ASBO communications (blog, emails, *Accents*, *School Business Daily*, *SBA*, etc.) content was updated to reflect ASBO's efforts regarding COVID-19. She also shared that staff are working with the Education Committee and Editorial Advisory Committee to identify Round Table discussions for members.

#### **Events**

Sabrina Soto updated the Board on issues pertaining to ASBO International events, including the cancellation of Eagle Institute and how we can still deliver content to attendees and keep the sponsorship dollars. The group discussed what the possible timeframe would be for deciding on the format for the Annual Conference, and that circumstances are changing on a daily basis. CDC guidelines, travel restrictions, and attendee safety will drive the decision. David Lewis noted that recommendations would be presented to the Board once staff has more information.

#### **Membership**

Siobhán McMahon briefed the Board on membership, the roll out of the new website, database building, and plans to roll out the new membership model.

#### **Legislative**

David Lewis updated the group on various legislative initiatives and projects, noting that it is important that members see ASBO International participating at this level and see that the association is playing a pivotal role in necessary legislation. The Board acknowledged that ASBO International was playing an integral role in communicating to members the important legislation that is being passed.

#### **Affiliate Support**

David Lewis noted that he had been working with David Martell and Tracy Ginsburg on next steps relative to the June AEDG meeting cancellation. He reported several things that the Association has begun doing for and sharing with affiliates to help their members during COVID-19. Claire Hertz asked that the Board members keep the affiliates in mind as decisions and plans are made.

#### **Financial**

David Lewis briefed the Board on the financial projections and status updates for the Association.

### **BOARD UPDATES**

The Board members and guests spent the remainder of the call providing the group with brief updates on the issues in their districts.



June 23, 2020 | Virtual Meeting

### Board Members

Claire Hertz, President  
Ed Chabal, Vice President  
Tom Wohlleber, Immediate Past President  
David Lewis, Executive Director, *ex officio*  
Marvin Dereef, 3<sup>rd</sup> Year Director  
Bill Sutter, 3<sup>rd</sup> Year Director  
Susan Harkin, 2<sup>nd</sup> Year Director  
John Hutchison, 2<sup>nd</sup> Year Director  
David Ginsberg, 1<sup>st</sup> Year Director  
Ryan Stechschulte, 1<sup>st</sup> Year Director

### Staff

Siobhán McMahon, Chief Operations Officer  
Sabrina Soto, Chief Business and Leadership Officer  
Angie Tombul, Executive Assistant and Governance Relations  
Robin Hayes, Director, Meeting and Events

### Guests

David Martell, AEDG Chair  
Tracy Ginsburg, AEDG Vice Chair  
Aubrey Kirkpatrick, International Representative  
Wanda Erb, Board Candidate

## Welcome and Opening Business Items

- **Call to Order and Welcome**  
President Hertz called the meeting to order at 3:02 p.m.
- **Roll Call**  
All board members were in attendance, except Marvin Dereef.
- **Approval of Agenda and Consent Agenda**
  - April 16, 2020 Board Meeting Minutes
  - Contracts for Approval:
    - Communications, By George
    - AMA contract

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

## Action Items

- **Paycheck Protection Programs Loan**  
David Lewis reminded the board that staff had applied for and were awarded a Paycheck Protection Program Loan. He had reported this to the group at the May 8 call, but since there were no actions taken at that time, ratification of the decision was necessary.

**ACTION ITEM:** Bill Sutter made a motion to ratify the staff's successful application of the Paycheck Protection Program loan from the Small Business Administration under the CARES Act. Ryan Stechschulte seconded. All were in favor and the motion carried.

- **COVID-19 Response Supplement to the 2020 Legislative Beliefs Statement**  
David Lewis reminded the board that the annual Legislative Beliefs Statement was approved on the March board call, but with the COVID-19 crisis, ASBO International wanted to ensure input about legislation to guide staff and other education partners in pursuing or altering policy as it comes up. The Legislative Affairs Committee was consulted in the creation of this piece.

**ACTION ITEM:** David Ginsberg made a motion to approve the COVID-19 Supplement to the Legislative Belief Statement. Tom Wohlleber seconded. All were in favor and the motion carried.

- **Eagle Institute 2021 – Hotel Contract Approval**

Sabrina Soto briefed the board on the RFP process and virtual visits for the 2021 Eagle Institute hotel location. She noted that the contract includes a COVID clause as a precaution.

**ACTION ITEM:** John Hutchison made a motion to approve the Belmond Charleston Place hotel contract for Eagle Institute 2021. Bill Sutter seconded. All were in favor and the motion carried.

- **AC&E Planning / COVID-19 Update**

Sabrina Soto reported that the registration process for the conference opened May 1, and that a task force was created to research a virtual conference. She noted some background statistics and considerations for both holding an in-person and a virtual conference. The group discussed the various options presented by the hotel at length to ensure that all the aspects of the decision were considered.

**ACTION ITEM:** Susan Harkin made a motion to authorize executive director and staff to cancel the in-person 2020 conference and book one future year with the Gaylord but authorized staff to book a second future year if it is in the best interest of the association and if it is the most financially sound decision. David Ginsberg seconded. A roll call vote was taken: five were in favor, three were against, one was absent. The motion carried.

- **Virtual AC&E 2020 Registration Rates**

Sabrina Soto presented the proposed registration rates for the conference.

**ACTION ITEM:** Susan Harkin made a motion to approve the revised registration rates for the virtual 2020 Annual Conference & Expo. Ryan Stechschulte seconded. All were in favor and the motion carried.

## Discussion Items

- **2021 Executive Leadership Forum**

Sabrina Soto asked for the board's thoughts about the Executive Leadership Forum event scheduled for February 2021 for San Antonio, Texas. She noted that ASBO was approaching the next tier deadline of the contract with the venue and that the penalties would be increased if a decision to alter the Executive Leadership Forum was made after the deadline. The board deliberated briefly and chose to table the discussion until the July 30 board meeting.

- **Strategic Plan Metrics Update with Year-End Summary**

Siobhán McMahon reviewed the Strategic Plan Metrics and noted the impact of the new membership model implementation and the successes of the webinars.

- **Education Department/LMS Update**

Siobhán McMahon reported that there was an immediate shift in delivery and content, but that the work on the Learning Management System had continued to move forward. She reported that the

Education Department team will begin working on the content for the virtual conference immediately. President Hertz thanked the Education Department team for the work they are doing.

- **International Rep Program Review**

President Hertz tabled the discussion and any future action until the July board meeting in the interest of time.

- **Executive Director Goals – Status Update**

David Lewis reviewed the executive director goals for the year and provided updates relative to the goals.

## Reports and Updates

- **President's Report**

In the interest of time, President Hertz presented no report.

- **Board Member Reports**

Susan Harkin thanked President Hertz and David Lewis for their leadership on the subject of equity in education.

- **Affiliate Executive Directors' Report**

David Martell thanked the staff and commended the board on the difficult decision of moving to a virtual conference. He noted that the AEDG would have to regroup on plans for their 2020 in-person meeting.

- **International Representatives' Report**

In the interest of time, Aubrey Kirkpatrick presented no report.

- **Executive Director's Report**

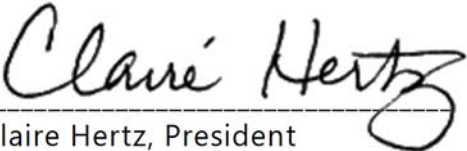
In the interest of time, David Lewis presented no report.

- **Future Meeting Agenda Items**

No items were brought forward.

## Adjournment

**ACTION ITEM:** Susan Harkin made a motion to adjourn. Ed Chabal seconded. All were in favor and the meeting was adjourned at 4:01 p.m.

  
\_\_\_\_\_  
Claire Hertz, President

  
\_\_\_\_\_  
David Lewis, Executive Director



July 30, 2020 | Virtual Meeting

### Board Members

Claire Hertz, President  
Ed Chabal, Vice President  
Tom Wohlleber, Immediate Past President  
David Lewis, Executive Director, *ex officio*  
Marvin Dereef, 3<sup>rd</sup> Year Director  
Bill Sutter, 3<sup>rd</sup> Year Director  
Susan Harkin, 2<sup>nd</sup> Year Director  
John Hutchison, 2<sup>nd</sup> Year Director  
David Ginsberg, 1<sup>st</sup> Year Director  
Ryan Stechschulte, 1<sup>st</sup> Year Director

### Staff

Siobhán McMahon, Chief Operations Officer  
Angie Tombul, Executive Assistant and  
Governance Relations  
Allison Barton-Kramer, Director, Certification  
Daniel Huenneke, Manager, Finance and  
Administration

### Guests

David Martell, AEDG Chair  
Tracy Ginsburg, AEDG Vice Chair  
Karen Starr, International Representative  
Wanda Erb, Board Candidate  
Tamara Vineyard, Dixon Hughes Goodman,  
LLP

## Welcome and Opening Business Items

- **Call to Order and Welcome**

President Hertz called the meeting to order at 9:02 a.m.

- **Roll Call**

All board members were in attendance. Susan Harkin joined the call at 10:02 a.m. and Marvin Dereef joined the call at 10:23 a.m.

- **Approval of Agenda and Consent Agenda**

- June 23, 2020 Board Meeting Minutes
- Contracts for Approval:
  - Cybersecurity Collaborative

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

## Action Items

- **FY20 Audit Review and Acceptance**

Daniel Huenneke, manager of finance and administration for ASBO International, and Tamara Vineyard of Dixon, Hughes, Goodman, LLP, presented the audit findings. It was noted that the FY20 Audit was a clean audit or an unmodified opinion.

**ACTION ITEM:** Ed Chabal made a motion to accept the findings of the FY20 Audit. David Ginsberg seconded. All were in favor and the motion carried.

## Reports and Updates (part 1)

- **Affiliate Executive Directors' Reports**

David Martell reported that the AEDG were moving forward with planning for the 2021

summer meeting, which will be held in New Hampshire, and the 2022 meeting, which will be held in Montana. He also reported that the group had been holding monthly calls to stay in touch and to communicate ideas, but that the group was looking into doing some of the sessions that were planned for the June 2020 meeting virtually.

- **International Representatives' Report**

Karen Starr updated the board on the reentry plan for Australia.

## Discussion Items

- **Projections for the FY21 Budget**

David Lewis and Siobhán McMahon reviewed the projections for the FY21 budget, noting that due to the changes brought on by COVID-19, the association had to adapt the way business was conducted. These changes resulted in a financial impact to the budget. They covered the various revenue and expense lines where significant changes were projected, noting that there are still many variables and the projections are subject to change. However, staff expects to end the year much closer to balanced than previously planned.

- **Executive Leadership Forum 2021**

Siobhán McMahon reviewed the various details in the venue contract for the 2021 Executive Leadership Forum and the financial implications associated with the contract.

- **Financial Sustainability**

David Lewis and Siobhán McMahon reviewed steps that the association has been taking to advance the goal of achieving financial sustainability for ASBO International. Steps include exploring new revenue streams such as the new membership model, a review of the partnership program, and the new Learning Management System.

- **International Rep Program Review**

David Lewis reviewed the history of the program, noting the reason for having international representatives was to ensure that ASBO International members who live outside of the United States were sufficiently represented in board discussions and decisions. He noted that in 2021, there will be two voting members of the board representing international members and asked if it was necessary to continue the international advisory roles, since the terms of the current representatives would be ending on December 31, 2020. He emphasized the importance and value of the representatives' perspectives to date and opened the floor for discussion about the program. The group decided to form a task force to reevaluate the program. The group will consist of Ed Chabal, David Lewis, Susan Harkin, David Ginsberg, Aubrey Kirkpatrick, Tracy Ginsburg, and Karen Starr.

- **Policy Manual Edits – 1<sup>st</sup> Reading and Discussion**

Siobhán McMahon reviewed the edits proposed by the Policy Committee in accordance with the review plan. Further review was requested for the sections regarding the President's Funds (Section 3.1) and the Diversity and Inclusion statement (Section 7.5).



**ACTION ITEM:** Bill Sutter made a motion to approve the first reading of the Policy Manual edits which include Section 1: General Policy, Section 2: Board of Directors, Section 3: President (removing the proposed edits to section 3.1 for further review), Section 4: Executive Director, and Section 7: Membership Policy (removing the proposed edits to section 7.5 for further review). Susan Harkin seconded. All were in favor and the motion carried.

- **Professional Standards**

Allison Barton-Kramer updated the board on the progress of the Professional Standards task force. She asked that the group familiarize themselves with the guiding documents on the ASBO International website, as the board would ultimately be responsible for the final approval of the new Professional Standards.

- **Membership Model Update**

Siobhán McMahon provided an update relative to the new membership model, sharing that the district model pilot program was creating interest and that currently 7 districts are participating, which brought more than 100 new members to ASBO.

## Reports and Updates (part 2)

- **President's Report**

President Hertz did not have a report in the interest of time.

- **Board Member Reports**

There were no board member reports in the interest of time.

- **Executive Director's Report**


David Lewis updated the group on the joint Legislative Advocacy Conference that was held virtually in July, noting that it was a success. He reported on collaborations with other associations and commented on the visibility that the infographic on the cost of reopening schools was getting.

- **Future Meeting Agenda Items**

No items were brought forward.

## Adjournment

**ACTION ITEM:** Susan Harkin made a motion to adjourn. Marvin Dereef seconded. All were in favor and the meeting was adjourned at 11:32 a.m.

  
\_\_\_\_\_  
Claire Hertz, President

  
\_\_\_\_\_  
David Lewis, Executive Director

October 15, 2020 | Virtual Meeting

### Board Members

Claire Hertz, President  
Ed Chabal, Vice President  
Tom Wohlleber, Immediate Past President  
David Lewis, Executive Director, *ex officio*  
Marvin Dereef, 3<sup>rd</sup> Year Director  
Bill Sutter, 3<sup>rd</sup> Year Director  
Susan Harkin, 2<sup>nd</sup> Year Director  
John Hutchison, 2<sup>nd</sup> Year Director  
David Ginsberg, 1<sup>st</sup> Year Director  
Ryan Stechschulte, 1<sup>st</sup> 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 Chair  
Tracy Ginsburg, AEDG Vice Chair  
Aubrey Kirkpatrick, International Representative  
Karen Starr, International Representative  
Wanda Erb, Board Candidate

## Welcome and Opening Business Items

- **Call to Order and Welcome**

President Hertz called the meeting to order at 4:04 p.m.

- **Roll Call**

All board members were in attendance. Tom Wohlleber had to leave the call at 5:00 p.m. due to a conflicting meeting.

- **Approval of Agenda and Consent Agenda**

- July 30, 2020 Board Meeting Minutes

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

## Action Items

- **Election Manual Update**

Siobhán McMahon reviewed edits being suggested in the Election Manual. Among other edits, candidate eligibility based on the membership categories was updated. This topic will be revisited in November after further consideration by the board and staff.

- **Executive Leadership Forum 2021 Decision**

David Lewis and Sabrina Soto reviewed the current status of the risks and impact of COVID-19. There was significant discussion held over the recommendation to cancel Executive Leadership Forum 2021.

**ACTION ITEM:** Susan Harkin made a motion for staff to review the current contract to minimize any financial impact to the association. Ed Chabal second. A roll call vote was taken with the following results: 6 – no, 2 – yes, 1 – absent. The motion failed.

**ACTION ITEM:** Susan Harkin made a motion for staff to review the current contract to minimize any financial impact to the association and for Ed Chabal to work with staff to create an alternate opportunity to maximize member

engagement which would include a face to face component and would be brought forward at the November board meeting to be reviewed. David Ginsberg seconded revised motion. All were in favor. Motion carried.

The board discussed wanting to have options to consider when they revisited the decision in November.

## Discussion Items

- **Strategic Plan Metrics**

Siobhán McMahon reviewed the Strategic Plan Metrics for the first quarter of FY21, noting that eLearning has significantly improved since this time last year. President Hertz thanked the staff for their support and their response relative to members' professional development needs during the pandemic.

## Reports and Updates

- **President's Report**

President Hertz did not have a report in the interest of time.

- **Board Member Reports**

David Ginsberg thanked the staff for making Envision 2020 such a success.

Marvin Dereef echoed David Ginsberg's sentiment.

- **Affiliate Executive Directors' Reports**

David Martell reported that the AEDG continues to meet virtually on a monthly basis.

- **International Representatives' Report**

Aubrey Kirkpatrick reported on the monthly international calls and the monthly Canadian ASBO calls.

Karen Starr updated the board on the status of the situation relative to COVID-19 in Australia.

- **Executive Director's Report**

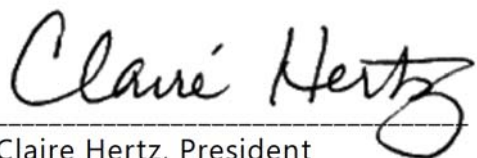
David Lewis shared statistics on the 2020 election on behalf of Tom Wohlleber, election committee chair, who had to leave the call before it concluded. He also shared highlights and statistics from Envision 2020 with the board noting that the Corporate Partners were very pleased with the event.

- **Future Meeting Agenda Items**

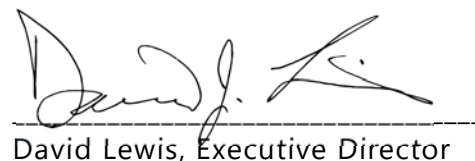
John Hutchison requested an update on the new membership model.

## Adjournment

**ACTION ITEM:** Susan Harkin made a motion to adjourn. Marvin Dereef seconded. All were in favor and the meeting was adjourned at 6:00 p.m.



Claire Hertz, President



David Lewis, Executive Director

**November 19, 2020 | Virtual Meeting**

### **Board Members**

Claire Hertz, President  
Ed Chabal, Vice President  
Tom Wohlleber, Immediate Past President  
David Lewis, Executive Director, *ex officio*  
Marvin Dereef, 3<sup>rd</sup> Year Director  
Bill Sutter, 3<sup>rd</sup> Year Director  
Susan Harkin, 2<sup>nd</sup> Year Director  
John Hutchison, 2<sup>nd</sup> Year Director  
David Ginsberg, 1<sup>st</sup> Year Director  
Ryan Stechschulte, 1<sup>st</sup> 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 Chair  
Tracy Ginsburg, AEDG Vice Chair  
Aubrey Kirkpatrick, International Representative  
Karen Starr, International Representative  
Wanda Erb, Board Candidate

## **Welcome and Opening Business Items**

- **Call to Order and Welcome**

President Hertz called the meeting to order at 2:03 p.m. She thanked the group for agreeing to extend the time and acknowledged the way this year has been different and that she appreciated the leadership from the board and staff and commended ASBO International's response to members' needs during the pandemic.

- **Roll Call**

All board members were in attendance. Marvin Dereef joined the meeting at 2:29 p.m.

- **Approval of Agenda and Consent Agenda**

- October 15, 2020 Board of Directors Meeting Minutes
- Contracts for Approval:
  - Security Benefit
  - Voya
  - Anna Billman – writer
  - Kristina Adams – administrative support

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

Sabrina Soto noted that Security Benefit would be the new sponsor of the Emerging Leaders Scholarship program and that Voya would be engaged with ASBO International as an Affinity Partner, one of the new levels of partnership.

## **Action Items**

### **A. Attorney Appointment**

David Lewis reviewed the steps taken to identify new legal counsel for ASBO International. He noted that several qualified candidates responded to the RFP and that the Review Committee met to discuss the responses and moved forward with interviews. He reported that the Review Committee unanimously agreed that Whiteford, Taylor, Preston would be the best fit for the association.

**ACTION ITEM:** Ed Chabal made a motion to appoint Whiteford, Taylor, Preston, LLC as the ASBO International attorney as soon as reasonably possible. John Hutchison seconded. All were in favor and the motion carried.

**B. Policy Manual Edits – 2<sup>nd</sup>/Final Reading and Approval**

Sabrina Soto reviewed the two sections from the July board call that the board requested be further reviewed, noting that the current recommendations had been made by the attorney. She noted that in 2021, the final section of the Policy Manual review would occur and then the board would enter into the three-year review cycle. President Hertz acknowledged the many hours of work by so many contributors.

**ACTION ITEM:** Susan Harkin made a motion to approve the second and final reading of the Policy Manual. David Ginsberg seconded. All were in favor and the motion carried.

**C. Election Manual Adoption**

Siobhán McMahon reviewed the board page explaining that by not clarifying how Envision 2020 is to be accounted for, it impacted future candidates' ability to meet the eligibility requirement surrounding conference attendance through the year 2027 and noted that future conferences that have a hybrid component or an all-virtual component would need similar clarification. The board deliberated and decided to make a decision to include Envision 2020, but to revisit the topic in the future if it became necessary.

**ACTION ITEM:** John Hutchison made a motion to adopt the Election Manual with a footnote to allow for flexibility around Envision 2020 conference attendance as it relates to the conference attendance eligibility requirement. David Ginsberg seconded. All were in favor and the motion carried.

**D. International Board Representatives Program**

Siobhán McMahon reported that the review group, consisting of Ed Chabal, Karen Starr, Aubrey Kirkpatrick, David Ginsberg, Susan Harkin, John Hutchison, and Tracy Ginsburg, met and discussed the goals of the program, noting that the goals were still valid. They discussed ways to further engage with international members and ways to engage all members on important international topics. President Hertz thanked Karen Starr and Aubrey Kirkpatrick for their service to the board and the association as the International Board Representatives for the past three years.

**ACTION ITEM:** David Ginsberg made a motion to temporarily suspend the International Board Representative program effective December 31, 2020 until such time that there are not elected international board members. Ed Chabal seconded. All were in favor and the motion carried.

#### **E. ELF 2021 Decision**

Sabrina Soto reviewed the proposal from the Hyatt and the options available to the board. The group discussed the options and noted that in order to move forward with an in-person event, a minimum of 50 attendees and a net loss of no more than \$45,000 to the association was necessary. They guided staff to be transparent with attendees during the registration process about the continued evaluation of the situation.

**ACTION ITEM:** Bill Sutter made a motion to hold a smaller-scale event in February 2021 with no cancellation penalty and no attrition and re-book the 2023 Executive Leadership Forum with the Hyatt Regency San Antonio. Susan Harkin seconded. All were in favor and the motion carried.

## **Reports and Updates**

- **President's Report**

President Hertz thanked Tom Wohlleber for his eight years of service on the ASBO Board of Directors. Wohlleber thanked the group for many wonderful memories and an unforgettable experience. President Hertz also thanked Marvin Dereef for his service as a director for the past three years and noted that she appreciated the voice he had brought to the table. Marvin Dereef said he plans to continue to support the association in the future in other ways. President Hertz also thanked David Martell for his time and commitment as an Affiliate Executive Director Group Representative (AEDG) over the past two years. David Martell noted the value of the collaboration between the board and the AEDG.

- **Board Member Reports**

Susan Harkin asked that the board consider how to interact with affiliates and how to support them if their spring conferences must be held virtually. Ed Chabal noted that he had also been thinking about it and hoped to have more discussion about this in early 2021.

- **Affiliate Executive Directors' Reports**

David Martell reported that the AEDG continues to meet virtually.

Tracy Ginsburg thanked David Martell for his AEDG leadership through COVID and remarked that he held the AEDG together this past year.

Ed Chabal thanked David Martell again for his service and noted he looked forward to working with Tracy Ginsburg more next year.

- **International Representatives' Report**

Karen Starr noted that she has enjoyed this service and will continue to be involved as much as possible.

Aubrey Kirkpatrick said it was a pleasure to work with and get to know Karen Starr. He reported on the recent monthly international calls with colleagues from around the world and encouraged others to join those calls. He also reported on the CanASBO virtual meeting.

Ed Chabal thanked Aubrey Kirkpatrick and Karen Starr for their roles and input over the past three years.

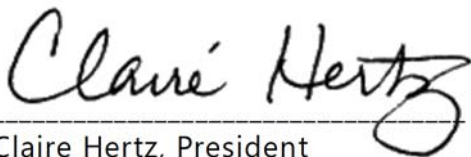
- **Executive Director's Report**

David Lewis thanked the group for the robust discussions that ensure the board does what is best for the members and the association. He thanked Marvin Dereef and Tom Wohlleber for their friendship and service. He thanked Karen Starr and Aubrey Kirkpatrick for their perspectives and advice. He also thanked David Martell for his service to the members of the AEDG, which is service to all ASBO members.

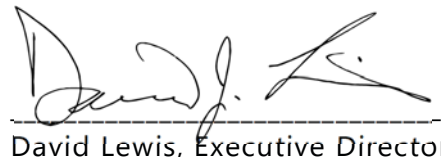
Siobhán McMahon noted the Q2 Strategic Plan metrics were in the packet and to reach out if there were any questions. She also gave a brief update on the new membership model. She also noted that the Meet the Board question for the January 2021 *School Business Affairs* would be sent to board members soon.

## Adjournment

**ACTION ITEM:** Tom Wohlleber made a motion to adjourn. Claire Hertz seconded. All were in favor and the meeting was adjourned at 3:56 p.m.



Claire Hertz, President



David Lewis, Executive Director