



MINUTES

Strategic Board Meeting

January 16, 2014 | 11:30am | Phone Conference Call

Core Purpose:

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

Board Members

Terrie Simmons, President
Mark Pepera, Vice President
Ron McCulley, Immediate Past President
John Musso, Executive Director
Claire Hertz, 3rd Year Director
Mindy Stooksbury, 3rd Year Director
Jennifer Bolton Carls, 2nd Year Director
Tom Wohlleber, 2nd Year Director
Anthony Dragona, 1st Year Director
Chuck Peterson, 1st Year Director

Staff

Ron Skinner, Deputy Executive Director
Siobhán McMahon, Assistant Executive Director
Sabrina Soto, Assistant Executive Director
Virginia Boehringer, Director of Recognition
Programs and Certification
Arlene Olkin, Director of Leadership Development
Angie Tombul, Executive Assistant

Guests

Joshua Peach, CMAC Chair
Hans Gerressen, CMAC Vice Chair
Bert Huszcza, AEDG Chair
David Lewis, AEDG Vice Chair
Trevor Summerson, International
Representative
Brenda Burkett, 2015 Election Candidate
Randy Evans, 2015 Election Candidate

Welcome and Opening Business Items

- **Call to Order**

President Simmons called the meeting to order at 11:37am.

- **Roll Call**

All board members were in attendance, except Chuck Peterson. Tony Dragona joined the call at 12:05pm.

- **Approval of Agenda**

MOTION: Tom Wohlleber moved to approve the agenda. Jennifer Bolton Carls seconded. All were in favor. Motion passed.

Consent Agenda

- **November 21, 2013 Board of Directors Minutes**

MOTION: Mark Pepera moved to approve the items on the consent agenda. Mindy Stooksbury seconded. All were in favor. Motion passed.

- **January 9, 2014 Executive Committee Minutes**

MOTION: Ron McCulley moved to approve the items on the consent agenda. Mark Pepera seconded. All were in favor. Motion passed.

Discussion Items

- **FY2015 Budget (*sent under separate cover*)**

President Simmons presented the FY2015 budget to the board. She noted that the Executive Committee met to discuss the budget and they recommended approving the budget, but that any motions should be made at the face-to-face meeting in February. President Simmons reviewed some of the issues that were covered with the Executive Committee, explaining the areas that were unclear. Funding legislation was discussed by several of the board members. John Musso encouraged the board members to send any questions to President Simmons and to him if they need further clarification.

- **First Reading: Policy Committee Proposed Changes (*sent under separate cover*)**

President Simmons reported the work of the Policy Committee to the Board. She noted the final approval would be done at the face-to-face meeting in February. She reviewed the proposed changes and went through the Policy Manual noting the tracked changes.

Action Items

- **Strategic Plan**

President Simmons presented the revised strategic plan to the board, noting that the open comment period yielded one reply and that the proposed changes, while grammatical in nature, altered the original intent of the strategic plan and were therefore not included.

MOTION: Tom Wohlleber moved to approve the strategic plan as presented. Claire Hertz seconded. All were in favor. Motion passed.

- **Restatement of 457(b) Plan**

John Musso presented the restatement of the 457(b) Plan for staff recommending that the board pass the resolution to maintain compliance with IRS changes in regulation.

MOTION: Mark Pepera moved to approve the restatement of the 457(b) plan. Jennifer Bolton Carls seconded. All were in favor. Motion passed.

Reports

- **Ad Hoc Committee (Self-Evaluation)**

Jennifer Bolton Carls, Chair of the Ad Hoc Committee on the Review of the Board Self-Evaluation Tool, noted that there has been no further work at this point.

- **Ad Hoc Committee (Committees)**

Mindy Stooksbury, Chair of the Ad Hoc Committee on Committees, briefed the board on the progress of the committee to date, noting that the committee has worked on a survey to all active members that will be sent out on January 24, 2014.

- **AEDG Chair**

Bert Huszcza apologized to the board because he would not be able to attend the February board meeting and that Sharon Bruce will stand in for him. He also noted that David Varda would be working with ASBO staff on a legislative initiative.

- **CMAC Chair**

Joshua Peach told the board that he is transitioning to a new position within his company and will have further clarification on the impact this will have on the Corporate Member Advisory Committee.

- **International Representative**

Trevor Summerson commented that the new website design is being well received among members in the UK. He noted that Manchester University is currently doing research on school business management and the report will be released in March. The Education Business Leaders Association launched recently and is doing well.

- **President**

President Simmons noted that the February agenda would be full. She also asked if anyone would be able to attend West Virginia's affiliate visitation. President Simmons noted that a New Board Orientation was held last week and that it was excellent. She asked that some of the supporting documents shared in that orientation be sent to the entire board.

- **Executive Director**

John Musso asked the board to be looking for information from staff on the leadership forum logistics.

Strategic Discussion

- **Format of meetings using the Strategic Board Meeting model**

President Simmons explained the format of the new strategic board meetings that will begin in February. She noted that this was a chance for the board to delve deeper into strategic issues and to allow for a more fulfilling volunteer experience for the board.

Announcements, Board Comments, and Adjourn

There were no announcements or comments.

MOTION: Tom Wohlleber moved to recess the meeting at 12:25pm to go into executive session.

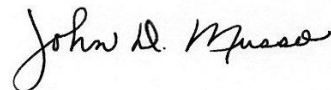
Mindy Stooksbury seconded. All were in favor. Motion passed.

The board met in executive session. They came out of executive session at 12:47pm.

MOTION: Mindy Stooksbury moved to adjourn the meeting. Tony Dragona seconded. All were in favor. Motion passed.



Terrie Simmons, President



John Musso, Executive Director

MINUTES

Strategic Board Meeting

February 20, 2014 | 8:00a.m. | Disney Contemporary | Lake Buena Vista, FL

Core Purpose:

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

Board Members

Terrie Simmons, President
Mark Pepera, Vice President
Ron McCulley, Immediate Past President
John Musso, Executive Director
Claire Hertz, 3rd Year Director
Mindy Stooksbury, 3rd Year Director
Jennifer Bolton Carls, 2nd Year Director
Tom Wohlleber, 2nd Year Director
Anthony Dragona, 1st Year Director
Chuck Peterson, 1st Year Director

Staff

Ron Skinner, Deputy Executive Director
Sabrina Soto, Assistant Executive Director
Virginia Boehringer, Director of Recognition
Programs and Certification
Arlene Olkin, Director of Leadership Development
Jay Snyder, Assistant Director of Leadership
Development
Angie Tombul, Executive Assistant

Guests

Joshua Peach, CMAC Chair
Hans Gerressen, CMAC Vice Chair
David Lewis, AEDG Vice Chair
Sharon Bruce, AEDG Representative
Trevor Summerson, International
Representative
Brenda Burkett, 2015 Candidate
Avery Embry, 2015 Candidate
Randy Evans, 2015 Candidate
David Peterson, 2015 Candidate

Welcome and Opening Business Items

- **Call to Order**

President Simmons called the meeting to order at 8:15 a.m.

- **Roll Call**

All board members were present.

- **Executive Session**

President Simmons explained that the board would convene in executive session to discuss a matter that had come up. The board went into executive session at 8:25 a.m. and resumed an open session at 9:20 a.m.

- **Explanation of the 4-Part Agenda**

Leigh Wintz, Principle Consultant at Tecker International, explained the format and process for the 4-part agenda and strategic board meeting.

- **Approval of Agenda (and adoption of consent agenda) (*action*)**

By general consent, the agenda was adopted as printed (see attached) and the minutes of the January 16, 2014 Board of Directors Meeting and Committee Leader Changes (see attached) were approved.

- **Board Orientation**

John Musso distributed and explained the following documents. He asked the attendees to complete and sign the documents. These documents remain on file and are given to the auditors each year.

- SBO Antitrust Avoidance Guidelines

- 2014 Reasonable Effort Form
- Conflict of Interest/Disclosure Form
- Board Code of Conduct

Discussion of Mega Issues

- An introduction to the process – Leigh Wintz walked the group through how to hold a strategic board meeting. The board discussed “How can ASBO International encourage more volunteerism and create more opportunity for member engagement?”

Review and Adjustment of Strategy

- **FY15 Budget (sent under separate cover) (action)**

President Simmons noted that the Executive Committee had reviewed the FY15 budget with staff and recommends that the budget be approved as presented. President Simmons noted that there were no changes made to the budget since the board reviewed it during the January 2014 conference call.

MOTION: Mark Pepera moved to approve the FY15 budget as presented. Jennifer Bolton Carls seconded. All were in favor. Motion passed.

- **CMAC Pilot Review (action)**

President Simmons explained that the original concept for the pilot committee was not being followed currently. The committee currently has had difficulty gaining active, participatory members. Discussion ensued regarding the current committee structure and the effectiveness of the committee.

MOTION: Ron McCulley moved that the board suspend the Corporate Members Advisory Committee pilot program as it currently exists, and task the ASBO staff with working with a board representative to develop a plan, to be brought back to the board for further review. The mission that was originally recommended by the subcommittee should be used as a guide when moving forward. Further, Ron McCulley also volunteered to serve as a past president representing the board to work with the staff in accomplishing this task. Claire Hertz seconded. All were in favor. Motion passed.

Policy Determination

- **2014 Professional Committees Manual (action)**

John Musso explained that the changes to the Committee Manual for 2014 were mostly formatting and minor edits such as updating the year.

MOTION: Chuck Peterson moved that the board approve the changes to the 2013 Committee Manual. Jennifer Bolton Carls seconded. All were in favor. Motion passed.

- **Functional Areas of Engagement (action)**

President Simmons asked the board to review the Functional Areas of Engagement document to determine if any changes are necessary.

MOTION: Mark Pepera moved that the board approve the Functional Areas of Engagement as it exists. Ron McCulley seconded. All were in favor. Motion passed.

- **Policy Committee's Proposed Changes (sent under separate cover) (action)**

President Simmons called for a second reading of the policy committee's proposed changes to the Policy Manual.

MOTION: Tom Wohlleber moved to approve the changes to the Policy Manual as proposed by the Policy Committee. Mindy Stooksbury seconded. All were in favor. Motion passed.

Routine Board Business

- **Consent agenda (action)**

- January 16, 2014 Board of Directors Meeting Minutes
- Committee Leader changes

- **Announcements (AEDG, CMAC, International, President, Executive Director)**

- AEDG – Sharon Bruce noted that the AEDG Summer retreat is in June in Bedford Springs, PA and that plans were being finalized.
- CMAC – Joshua Peach thanked the board for the years he was invited to be a part of their meetings.
- International – Education Business Leaders Association launched and is modeling ASBO International with a membership goal of 1000 members this year and 5000 members in 3-5 years.
- President – President Simmons asked the board members to attend the Committees Meeting later that afternoon where the members of the Ad Hoc Committee would be sharing the results of the Committees Survey with the committee leaders.
- Executive Director – nothing to report

- **Evaluation of Board Meeting**

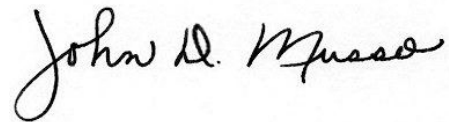
The evaluation was distributed to each attendee. The completed evaluations were returned to Angie Tombul, who will compile the replies and return the results to the group.

- **Adjournment**

President Simmons adjourned at 1:50 p.m.



Terrie Simmons, President



John Musso, Executive Director



MINUTES

Board Conference Call

April 24, 2014 | 11:30am

Core Purpose:

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

Board Members

Terrie Simmons, President
Mark Pepera, Vice President
Ron McCulley, Immediate Past President
John Musso, Executive Director
Claire Hertz, 3rd Year Director
Mindy Stooksbury, 3rd Year Director
Jennifer Bolton Carls, 2nd Year Director
Tom Wohlleber, 2nd Year Director
Anthony Dragona, 1st Year Director
Chuck Peterson, 1st Year Director

Staff

Sabrina Soto, Assistant Executive Director
Virginia Boehringer, Director of Recognition
Programs and Certification
Arlene Olkin, Director of Leadership Development
Angie Tombul, Executive Assistant

Guests

Bert Huszcza, AEDG Chair
David Lewis, AEDG Vice Chair
Brenda Burkett, 2015 Candidate
Avery Embry, 2015 Candidate
Randy Evans, 2015 Candidate
David Peterson, 2015 Candidate

Welcome and Opening Business Items

- **Call to Order**
President Simmons called the meeting to order at 11:38 a.m.
- **Roll Call**
All board members were present, except Tom Wohlleber who joined the call at 11:50 a.m.
- **Approval of Agenda**
MOTION: Mark Pepera moved to approve the agenda as presented. Mindy Stooksbury seconded. All in favor, motion passes.
- **Approval of February 20, 2014 Executive Committee Meeting Minutes**
MOTION: Ron McCulley moved to approve the February 20, 2014 Executive Committee Meeting Minutes as presented. Mark Pepera seconded. All in favor, motion passes.
- **Approval of February 20, 2014 Board of Directors Meeting Minutes**
MOTION: Jennifer Bolton Carls moved to approve the February 20, 2014 Board of Directors Meeting Minutes as presented. Tony Dragona seconded. All in favor, motion passes.

Discussion/Action Items

- **Ad Hoc Committee on CMAC update**
Ron McCulley informed the board that the committee had met via a conference call. They discussed the history of CMAC and the direction that they felt the work on this project should take. Staff was tasked to survey other like associations to determine how they work with corporate committees. The group will meet again by phone.

- **Ad Hoc Committee on Committees update**

Mindy Stooksbury reported to the board that the committee had a phone call. Staff is putting together some information that the committee will work with for their subsequent task of summarizing. They plan to have a presentation of findings, as well as recommendations, for the board at the summer meeting.

- **ASBO Building update**

John Musso explained to the board that there have been a number of meetings between ASBO and the developers. No contracts have been signed, but there are agreements in place. He informed the board that ASBO will see an increase in value of our new space relative to the value of the current space.

- **Evaluation of Board Meeting**

President Simmons encouraged the board to discuss the evaluation of the board meeting that was done and determine if the results can be used in preparation for the next meeting.

Routine Board Business

- **Announcements**

- **AEDG**

Bert Huszcza told the board that the plans for the June AEDG meeting were mostly planned and a call for agenda items would be put out next week.

- **International**

Trevor was not able to be on the call, so there was no report.

- **President**

President Simmons addressed the legislative concerns that have been expressed by both the board and the AEDG. This topic will be addressed at the summer board meeting to determine next steps. She reminded the board that John Musso's evaluation survey would be sent to them soon.

- **Visitation Updates**

- Mindy Stooksbury reported that she and Tom Wohlleber were currently attending the Missouri ASBO conference.
 - Tony Dragona said he is currently at the South Dakota ASBO meeting.
 - Claire Hertz reported that she has been to several meetings recently, including Texas ASBO, Pennsylvania ASBO, and Ohio ASBO.
 - John Musso reported that he gave Gwen Santiago a farewell presentation at the Texas ASBO meeting. He also attended the California ASBO meeting. He then went to the Oregon ASBO meeting. John announced that he will be going to Virginia ASBO soon.

- **Executive Director**

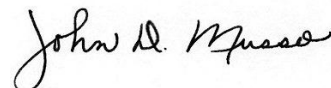
John Musso reiterated that his evaluation survey would be distributed next month.

- **Adjournment**

MOTION: Mark Pepera moved to approve the agenda as presented. Jennifer Bolton Carls seconded. All in favor, motion passes. Meeting was adjourned at 12:15 p.m.



Terrie Simmons, President



John Musso, Executive Director

MINUTES

Strategic Board Meeting

July 9, 2014 | 8:30a.m. | Lake Audubon | Reston, VA

Core Purpose:

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

Board Members

Terrie Simmons, President
Mark Pepera, Vice President
Ron McCulley, Immediate Past President
John Musso, Executive Director
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Mindy Stooksbury, 3rd Year Director
Jennifer Bolton Carls, 2nd Year Director
Tom Wohlleber, 2nd Year Director
Anthony Dragona, 1st Year Director
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Siobhan McMahon, Assistant Executive Director
Sabrina Soto, Assistant Executive Director
Virginia Boehringer, Director of Recognition
Programs and Certification
Arlene Olkin, Director of Leadership Development
Jay Snyder, Assistant Director of Leadership
Development
Angie Tombul, Executive Assistant

Guests

Bert Huszcza, AEDG Chair

Welcome and Opening Business Items

- **Call to Order**

President Simmons called the meeting to order at 8:50 a.m.

- **Roll Call**

All board members were present.

- **Approval of Agenda (and adoption of consent agenda) (*action*)**

By general consent, the agenda was adopted as printed (see attached) and the minutes of the April 24, 2014 Board of Directors Meeting, the minutes of the June 16, 2014 Executive Committee meeting, the Committee Leader Changes, the Freeman contract, the Corporate Leaders Award, and the 2015 Elections Manual changes (all attached) were approved.

MOTION: Chuck Peterson moved to amend the agenda to allow for motions to be made on the mega-issue discussions. Mark Pepera seconded. All were in favor. Motion passed.

“How can ASBO International encourage more volunteerism and create more opportunity for member engagement?”

Whereas, ASBO International desires to increase volunteerism and create more opportunities for meaningful engagement, and;

Whereas, a recent survey showed that more members would volunteer if they were more aware of opportunities and could engage in more time-limited ways, and;

Whereas, current volunteers provided feedback that the current process for recruiting and recognizing committee members could be improved, and;

Whereas, ASBO International has limited capacity to devote to the process; therefore;

Be it resolved, that the ASBO International Board:

- 1) Direct staff to implement the following changes to the current process as outlined in the background paper on this subject:
 - Enhance recognition for volunteers (e.g. personal notes, at events, on the website, etc.)
 - Create more short term opportunities for engagement (e.g. ad hoc committees and focus groups)
 - Increase visibility of opportunities (e.g. available on the Network, publications, etc.)
- 2) Appoint a task force by July 31, 2014 to assess the current committee structure in preparation for implementation at AM&E 2016. The task force membership is to include board members from the Volunteerism Ad Hoc Committee (Tom Wohlleber, Claire Hertz, Mindy Stooksbury), 2-3 volunteers who submitted feedback to be appointed by the President, and 1-2 staff recommended by the Executive Director. The task force will primarily use the background paper and historical data/demographics synthesized by staff. The task force is to provide a report to the board by December 31, 2014. Any redesign of existing structure shall include:
 - A process for better matching of members’ skills, expertise, available time and methods of engagement to the work that needs to be done
 - Increased ability to quickly fill a need or a vacancy
 - More opportunities for members to engage in meaningful work for ASBO International
 - Improved clarity for roles and responsibilities for any task force or committee.

Tom Wohlleber moved to accept the volunteerism resolution. Resolution passed as a result of the board crafting it as a group in unanimous consent.

“How can ASBO International capitalize on federal legislative issues/changes to benefit the association and provide assistance to school business officials and members?”

Whereas, ASBO International desires to capitalize on Federal legislative issues/changes to benefit the association and provide assistance to members and affiliates, and;

Whereas, ASBO International Board has recognized Federal legislative awareness and influence as a strategic initiative, and;

Whereas, ASBO International members and affiliates recognize ASBO as the primary source for information and influence on national legislative and regulatory issues affecting the school business officials, and;

Whereas, members and affiliates have expressed a desire for ASBO International to increase relevant Federal legislative issues to members and affiliates, therefore;

Be it resolved, that the ASBO International Board immediately allocates resources to implement the following:

- 1) Increase relevant legislative information to members and affiliates
 - 2) Activate the Legislative Action Center
 - 3) Cultivate and maintain relationships with similar associations, or affiliates and related consortiums to further this mission
 - 4) Develop a more effective way of communicating the impact of legislative affairs with the long-term goal of influencing legislation
 - 5) Generate stronger grassroots advocacy by our members.
- An implementation plan will be developed to address this goal and announced by the 2014 AM&E. A report on the progress of this initiative will be given by staff at the 2015 Executive Leadership Forum.

Jennifer Bolton Carls moved to accept the Federal legislative resolution. Resolution passed as a result of the board crafting it as a group in unanimous consent.

Policy Determination

- **CMAC Board Committee Report (for action in September)**
Ron McCulley, chair of the board subcommittee, reminded the board on the history of the CMAC decision. He distributed a report from the subcommittee that detailed the next steps as proposed by the subcommittee. The board discussed the report and amended the strategies to include a fifth point. The board will make a motion and vote on the points on their next conference call meeting so that the strategies can begin to be implemented at the 2014 Annual Meeting.

- **Approval of Executive Director Contract (*action*)**

The board met in Executive Session to discuss John Musso's evaluation. Upon returning to regular session, the board voted to approve the executive director's contract.

MOTION: Mark Pepera moved that the board approve Executive Director John Musso's contract. Tom Wohlleber seconded. All were in favor. Motion passed.

Routine Board Business

- **Consent agenda (*action*)**

- April 24, 2014 Board of Directors Meeting Minutes
- June 16, 2014 Executive Committee Meeting Minutes
- Committee Leader changes
- Freeman contract approval
- Corporate Leaders Award
- 2015 Elections Manual

MOTION: Tom Wohlleber moved that the board approve the agenda and the consent agenda. Jennifer Bolton Carls seconded. All were in favor.

- **Announcements (AEDG, CMAC, International, President, Executive Director)**

- AEDG – Bert Huszcza reported to the board that the summer AEDG meeting was successful and that the attendees were pleased with the event.
- President – President Simmons announced that there are 8 weeks until the annual meeting.
- Executive Director – John Musso expressed how impressive the progress made today has been.

- **Evaluation of Board Meeting**

The evaluation was distributed to each attendee. The completed evaluations were returned to Angie Tombul, who will compile the replies and return the results to the group.

- **Executive Session**

President Simmons noted that the board would meet in executive session to discuss John Musso's evaluation. The board went into executive session at 3:00 p.m.

MOTION: Mindy Stooksbury moved to go into executive session. Mark Pepera seconded. Motion passed unanimously and the board went into an executive session at 3:00 p.m.

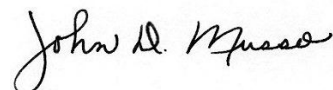
MOTION: Jennifer Bolton Carls moved to return to open session. Chuck Peterson seconded. Motion passed unanimously and the board resumed an open session at 4:45 p.m.

- **Adjournment**

President Simmons adjourned at 4:55 p.m.



Terrie Simmons, President



John Musso, Executive Director

MINUTES

Strategic Board Meeting

August 21, 2014 | 11:30a.m. | Phone Conference Call

Core Purpose:

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

Board Members

Terrie Simmons, President
Mark Pepera, Vice President
Ron McCulley, Immediate Past President
John Musso, Executive Director
Claire Hertz, 3rd Year Director
Mindy Stooksbury, 3rd Year Director
Jennifer Bolton Carls, 2nd Year Director
Tom Wohlleber, 2nd Year Director
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Sabrina Soto, Assistant Executive Director
Virginia Boehringer, Director of Recognition
Programs and Certification
Arlene Olkin, Director of Leadership Development
Angie Tombul, Executive Assistant

Guests

Bert Huszcza, AEDG Chair
David Lewis, AEDG Vice Chair
Trevor Summerson, International
Representative
Randy Evans, Board Candidate
Brenda Burkett, Board Candidate
David Peterson, Board Candidate
Avery Embry, Board Candidate

Welcome and Opening Business Items

- **Call to Order**

President Simmons called the meeting to order at 11:35 a.m.

- **Roll Call**

All board members were present.

- **Approval of Agenda (*action*)**

President Simmons requested that the agenda be amended to include discussion and an action item to replace Shirley Broz as the GASAC representative.

MOTION: Tony Dragona moved to approve the agenda as amended. Jennifer Bolton Carls seconded. All were in favor. Motion passed.

- **Approval of Minutes (*action*)**

President Simmons requested a motion to approve the July 9, 2014 Executive Committee meeting minutes and the July 9, 2014 Board of Directors meeting minutes.

MOTION: Mark Pepera moved to approve the July 9, 2014 Executive Committee meeting minutes. Ron McCulley seconded. All were in favor. Motion passed.

MOTION: Chuck Peterson moved to approve the July 9, 2014 Board of Directors meeting minutes. Mark Pepera seconded. All were in favor. Motion passed.

Discussion/Action Items

- **CMAC next steps (*action*)**

The board reviewed the steps that were proposed by the subcommittee.

MOTION: Ron McCulley moved that the board approve the next steps as laid out by the committee that reviewed. Mark Pepera seconded. All were in favor. Motion passed.

- **Appointment of GASAC representative (*action*)**

The board reviewed the history of the GASAC representative from ASBO International.

MOTION: Chuck Peterson moved to approve Mark Pepera as the new ASBO International representative to GASAC. Tony Dragona seconded. All were in favor. Motion passed.

Routine Board Business

- **Announcements (AEDG, International, President, Executive Director)**

- AEDG – Bert Huszcza reported to the board that the new vice chair nomination period was still open, but that only one name had been brought forward as of now.
- International – Trevor Summerson reported to the group on the status of international work happening in Australia and the UK. He noted he would be attending a conference in South Africa where he has been asked to speak and said he would gladly go as a representative of ASBO if that was something the board wanted him to do.
- President – President Simmons reported that the choir would be giving its final performance at this year's annual meeting.
- Executive Director – John Musso noted that registration for the annual meeting closes soon.

- **Executive Session**

President Simmons noted that the board would meet in executive session.

MOTION: Mark Pepera moved to go into executive session. Jennifer Bolton Carls seconded. Motion passed unanimously and the board went into an executive session at 11:530 a.m.

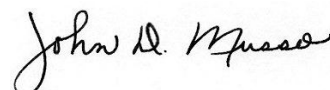
MOTION: Mark Pepera moved to return to open session. Jennifer Bolton Carls seconded. Motion passed unanimously and the board resumed an open session at 12:35 p.m.

- **Adjournment**

MOTION: Chuck Peterson moved to adjourn the meeting. Mark Pepera seconded. Motion passed unanimously and the board meeting was adjourned at 12:35 p.m.



Terrie Simmons, President



John Musso, Executive Director

MINUTES

Strategic Board Meeting

September 3, 2014 | 10:30a.m. | Phone Conference

Core Purpose:

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

Board Members

Terrie Simmons, President
Mark Pepera, Vice President
Ron McCulley, Immediate Past President
John Musso, Executive Director
Claire Hertz, 3rd Year Director
Mindy Stooksbury, 3rd Year Director
Jennifer Bolton Carls, 2nd Year Director
Tom Wohlleber, 2nd Year Director
Anthony Dragona, 1st Year Director
Chuck Peterson, 1st Year Director

Welcome and Opening Business Items

- **Call to Order**
President Simmons called the meeting to order at 10:33 a.m.
- **Roll Call**
All board members were present except for Ron McCulley.

Discussion/Action Items

- **Executive Session**
President Simmons noted that the board would meet in executive session to discuss a matter brought to their attention by the Ethics Committee.

MOTION: Chuck Peterson moved to go into executive session. Mindy Stooksbury seconded. Motion passed unanimously and the board went into an executive session at 10:33 a.m.

MOTION: Tony Dragona moved to return to open session. Chuck Peterson seconded. Motion passed unanimously and the board resumed an open session at 10:46 a.m.

President Simmons reviewed the report from the Ethics Committee and gave a brief background of the issue. She answered any questions board members had.

Terrie told the board that staff would be starting to revise the Ethics and Code of Conduct Policies and would ask for board volunteers to help. Chuck Peterson and Tom Wohlleber volunteered.

MOTION: Terrie called for the motion to accept the findings and recommendations of the Ethics Committee. Tom Wohlleber moved. Chuck Peterson second. Claire Hertz abstained. The motion carried.

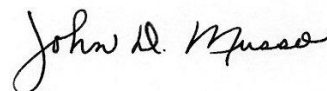
Routine Board Business

- **Adjournment**

MOTION: Jennifer Bolton Carls moved to return to adjourn. Tom Wohlleber seconded. Motion passed unanimously and the President Simmons adjourned the meeting at 10:50 a.m.



Terrie Simmons, President



John Musso, Executive Director

MINUTES

Strategic Board Meeting

September 18, 2014 | 8:30 a.m. | Gaylord Palms | Kissimmee, FL

Core Purpose:

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

Board Members

Terrie Simmons, President
Mark Pepera, Vice President
Ron McCulley, Immediate Past President
John Musso, Executive Director
Claire Hertz, 3rd Year Director
Mindy Stooksbury, 3rd Year Director
Jennifer Bolton Carls, 2nd Year Director
Tom Wohlleber, 2nd Year Director
Anthony Dragona, 1st Year Director
Chuck Peterson, 1st Year Director

Staff

Ron Skinner, Deputy Executive Director
Siobhan McMahon, Assistant Executive Director
Sabrina Soto, Assistant Executive Director
Virginia Boehringer, Director of Recognition
Programs and Certification
Arlene Olkin, Director of Leadership Development
Angie Tombul, Executive Assistant

Guests

Bert Huszcza, AEDG Chair
David Lewis, AEDG Vice Chair
Trevor Summerson, International
Representative
Brenda Burkett, Incoming VP
David Peterson, Incoming Director

Welcome and Opening Business Items

- **Call to Order**

President Simmons called the meeting to order at 8:44 a.m.

- **Roll Call**

All board members were present.

- **Approval of Agenda and Consent Agenda (action)**

By general consent, the agenda was adopted as printed (see attached) and the August 21, 2014 Board of Directors Meeting Minutes, the August 25, 2014 Executive Committee Meeting Minutes, the September 3, 2014 Board of Directors Meeting Minutes, and the Annual Appointment of the Attorney (all attached) were approved.

MOTION: Chuck Peterson moved to approve the agenda as presented. Tom Wohlleber seconded.
All were in favor. Motion passed.

Presentation

- **Smarter School Spending – by Government Finance Officers Association**

Shayne Kavanagh and Mike Mucha of the Government Finance Officers Association presented to the board about their work on Smarter School Spending with the support of the Gates Foundation. The board discussed how ASBO and GFOA can work together on this project.

Policy Determination

- **Legislative Initiative Update**

John Musso gave the board an update on the status of the legislative goal of the strategic plan. He discussed the proactive steps being taken and future steps to help achieve this goal.

- **Lake Anne Development (action)**

John Musso reported on the progress of the new building negotiations and acquisition of permits. He showed the board some of the artist renderings of the new building.

MOTION: Anthony Dragona moved to authorize the executive director to execute the Real Property Exchange Agreement and the Lease Agreement. Additionally, Chuck Peterson moved that the board authorize the executive director and deputy executive director to continue to act as owner representatives for this project. Tom Wohlleber seconded. All were in favor. Motion passed.

- **Audit Report (accept)**

Glenn Eyrlich called into the meeting to present the findings of the audit. He noted that the audit was smooth this year and that there were no issues to report.

MOTION: Chuck Peterson moved to accept the FY2014 Audit. Mark Pepera seconded. All were in favor. Motion passed.

Routine Board Business

- **Consent Agenda (action)**

- August 21, 2014 Board of Directors Meeting Minutes
- August 25, 2014 Executive Committee Meeting Minutes
- September 3, 2014 Board of Directors Meeting Minutes
- Annual Appointment of Attorney

MOTION: Chuck Peterson moved that the board approve the agenda and the consent agenda. Tom Wohlleber seconded. All were in favor.

- **Informational Items**

- Board Committee Liaison Assignments 2015
John Musso brought the 2015 Committee Liaison assignments to the board's attention.

- **Announcements (AEDG, CMAC, International, President, Executive Director)**

- AEDG – Bert Huszcza discussed the logistics of creating and contributing to the disaster relief fund.
- International – Trevor Summerson spoke about the status of the National College in the UK.
- President – President Simmons asked for feedback on the new board member orientation process. She also spoke about the next mega issue to be discussed and noted that progress is underway on the previous issues.
- Executive Director – John Musso discussed the schedule for the annual meeting. He also reported that a new association is forming in Georgia that may seek affiliation with ASBO International.
- Comments:
 - Claire Hertz expressed her gratitude for the support she has received during her years on the board. She noted she will continue to work for the members.

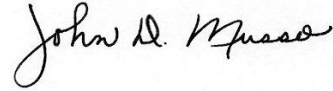
- Mindy Stooksbury said she enjoyed her time serving on the board.
- Ron McCulley said it was a wonderful ride.
- Mark Pepera noted that he appreciated the quick responses when completing the 2015 Visitation Rotation.

- **Adjournment**

President Simmons adjourned the meeting at 1:17 p.m.



Terrie Simmons, President



John Musso, Executive Director



MINUTES

Strategic Board Meeting

December 18, 2014 | 11:30 a.m. | Phone Conference

Core Purpose:

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

Board Members

Terrie Simmons, President
Mark Pepera, Vice President
Ron McCulley, Immediate Past President
John Musso, Executive Director
Claire Hertz, 3rd Year Director
Mindy Stooksbury, 3rd Year Director
Jennifer Bolton Carls, 2nd Year Director
Tom Wohlleber, 2nd Year Director
Anthony Dragona, 1st Year Director
Chuck Peterson, 1st Year Director

Staff

Ron Skinner, Deputy Executive Director
Sabrina Soto, Assistant Executive Director
Virginia Boehringer, Director of Recognition
Programs and Certification
Arlene Olkin, Director of Leadership Development
Angie Tombul, Executive Assistant

Guests

Bert Huszcza, AEDG Chair
David Lewis, AEDG Vice Chair
Trevor Summerson, International
Representative
David Peterson, Incoming Director
Avery Embry, Incoming Director

Welcome and Opening Business Items

- Call to Order
President Simmons called the meeting to order at 11:33 a.m.
- Roll Call
All board members were present.
- Approval of Agenda (and adoption of consent agenda) (action)
By general consent, the agenda was adopted as printed (see attached) and the September 18, 2014 Executive Committee Meeting minutes, the September 18, 2014 Board of Directors Meeting minutes, the October 22, 2014 Executive Committee Meeting minutes, and the Bylaws Committee roster (all attached) were approved.

MOTION: Tom Wohlleber moved to approve the agenda as presented. Claire Hertz seconded. All were in favor. Motion passed.

Routine Board Business

- Consent Agenda (action)
 - September 18, 2014 Executive Committee Meeting Minutes
 - September 18, 2014 Board of Directors Meeting Minutes
 - October 22, 2014 Executive Committee Meeting Minutes
 - Bylaws Committee

- Announcements (AEDG, International, President, Executive Director)

Bert Huszcza said that the next summer meeting is scheduled for Juneau, AK and that there is a Western Execs meeting prior to the Executive Leadership Forum. He said he enjoyed being back in the board meetings but was looking forward to handing over the chair position to David Lewis and having Molly Hewitt come on as the vice chair.

Trevor Summerson reported that he has had a series of meetings with the new executive director of the National Association of School Business Managers and they have established links with the National Association of Head Teachers. He also announced that he was the recipient of an award from NASBM. There is a lot of interest in ASBO International and they would like to discuss affiliate membership. Jennifer Bolton Carls mentioned that she also met with this group when they visited New York State ASBO. Trevor also noted that he will be traveling to South Africa in March to attend the NASBM conference.

President Simmons reported that she and Ron Skinner attended the Alaska ASBO conference. She noted that she has enjoyed this year very much and that she appreciated the support of the group and the staff.

John Musso said the staff is working on the budget now. He updated the board on the U.S. Communities contract. He also reminded the group that the ASBO offices would be closed from December 24 to January 5.

President Simmons thanked Ron McCulley for his service. She thanked Mindy Stooksbury for her hard work over the years. She thanked Claire Hertz for her time on the board and wished her luck in her decision to run for director.

Mark Pepera wished everyone a happy holidays and thanked the group for their hard work. He thanked President Simmons for her leadership this year.

- Adjournment

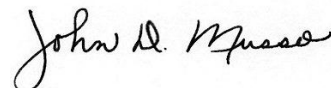
President Simmons requested a motion to adjourn.

MOTION: Mark Pepera moved to adjourn. Chuck Peterson seconded. All were in favor.

The meeting was adjourned at 11:51 a.m.



Terrie Simmons, President



John Musso, Executive Director