

MINUTES

Strategic Board Meeting

January 22, 2015 | 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

Mark Pepera, President
Brenda Burkett, Vice President
Terrie Simmons, Immediate Past President
John Musso, Executive Director
Jennifer Bolton Carls, 3rd Year Director
Tom Wohlleber, 3rd Year Director
Anthony Dragona, 2nd Year Director
Chuck Peterson, 2nd Year Director
Avery Embry, 1st Year Director
David Peterson, 1st Year Director

Staff

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

Guests

David Lewis, AEDG Chair
Molly Hewitt, AEDG Vice Chair
Trevor Summerson, International
Representative
Claire Hertz, Election Candidate
Ed Chabal, Election Candidate

Welcome and Opening Business Items

- Call to Order
President Pepera called the meeting to order at 11:32 a.m.
- Roll Call
All board members were present, except David Peterson who joined at 11:34 a.m.
- Approval of Agenda (and adoption of consent agenda) (action)
By general consent, the agenda was adopted as printed (see attached) and the December 18, 2014 Board Meeting minutes and the January 15, 2015 Executive Committee Meeting minutes were approved.

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

Discussion/Action Items

- Volunteerism Project – Update
Ron Skinner explained to the board that the committee was moving forward with the timeline laid out in the report given to the board in December and that the report will soon be shared with the committee leaders and affiliate leaders. He noted the board members should be familiar with the content to be able to answer any questions they may receive.

Terrie Simmons mentioned that GASB has a survey out and asked for help in replying to their questions.

- FY 2016 Budget – Initial Discussion

President Pepera asked that members review the budget document in advance of the next in-person meeting. A few questions were answered relative to the budget.

President Pepera and John Musso encouraged the board to spend some time talking to and thanking the strategic partners for their support at the Executive Leadership Forum. He noted how important their relationships are to the viability of ASBO International.

Routine Board Business

- Consent Agenda ([action](#))

- December 18, 2014 Board of Directors Meeting Minutes
- January 15, 2015 Executive Committee Meeting Minutes

MOTION: Brenda Burkett moved to approve the agenda as presented. Terrie Simmons seconded. All were in favor. Motion passed.

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

David Lewis said that Western Execs would be meeting later this week and commended Molly Hewitt for her work on the meeting.

Trevor Summerson reminded the group that there is an election being held this year in the UK and that our international members are watching the outcome closely as education is a big discussion point.

President Pepera noted that the review of the International Representative was underway and that the committee would have information to report back to the board.

John Musso reported to the board on the registrations for Executive Leadership Forum.

- Adjournment

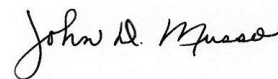
President Pepera requested a motion to adjourn.

MOTION: Brenda Burkett moved to adjourn. David Peterson seconded. All were in favor.

The meeting was adjourned at 12:28 p.m.



Mark Pepera, President



John Musso, Executive Director

MINUTES

Board of Directors Meeting

February 19, 2015 | 8:30 a.m. | Phone Conference

Core Purpose:

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

Board Members

Mark Pepera, President
Brenda Burkett, Vice President
Terrie Simmons, Immediate Past President
John Musso, Executive Director
Jennifer Bolton Carls, 3rd Year Director
Tom Wohlleber, 3rd Year Director
Anthony Dragona, 2nd Year Director
Chuck Peterson, 2nd Year Director
Avery Embry, 1st Year Director
David 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

David Lewis, AEDG Chair
Molly Hewitt, AEDG Vice Chair
Trevor Summerson, International
Representative
Claire Hertz, Election Candidate
Ed Chabal, Election Candidate

Welcome and Opening Business Items

- Call to Order
President Pepera called the meeting to order at 8:44 a.m.
- Roll Call
All board members were present, except Terrie Simmons.
- Approval of Agenda (and adoption of consent agenda) (action)
By general consent, the agenda was adopted as printed (see attached) and the January 22, 2015 Board of Directors Meeting minutes were approved by general consent.
- Board Orientation
John Musso distributed and explained the following documents to the board. President Pepera asked the board members to sign them and return them to Angie Tombul.
 - SBO Antitrust Avoidance Guidelines
 - 2014 Reasonable Effort Form
 - Conflict of Interest/Disclosure Form
 - Board Code of Conduct

Discussion of Mega Issues

- How should ASBO International make decisions about legislative and regulatory beliefs, priorities, and actions?
The group discussed the legislative issue and created a draft motion to refine and pass at the next meeting.

Review and Adjustment of Strategy

- FY16 Budget (*action*)

President Pepera initiated the discussion about the FY16 budget that was presented to the board.

MOTION: David Peterson moved to approve the FY16 budget as presented. Anthony Dragona seconded. All were in favor. Motion passed.

- International Representative Position Review

President Pepera noted that a group had conducted a review of the international representative to the board position and based upon the information available, the committee recommends the following to the ASBO Board of Directors for consideration:

1. Maintain the international representative liaison position to the board of directors with current term duration and responsibilities.
2. Consider modifying the current role as follows:
 - This individual will serve as a representative of the international community and will advise the board as to significant global issues facing fellow colleagues. The person will provide unique insights into global issues; serve as a liaison to the ASBO Global Issues Committee (*assumes name change being requested by the current ASBO International Aspects Committee), and assist in the development of international membership.
3. Review the role in two years.
4. Clarify the advisory capacity of this role during governance sessions.
5. Consider implications of modifying the role in future to an elected position.
6. Consider succession planning as it relates to the incumbent in the role.

MOTION: Chuck Peterson moved to approve the plan of action as discussed with regard to the international representative position. Tom Wohlleber seconded. All were in favor. Motion passed.

Routine Board Business

- Consent Agenda (*action*)

- January 22, 2015 Board of Directors Meeting Minutes

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

David Lewis said that AEDG will be meeting later in the afternoon and commented on the summer meeting's exciting program.

Trevor Summerson updated the group on an emerging model in the UK where school business officials are required to demonstrate efficiency every two years. He also noted that Linda Lee was considering stepping down as the chair of the Legislative Aspects Committee.

President Pepera thanked the group for their efforts on the legislative issues.

John Musso updated the board on the progress of the new building.

- Evaluation of the Board Meeting

President Pepera asked the attendees to complete the evaluation and return it to Angie Tombul.

- Adjournment

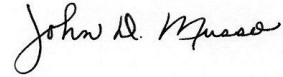
President Pepera requested a motion to adjourn.

MOTION: Jennifer Bolton Carls moved to adjourn. David Peterson seconded. All were in favor.

The meeting was adjourned at 2:30 p.m.



Mark Pepera, President



John Musso, Executive Director



MINUTES

Board of Directors Meeting

February 21, 2015 | 10:30 am | Westin San Diego Gaslamp District | San Diego, CA

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

Welcome and Opening Business

- **Call to Order**

President Pepera called the meeting to order at 10:33 a.m.

- **Roll Call**

All were in attendance, except Terrie Simmons and David Peterson.

Discussion/Action Items

- **2015 Election Issue**

Tom Wohlleber announced that he had been offered a job in Arizona and would be resigning from the board and withdrawing his candidacy from the 2015 Election effective July 1, contingent upon a final decision from the new school board.

- **Other**

There was no other business.

Announcements, Comments, and Adjourn

- There were no announcements or comments.
- Brenda Burkett moved to adjourn the meeting. Avery Embry seconded. All were in favor. The motion passed.

Mark Pepera, President

John Musso, Executive Director



MINUTES

Board of Directors Meeting

February 27, 2015 | 8:00 a.m. | Conference Call

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

Welcome and Opening Business

- **Call to Order**

President Pepera called the meeting to order at 8:03 a.m.

- **Roll Call**

All were in attendance except Chuck Peterson, who was on a flight at the time, and Tom Wohlleber, who was asked to recuse himself from the meeting.

Discussion/Action Items

- **Letter from Tom Wohlleber**

The board discussed the letter from Tom Wohlleber requesting that although he was withdrawing his candidacy for the upcoming election, he be allowed to complete his term in spite of his upcoming move to Arizona, a state already represented on the board. The group agreed that the election manual, the policy manual, and potentially the bylaws need to be reviewed and updated to clarify the intent of the language but saw no prohibition barring Mr. Wohlleber from serving out the remainder of his term.

MOTION: Anthony Dragona moved to allow Tom Wohlleber to finish out his term until December 31, 2015. Brenda Burkett seconded. All were in favor. Motion carried.

- **Other**

There was no other business.

Announcements, Comments, and Adjourn

- There were no announcements or comments.
- The meeting was adjourned at 8:20 a.m.

Mark Pepera, President

John Musso, Executive Director



MINUTES

Board of Directors Meeting

March 19, 2015 | 11:30 a.m. | Conference Call

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

Board Members

Mark Pepera, President
Brenda Burkett, Vice President
Terrie Simmons, Immediate Past President
John Musso, Executive Director
Jennifer Bolton Carls, 3rd Year Director
Tom Wohlleber, 3rd Year Director
Anthony Dragona, 2nd Year Director
Chuck Peterson, 2nd Year Director
Avery Embry, 1st Year Director
David 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

David Lewis, AEDG Chair
Molly Hewitt, AEDG Vice Chair
Claire Hertz, Election Candidate
Ed Chabal, Election Candidate

Welcome and Opening Business

- **Call to Order**

President Pepera called the meeting to order at 11:31 a.m.

- **Roll Call**

All board members were in attendance.

- **Approval of Agenda**

MOTION: Chuck Peterson moved to approve the agenda. David Peterson seconded. All were in favor.
Motion carried.

Discussion/Action Items

- **2015 Election**

Terrie Simmons, chair of the election committee, informed the board that because both of the pieces of the election were uncontested, the actual election would not occur. The 3 candidates for office will be declared elected in the July/August issue of *School Business Affairs* when their biographies, vision statements, and answers to three questions will be printed for the membership to read.

- **North Georgia ASBO**

Ron Skinner updated the board on the progress of a new affiliate group in Georgia. Discussions with the current affiliate in Georgia have occurred and both groups are comfortable with the other existing as a separate entity. There is no precedent for having more than one affiliate in a state or province, and therefore no past practice to guide the decision, but there seems to be no reason for ASBO International not to affiliate with the new Georgia affiliate once they are established.

- **Legislative Motion (action)**

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

Whereas, members feel that advocacy is a valuable activity for ASBO International;

Whereas, ASBO International should take positions on legislative and regulatory issues impacting education;

Whereas, ASBO International recognizes members are the most effective means of advocating;

Be it resolved, that the ASBO International Board:

- 1) Will create a government affairs advisory committee made up of diverse stakeholders;
- 2) Will develop an annual legislative platform;
- 3) Will direct staff to develop a process for using the legislative platform and government affairs committee to determine action on legislation.

MOTION: Terrie Simmons moved to approve the legislative beliefs motion. Tom Wohlleber seconded. All were in favor. Motion carried.

Announcements, Comments, and Adjourn

- **Consent Agenda**

- February 19, 2015 Executive Committee Meeting Minutes
- February 19, 2015 Board of Directors Meeting Minutes
- February 21, 2015 Board of Directors Meeting Minutes
- February 27, 2015 Board of Directors Meeting Minutes

MOTION: Terrie Simmons moved to approve the Executive Committee's February 19, 2015 meeting minutes. Mark Pepera seconded. All were in favor. Motion carried.

MOTION: David Peterson moved to approve the Board of Directors' February 19, 2015, February 21, 2015, and February 27, 2015 meeting minutes. Chuck Peterson seconded. All were in favor. Motion carried.

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

David Lewis and Molly Hewitt announced the plans for the Western Execs meeting; that the location for the summer 2016 AEDG meeting (Chicago, IL) was voted on; and that the Disaster Relief Fund has been activated.

President Pepera reminded the board to reach out to their affiliate visitation hosts and determine in advance what their needs are for the ASBO visitor. He noted he was recently at the PASBO conference and that it was a good conference.

John Musso updated the board on various issues pertaining to ASBO operations.

- **Adjourn**

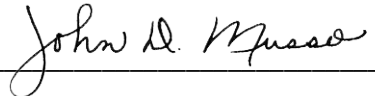
President Pepera requested a motion to adjourn.

MOTION: Jennifer Bolton Carls moved to adjourn. Terrie Simmons seconded. All were in favor.

The meeting was adjourned at 12:12 p.m.



Mark Pepera, President



John Musso, Executive Director



MINUTES

Board of Directors Meeting

March 27, 2015 | 10:00 a.m. | Conference Call

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

Welcome and Opening Business

- **Call to Order**

President Pepera called the meeting to order at 10:03 a.m.

- **Roll Call**

All were in attendance except Brenda Burkett, who was in Australia and could not attend due to the time zone difference.

- **Approval of Agenda**

MOTION: Chuck Peterson moved to approve the agenda. Jennifer Bolton Carls seconded. All were in favor. Motion carried.

Discussion/Action Items

- **Executive Session Discussion**

MOTION: Anthony Dragona moved to go into executive session. David Peterson seconded. All were in favor. Motion carried.

- **Other**

There was no other business.

Announcements, Comments, and Adjourn

- There were no announcements or comments.
- The board came out of executive session and the meeting was adjourned at 10:43 a.m.

Mark Pepera, President

John Musso, Executive Director



MINUTES

Board of Directors Meeting

May 21, 2015 | 11:30 a.m. | Conference Call

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

Board Members

Mark Pepera, President
Brenda Burkett, Vice President
Terrie Simmons, Immediate Past President
John Musso, Executive Director
Jennifer Bolton Carls, 3rd Year Director
Tom Wohlleber, 3rd Year Director
Anthony Dragona, 2nd Year Director
Chuck Peterson, 2nd Year Director
Avery Embry, 1st Year Director
David Peterson, 1st Year Director

Staff

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

Molly Hewitt, AEDG Vice Chair
Claire Hertz, Election Candidate

Welcome and Opening Business

- **Call to Order**
President Pepera called the meeting to order at 11:31 a.m.
- **Roll Call**
All were in attendance.
- **Approval of Agenda**

MOTION: Brenda Burkett moved to approve the agenda and the consent agenda, which consists of the March 19, 2015 and the March 27, 2015 Board of Directors Meeting Minutes. Jennifer Bolton Carls seconded. All were in favor. Motion carried.

Discussion/Action Items

- **Approve Legislative Advisory Committee Handbook (action)**
President Pepera discussed the background behind the new Legislative Advisory Committee that has been proposed. He explained that key stakeholders provided significant input into the handbook.

MOTION: Tony Dragona moved to create the Legislative Advisory Committee. Terrie Simmons seconded. All were in favor. Motion carried.

- **Consent Agenda**

- March 19, 2015 Board of Directors Meeting Minutes
- March 27, 2015 Board of Directors Meeting Minutes

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

- **AEDG** – Molly McGee Hewitt shared the anticipated agenda for the upcoming AEDG meeting being held next month in Juneau, AK. She also briefed the board on the Joint Affiliate Event at the 2015 Annual Meeting, saying that it will be an off-property event at the Lonesome Dove. Molly also expressed concern over the structure of the new Legislative Advisory Committee.
- **President** – President Pepera noted that he recently attended the California ASBO conference and commented that he enjoyed the conference.
- **Executive Director** – John Musso reported that he and Terrie Simmons were at Virginia ASBO's 50th Anniversary Annual Conference. He spoke also about the excitement at ASBO regarding the partnership with AASA on the legislative conference scheduled for later this summer.
- **Other** –

Brenda Burkett said that she recently attended the Maryland/DC ASBO Conference and shared that it was a good conference. She also let the group know that Ken Nickoles had hip surgery and was in the hospital.

Jennifer Bolton Carls reported that she attended the Ohio ASBO, Illinois ASBO, and Massachusetts ASBO conferences in the past month. She shared highlights from each conference.

Chuck Peterson told the group that he attended the Wisconsin ASBO conference and that he presented a session there.

Terrie Simmons gave the group an update on some discussions that she had at her recent visitations to Southeast ASBO, Alberta ASBO, and Virginia ASBO.

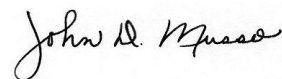
David Peterson reported that he attended Nebraska ASBO and Washington ASBO conferences. He noted that Nebraska ASBO is interested in becoming more involved with ASBO International.

- **Adjourn**

MOTION: Chuck Peterson moved to adjourn the meeting. David Peterson seconded. The meeting was adjourned at 12:12 p.m.



Mark Pepera, President



John Musso, Executive Director



MINUTES

Board of Directors Meeting

June 18, 2015 | 11:30 a.m. | Conference Call

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

Board Members

Mark Pepera, President
Brenda Burkett, Vice President
Terrie Simmons, Immediate Past President
John Musso, Executive Director
Jennifer Bolton Carls, 3rd Year Director
Tom Wohlleber, 3rd Year Director
Anthony Dragona, 2nd Year Director
Chuck Peterson, 2nd Year Director
Avery Embry, 1st Year Director
David Peterson, 1st Year Director

Staff

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

David Lewis, AEDG Chair
Molly Hewitt, AEDG Vice Chair
Trevor Summerson, International
Representative
Claire Hertz, Election Candidate
Ed Chabal, Election Candidate

Welcome and Opening Business

- **Call to Order**

President Pepera called the meeting to order at 11:32 a.m.

- **Roll Call**

All were in attendance, except Tom Wohlleber who had a conflict with a session he was doing at MT ASBO and Tony Dragona who joined the call at 11:36 a.m.

- **Approval of Agenda and Consent Agenda**

MOTION: Brenda Burkett moved to approve the agenda and the consent agenda, which consists of the May 21, 2015 Board of Directors Meeting Minutes. David Peterson seconded. All were in favor. Motion carried.

Discussion/Action Items

- **Approval of 2015 Committee Policies and Procedures (action)**

Mark Pepera discussed the background behind the 2015 Committee Policies and Procedures that has been created. John Musso thanked Terrie Simmons for her work on the document. Terrie Simmons noted that the document was not an update, but rather a new document.

MOTION: Avery Embry moved to approve the 2015 Committee Policies and Procedures. Terrie Simmons seconded. All were in favor. Motion carried.

- **Update on Executive Leadership Forum**

Sabrina Soto explained that the 2016 Executive Leadership Forum will be held in Las Vegas at Caesar's Palace. She noted that they are excited to host ASBO International. Registration will open at the annual meeting. The capacity will be limited to 300 attendees. Sabrina spoke briefly about the content of the conference.

- **Update on Legislative Advisory Committee**

John Musso reported that applications were coming in for the Legislative Advisory Committees. He noted that the AEDG had concerns about the committee's makeup and noted that he hoped that good discussion would come from the summer AEDG meeting next week.

- **Other**

There were no other discussion items.

Announcements, Comments, and Adjourn

- **Consent Agenda**

- May 21, 2015 Board of Directors Meeting Minutes

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

- **AEDG** – David Lewis reported that the AEDG would be meeting the following day in Juneau, AK, for their summer meeting and retreat. They anticipate a productive two days and he looks forward to updating the board on the meeting on the next call.
- **International Representative** – Trevor Summerson said that John Musso and Mark Pepera had just been in the UK for a leadership conference, but had also met with several education associations. He updated the group on the political climate in the UK and the impact that it would have on school business officials.
- **President** – President Pepera noted that he had recently attended the Tri-State ASBO conference and commented on what a well-organized event it was. He encouraged board members to get their flights booked for the summer meeting, as well as the annual meeting, so the board's housing can be secured.
- **Executive Director** – John Musso reported that the AASA/ASBO Legislative Conference is coming up in July and it is shaping up to be a very powerful conference. He also noted that the audit would be presented at the August meeting.
- **Other** –

Avery Embry reported that he attended the NJ ASBO conference and enjoyed the sessions and networking very much.

Tony Dragona reported that he attended the MN ASBO conference and that they had experienced growth and had to change venues.

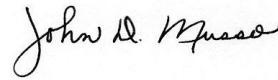
Brenda Burkett noted that she attended the New York State ASBO conference and that they had a record number of attendees.

- **Adjourn**

MOTION: Brenda Burkett moved to adjourn the meeting. Jenna Bolton Carls seconded. The meeting was adjourned at 12:20 p.m.



Mark Pepera, President



John Musso, Executive Director

MINUTES

Board of Directors Meeting

August 5-6, 2015 | Marriott Suites | Herndon, VA

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

Board Members

Mark Pepera, President
Brenda Burkett, Vice President
Terrie Simmons, Immediate Past President
John Musso, Executive Director
Jennifer Bolton Carls, 3rd Year Director
Tom Wohlleber, 3rd Year Director
Anthony Dragona, 2nd Year Director
Avery Embry, 1st Year Director
David Peterson, 1st Year Director

Staff

Siobhan McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Virginia Boehringer, Director of Recognition Programs and Certification
Arlene Olkin, Director of Leadership Development
Hollie Good, Director of Marketing and Communications
Nikki Connors, Director of Leadership Strategy
Angie Tombul, Executive Assistant

Guests

Molly McGee Hewitt, AEDG Vice Chair
Claire Hertz, Election Candidate
Ed Chabal, Election Candidate

Welcome and Opening Business

- **Call to Order**

President Pepera called the meeting to order at 8:03 a.m. on Wednesday, August 5, 2015.

- **Roll Call**

All board members, except Chuck Peterson who had an emergency at his school district, were in attendance.

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

MOTION: David Peterson moved to approve the agenda, simultaneously adopting the consent agenda. Anthony Dragona seconded. All were favor and motion passed.

- **Executive Session**

MOTION: Tom Wohlleber moved to go into executive session at 8:14 a.m. David Peterson seconded. All were in favor and the board went into executive session.

MOTION: Avery Embry moved to come out of executive session and recess the board meeting for the day at 8:46 a.m. Brenda Burkett seconded. All were in favor. The board went back into regular session and recessed the business meeting.

- **Recess (until Thursday 8/6 at 12:30 p.m.)**

Discussion/Action Items

- **Building Update**

Stacy Hornstein of Republic Land, LLC presented the board with an update on the new building, including a historical overview of the process and a look at ASBO International's floorplan.

- **Legislative Advisory Committee** (action)

The applications for the committee were received and reviewed by President Pepera. A geographical and self-prescribed expertise-level balance was the goal in selecting the applications to put in front of the board for approval. The proposed committee roster was:

Barbara Shaner (chair)

Linda McGhee (vice chair)

Christopher Borreca – 1 of 2 experts

Jay Himes – 2 of 2 experts

Brian Mee – 1 of 5 practitioners

Debra Jacoby – 2 of 5 practitioners

Emily Koczela – 3 of 5 practitioners

Chuck Linderman – 4 of 5 practitioners

Dan Pyan – 5 of 5 practitioners

TBD* – AEDG representation

MOTION: Tom Wohlleber moved to approve the committee roster for the Legislative Advisory Committee. Jennifer Bolton Carls seconded. All were in favor and the motion passed.

- **FY15 Audit** (action)

John Musso reviewed the auditors' findings for FY15. He noted that the auditor had issued a clean audit with no findings. It was recommended that the board receive the audit for the year ending March 31, 2015.

MOTION: Tom Wohlleber moved to approve the FY15 Audit. Anthony Dragona seconded. All were in favor and the FY15 Audit was approved.

Announcements, Comments, and Adjournment

- **Consent agenda** (action)

- June 18, 2015 Board of Directors Meeting Minutes
- July 22, 2015 Executive Committee Meeting Minutes

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

AEDG – Molly McGee Hewitt reported that the Disaster Relief Fund had been established and that collections were ongoing and doing well. She requested that a set of protocols be established for board members attending affiliate annual conferences. She noted that knowing what the visiting board members' expertise areas were in advance would allow the affiliate to better utilize the board member for session, updates, and such. Molly also updated the board on the plans related to the Joint Affiliate Reception at the annual meeting. Her final update was that the AEDG vice chair selection/nomination process would be underway soon.

President – As an outcome of the executive session on Wednesday morning, President Pepera created a board committee whose goal will be to establish protocols for the ASBO leadership transition plan. Brenda Burkett was appointed to lead the committee. The members include Jennifer Bolton Carls, David Peterson, and Avery Embry. John Musso will serve in an advisory capacity. The group was tasked with gathering a set of protocols to present to the board on the September 2015 conference call and later be approved at the October 2015 face-to-face meeting.

Executive Director – John Musso asked Sabrina Soto to provide a run-down of future meeting locations for the group. Sabrina reported the following upcoming ASBO International Annual Meetings:

Year	Location (Venue)	Dates
2015	Grapevine, TX (Gaylord Texan)	October 23–26, 2015
2016	Phoenix, AZ (Sheraton)	September 23–26, 2016
2017	Denver, CO (Sheraton)	September 22–25, 2017
2018	Kissimmee, FL (Gaylord Palms)	September 21–24, 2018
2019	National Harbor, MD (Gaylord National Harbor)	October 25–28, 2019
2020	Nashville, TN (Gaylord Opryland)	October 2–5, 2020

and the following upcoming Executive Leadership Forums:

Year	Location (Venue)	Dates
2016	Las Vegas, NV (Caesars Palace)	February 18–20, 2016
2017	Miami, FL (Marriott Biscayne Bay)	February 16–18, 2017
2018	TBD	TBD
2019	San Diego, CA (Westin Gaslamp District)	February 14–16, 2019

- **Executive Session and Adjournment**

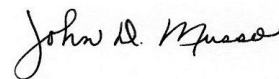
MOTION: Tom Wohlleber moved to go into executive session at 2:00 p.m. David Peterson seconded. All were in favor and the board went into executive session.

MOTION: (From executive session) Tom Wohlleber moved and David Peterson seconded a motion to authorize the President to execute an extension to the Executive Director's contract thru 2020 and provide a one-time lump-sum performance payment of \$5,000 to the Executive Director.

MOTION: David Peterson moved to come out of executive session and adjourn the board meeting at 3:15 p.m. Avery Embry seconded. All were in favor.



Mark Pepera, President



John Musso, Executive Director

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

Board Members

Mark Pepera, President
Brenda Burkett, Vice President
Terrie Simmons, Immediate Past President
John Musso, Executive Director
Jennifer Bolton Carls, 3rd Year Director
Tom Wohlleber, 3rd Year Director
Anthony Dragona, 2nd Year Director
Chuck Peterson, 2nd Year Director
Avery Embry, 1st Year Director
David Peterson, 1st Year Director

Staff

Siobhan McMahon, Chief Operations Officer
Sabrina Soto, Chief Business and Leadership Officer
Virginia Boehringer, Director of Recognition Programs and Certification
Arlene Olkin, Director of Leadership Development
Hollie Good, Director of Marketing and Communications
Nikki Conners, Director of Leadership Strategy
Angie Tombul, Executive Assistant

Guests

David Lewis, AEDG Chair
Molly McGee Hewitt, AEDG Vice Chair
Trevor Summerson, International Representative
Claire Hertz, Election Candidate
Ed Chabal, Election Candidate

Welcome and Opening Business

- **Call to Order**

President Pepera called the meeting to order at 11:33 a.m. on Friday, September 18, 2015.

- **Roll Call**

All board members were in attendance except Chuck Peterson. Tom Wohlleber joined the call at 11:50 a.m.

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

John Musso reiterated the structure of the Annual Meeting Program Committee and the role of the content area leaders. Brenda Burkett also spoke about the meeting format and how it would be different from previous committee meetings.

MOTION: Brenda Burkett moved to approve the agenda, simultaneously adopting the consent agenda. David Peterson seconded. All were in favor and motion passed.

Discussion/Action Items

- **2016 Visitation Rotation Selection**

Brenda Burkett explained the selection process. Board members were encouraged to respond to the selection request in a timely manner.

- **Strategic Plan (action)**

President Pepera thanked the board for a productive face-to-face meeting in August. He noted that the Strategic Plan was reflective of the group's hard work and that it would be a resource in the years to come. President Pepera reviewed the work and processes to date regarding the strategic plan. He noted that members were given a chance to make suggestions and provide feedback and that the comments received were very positive and helpful. Some edits were made based on member feedback and are included in the document to be approved.

MOTION: Jennifer Bolton Carls moved to approve the restated strategic plan as presented with some of the member-suggested edits. Anthony Dragona seconded. All were favor and motion passed.

Announcements, Comments, and Adjournment

- **Consent Agenda** ([action](#))
 - August 5, 2015 Executive Committee Meeting Minutes
 - August 5–6, 2015 Board of Directors Meeting Minutes
 - 2015–2016 Content Area Leaders Approval
- **Announcements** (AEDG, President, Executive Director)

AEDG – David Lewis expressed excitement for the upcoming ASBO International annual meeting and reminded the group that the joint candidate reception is scheduled for Saturday, October 24.

Executive Director – John Musso reminded the group that the annual meeting was next month and noted that there would be some professional development provided during the board meeting by one of the Eagle Institute speakers. He asked that everyone respond to the “pre-work” questions that would be sent out the following week and to please return their replies to Angie Tombul by September 30. The “pre-work” questions will allow each participant to reflect on the topic before the meeting and allow the session to move forward with focus. John Musso also reported to the board on the status of the new school business affiliate forming in North Georgia. For the time being, that new association is in a holding pattern. President Pepera and Terrie Simmons applauded John Musso’s attempts to mediate the situation between SASBO and the new group.

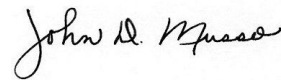
President – President Pepera brought an issue about the awards programs to the board’s attention. He commented on the new Annual Meeting Program Committee and noted that the board members are expected to be in attendance at that meeting. President Pepera asked Brenda Burkett to provide an update to the board at next month’s meeting on the Executive Director’s succession plan meetings.

- **Adjournment**

MOTION: Brenda Burkett moved to adjourn the meeting at 12:03 p.m. Avery Embry seconded. All were favor and the meeting was adjourned.



Mark Pepera, President



John Musso, Executive Director

MINUTES

Board of Directors Meeting

October 22, 2015 | Gaylord Texan | Grapevine, TX

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

Board Members

Mark Pepera, President
Brenda Burkett, Vice President
Terrie Simmons, Immediate Past President
John Musso, Executive Director
Jennifer Bolton Carls, 3rd Year Director
Tom Wohlleber, 3rd Year Director
Anthony Dragona, 2nd Year Director
Chuck Peterson, 2nd Year Director
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Staff

Siobhan McMahon, Chief Operations Officer
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Virginia Boehringer, Director of Recognition Programs and Certification
Arlene Olkin, Director of Leadership Development
Nikki Conners, Director of Leadership Strategy
Angie Tombul, Executive Assistant

Guests

David Lewis, AEDG Chair
Molly McGee Hewitt, AEDG Vice Chair
Trevor Summerson, International Representative
Claire Hertz, Election Candidate
Ed Chabal, Election Candidate

Welcome and Opening Business

- **Call to Order**

President Pepera called the meeting to order at 8:33 a.m. on Thursday, October 22, 2015.

- **Roll Call**

All board members were in attendance.

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

MOTION: Chuck Peterson moved to approve the agenda, simultaneously adopting the consent agenda. David Peterson seconded. All were in favor and motion passed.

Discussion/Action Items

- **Department Updates**

Sabrina Soto provided a status update on the registrations and projections for the upcoming annual meeting.

Nikki Conners spoke about the new Annual Meeting Program Committee and the change to that meeting format. She encouraged the board members to be at the meeting noting that they would be switching between their assigned content areas.

Vee Boehringer updated the board on the return of the scholarship program, the Emerging School Business Leaders Scholarship. She noted that the Eagle Institute was a success and updated the group on the future locations. She discussed the Eagle and Pinnacle Awards, and also briefed the board on the MBA and COE programs. Lastly, she discussed the SFO program, noting that the number of certificants remained level because as new certificants achieve their credential, other SFOs retire and do not renew their certification.

Siobhan McMahon reported on membership types and numbers. She noted that the dual membership program and the partner platforms are good sources of new membership. She also briefed the group on marketing efforts of the staff, as well as on the successes of ASBO publications.

- **Legislative Update**

John Musso presented a summary of the legislative efforts of ASBO International. Several members noted that there is increased visibility in this area and congratulated John Musso and staff on their efforts.

- **International Engagement**

Trevor Summerson reported to the group about the change of focus of the Global Issues content area from the International Aspects committee.

He thanked the board for supporting ASBO International's work in school business management in the UK and for the support he personally received from ASBO International over the years, noting that the profession of school business management in the UK would not be where it is today without the contributions of ASBO International.

Discussion ensued about how ASBO International represents, informs, and attracts international members.

- **Setting Protocols for ASBO Leadership Sub-committee Update**

Brenda Burkett reported to the group on the work of the committee. Discussion about the report resulted in one change to the checklist. In the "Steps to Develop Emergency Succession Plan" checklist, the point "Determine if current ASBO COO is interested in applying for the position" should now read "Determine if any of the current members of the ASBO executive staff are interested in applying for the position." Terrie Simmons noted that using a consistent title for the report would be helpful. The group decided to refer to this as the Executive Director Succession Plan.

Announcements, Comments, and Adjournment

- **Consent Agenda** ([action](#))

- [ASBO International, 2015-2016 Meeting Minutes](#)
- [ASBO International, 2015-2016 Meeting Minutes](#)
- Annual Attorney Appointment

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

AEDG – David Lewis expressed excitement for the upcoming ASBO International annual meeting and reminded the group that the joint candidate reception is scheduled for Saturday, October 24. He noted that the AEDG representative to the Legislative Advisory Committee would be selected at the upcoming AEDG meeting.

International – Trevor Summerson noted that Stephen Morales would be at the meeting and encouraged the group to introduce themselves to him.

Executive Director – John Musso asked the board to consider joining the Emerging School Business Leaders Scholarship community on the Network to provide support to the members of that community. He also reminded the board about events that require their presence at the annual meeting. John Musso also recognized Arlene Olkin for her 10 years at ASBO and congratulated her on her upcoming retirement.

President – President Pepera shared that he thinks of ASBO International as his second family and thanked the board for their support and leadership. He also thanked individuals around the room for their time and dedication to ASBO International.

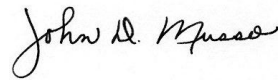
Comments – The group went around the table and gave parting words.

- **Adjournment**

MOTION: David Peterson moved to adjourn the meeting at 4:13 p.m. Tom Wohlleber seconded. All were in favor and the meeting was adjourned.



Mark Pepera, President



John Musso, Executive Director