

February 16, 2012

9:00 AM

Board of Directors Meeting

Disney Contemporary Resort
Lake Buena Vista, FL

Core Purpose:

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

Big Audacious Goal (BHAG):

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

BOARD MEMBERS

Brian L. Mee, RSBA, SFO, President
Ron McCulley, CPPB, RSBO, Vice President
Charles E. Linderman, RSBA, Immediate Past President
John D. Musso, CAE, RSBA, ASBO Executive Director
Randy C. Evans, RSBO
Terrie Simmons, RSBA
Brenda Burkett, SFO, CPA
Mark Pepera, SFO, RSBO
Eric D. Smith
Mindy Stooksbury, EdD, RSBA, PHR, IPMA-CP

STAFF

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

GUESTS

Jeff Carew, CMAC Chair
Josh Peach, CMAC Vice Chair
Sharon Bruce, AEDG Chair
David Varda, AEDG Vice Chair
Trevor Summerson, International Representative to the Board
Jennifer Bolton-Carls, Board Candidate
Tom Wohlleber, Board Candidate
Kerry Brimfield, Guest

CALL TO ORDER

President Mee called the meeting to order at 9:01am.

ROLL CALL

All board members were present. The group went around the room and introduced themselves.

DISTRIBUTION AND EXECUTION OF LEGAL AND DUE DILIGENCE ITEMS

John Musso distributed the following items for the board members to read, sign and return to him. The two newest board members read the Antitrust Avoidance Guidelines documents aloud.

- a. ASBO Policy Manual
- b. ASBO Antitrust Avoidance Guidelines Adopted
- c. Governing Body Reasonable Assurance
- d. Conflict of Interest Policies
- e. Board Code of Conduct
- f. Disclosure Form

APPROVAL OF AGENDA

Motion: Ron McCulley moved to approve the agenda as amended, moving the program updates after the discussion items. Terrie Simmons seconded. All were in favor.

APPROVAL OF MEETING MINUTES

Motion: Randy Evans moved to approve the December 15, 2011 Board of Director Meeting minutes. Terrie Simmons seconded. All were in favor.

Motion: Chuck Linderman moved to approve the January 12, 2012 and the January 31, 2012 Executive Committee Meeting minutes. Ron McCulley seconded. All were in favor.

DISCUSSION ITEMS

- a. Contracts Entered Into (iCore) John Musso briefed the board on a contract that ASBO entered into with a telecommunications company called iCore. The old system was dated and experiencing numerous issues. The service iCore provides is more effective and efficient than the old phone system ASBO headquarters office had been using and is not as costly to operate.
- b. International Aspects Committee Trevor Summerson introduced Kerry Brimfield, the SBM Leader from the National College. Kerry discussed the role of advocates in the smaller schools in the UK who do not have school business officials. Chuck Linderman commented that this advocate program is similar to what ASBO had intended the Ambassador program to be, but never quite made it to that level. His wish would be for the Ambassador program could emulate the advocate program. Mark Pepera asked about the scope of the advocates'

role and the impact on the school business official's role when an advocate comes into the school.

Trevor Summerson reviewed the Paper: A Strategy to Expand International Activity. He explained that outside of North America, the number of School Business Officials has grown exponentially over the last decade. Trevor encouraged the board to consider expanding their role internationally. He continued by saying that he is encouraging ASBO to take on this responsibility because of ASBO's traditions and heritage. He explained that no other organization has the international reach that ASBO has.

President Mee suggested that this topic be looked at again in the summer meeting during the strategic plan review.

PROGRAM UPDATES

a. Membership,
Marketing, and
Communications
Report

Siobhan McMahon reported that the membership retention rate remains steady at 80%. She explained that prospective new members are not joining because budgets remain so tight in schools that it is difficult for them to ask their districts to budget for membership. Finding a way to get the prospective new members to actually join, so that she can get them to renew.

Siobhan McMahon and Ron Skinner discussed the Website renovation project. Staff has spoken with four companies that can provide the platform for this change. Staff is very excited about the possibilities that the new website will provide to members.

b. Events Report

Maureen Thompson reported the registration numbers and hotel pick-up for Executive Leadership Forum. She is encouraged by the numbers. She continued to discuss the expectations for the annual meeting.

Maureen discussed the possible alternatives for staffing of the exhibit coordinators, either absorbing the responsibilities within the current staff or exploring some other consultant options.

She also mentioned that the President's Reception has been taken out for the coming annual meeting because of conflicting events by affiliates and sponsors. The Past Presidents will still be recognized and the staff, with board input, is exploring some ideas.

Maureen also mentioned the Social Responsibility and the Butterfly Program for the annual meeting.

David Varda reported to the group on the Joint Affiliate reception for the coming year. The affiliates that are participating as of right

now are Pennsylvania, Ohio, Wisconsin, Illinois, New Mexico, and New York. The affiliates have a April 1, 2012 deadline to join the effort. The hours will be from 8pm to 11pm, so that it is clear that it is not a dinner event, but a reception.

c. Professional Development Report

Arlene Olkin reported to the board on the ConnectEd site, mentioning that staff recently filled the open position of the Education Media Coordinator.

The Eagle Institute, held in July, will be in Philadelphia, PA this year. Arlene discussed the topic for the meeting and the way that it relates to school business officials' work today. She also mentioned that CPE credits will be offered for the first time at the Eagle institute.

Arlene also briefed the board on the Executive Leadership Forum 2013 which will be held in New Orleans, LA.

Arlene and Pam Weber will also be exploring offering online CPE credits.

d. Certification Report

Pam Weber briefed the board on the Certification program and the distribution of her time to other programs to reduce the cost of the program. She also reported that she is exploring some options for outsourcing the administration of the certification program. Trevor Summerson commented on the success that the National College has had with outsourcing the administrative responsibilities of their equivalent of the SFO program, but clarified that they are not giving away the intellectual properties when they outsource. Brian Mee asked that Pam present some of this information, with more details, to the board in the summer meeting. Discussion ensued about the benefits and costs of maintaining the program. Chuck Linderman expressed reservation about the financial success of this program without a mandate for SBOs to obtain the certification.

e. Corporate Partnerships Report

Sabrina Soto reported to the board on the partnerships that the Strategic and Event Partners have with ASBO International. She reported that all the slots are full.

ACTION ITEMS

a. 2012 Committee Manual

Arlene Olkin mentioned that the majority of the items that were changed in the Committees Manual were stylistic.

Motion:

Eric Smith moved to accept the changes as proposed to the Committees Manual. Randy Evans seconded. Mark Pepera was not present in the room during the vote. All were in favor.

b. 2013 Budget

John Musso discussed the process of coming up with the budget that has been put forth. He noted that this was a very difficult budget with needs and wants being greater than revenue. ASBO is under currently under spending the budget, which is a positive thing, but revenue is lower than projected relative to registrations as well as the fact that we need to begin putting money back into the reserves in an effort to build it back up. Mindy Stooksbury expressed concern about the summer meeting, continuing to spend money on things that are not necessary, and raising the prices for the MBA and COE programs. President Mee acknowledged and addressed her concerns. Eric Smith also asked that the board keep perspective on raising dues. The ASBO dues are at times significantly lower than some affiliate dues. He also asked if there was a plan for a 3 or 5 year phase-in plan for increasing dues even higher.

Motion: Chuck Linderman moved to approve the proposed FY2013 Budget. Brenda Burkett seconded. Seven in favor, one opposed, Mark Pepera was absent for the vote. Motion passed.

REPORTS

a. Board Visitation Reports

Eric Smith reported on the Wyoming Affiliate Visitation. He shared a concern from a WY member about the ASBO Board governance structure and not being able to relate to smaller affiliates.

President Mee reported on the SASBO leadership conference that he attended recently. He noted that it was a good conference. He reminded the board members to funnel questions and requests for the visitations through Angie Tombul.

Pam Weber explained the PowerPoint presentation and scripts that the board members can use at the visitations. She recommended that they tailor the presentation for each affiliate.

b. AEDG Chair Report

Sharon Bruce reported that AEDG would meet tomorrow at 7am for the business meeting. She also mentioned the June AEDG meeting.

c. CMAC Chair Report

Jeff Carew spoke to the board about the limitations that he feels the CMAC is facing and will face. He expressed a desire to have more timely communications on decisions from the headquarters and the board. A suggestion was made that staff and the board liaison be invited to join the conference calls so that there is no potential for a breakdown in communications again. Jeff also reported on the tasks that the committee has moving forward.

- d. International Representative Report Trevor Summerson reported to the board on programs in the United Kingdom that pertain to school business officials and the influence that those programs could have on ASBO.
- e. President's Report President Mee reminded the board that the reception begins at 6pm.
- f. Executive Director's Report John Musso reminded the board that their role as liaisons is crucial and that they are the individuals that relay the information from the committees back to the board. He also noted that there will be a future discussion about the membership model. John also mentioned that ASBO has partnered with WellCard.

BOARD COMMENTS

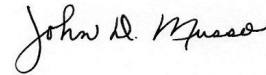
The comments around the room were that the meeting was a success and that people were grateful for the opportunity to be involved and to participate.

ADJOURN

Chuck Linderman moved to adjourn. Ron McCulley seconded. All were in favor. Meeting adjourned at 2:02pm.



Brian Mee, RSBA, SFO
President



John D. Musso, CAE, RSBA
Executive Director



Association of School Business Officials International

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Reston, VA 20190-4200

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April 11, 2012

2:30 PM

Board of Directors Meeting

Phone Conference

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Sharon Bruce, AEDG Chair
David Varda, AEDG Vice Chair
Trevor Summerson, International Representative to the Board
Tom Wohlleber, Board Candidate

CALL TO ORDER

President Mee called the meeting to order at 2:33 pm.

ROLL CALL

All board members were present except Mark Pepera.

APPROVAL OF AGENDA

Motion: Brenda Burkett moved to approve the agenda as amended by adding the Lake Anne Redevelopment to the discussion items and the memorandum of understanding to the action items. Randy Evans seconded. All were in favor.

APPROVAL OF MEETING MINUTES

Motion: Eric Smith moved to approve the February 16, 2012 Board of Director Meeting minutes. Brenda Burkett seconded. All were in favor.

DISCUSSION ITEMS

- a. Review of Board Self-Evaluation Process
John Musso explained the Board Self-Evaluation Process to the group. He noted that this is an exercise to get a sense of how the board feels that they are doing. Once the results are received, they will be presented at the July board meeting.
- b. Lake Anne Redevelopment
John Musso reported to the board that he and Ron Skinner have recently been in touch with various developers who plan to submit bids for the RFP that Fairfax county has put out. They have met with one developer in particular, Republic Land, with whom they would like to enter into a Memorandum of Understanding. There will be continued discussions about what is involved in cooperating with and working with Republic Land and likely eventually moving from the ASBO Headquarters building.

ACTION ITEMS

- a. 2012 Personnel Manual
John Musso presented the updated 2012 Personnel Manual, the TriNet Employee Guidebook, and the addendum to the Personnel Manual. He noted that staff had compared the ASBO and TriNet Manuals and removed the redundant sections that were more detailed in TriNet's manual from the ASBO manual.

Motion: Randy Evans moved to approve the 2012 Personnel Manual. Mindy Stooksbury seconded. All were in favor.

- b. Memorandum of Understanding
John Musso and Ron Skinner have met with one developer in particular, Republic Land, with whom they would like to enter into a memorandum of understanding.

Motion: Terrie Simmons moved to approve the staff entering into a memorandum of understanding with Republic Land. Brenda Burkett seconded. All were in favor.

PROGRAM UPDATES

- a. Professional Development Report
Arlene Olkin reported on ASBO's social networking activities. She noted that ASBO is now using Facebook and Twitter to communicate with members and partners. She also discussed some opportunities that will be available at the 2012 Annual Meeting. Arlene updated the board on the 2013 Leadership Forum. She noted various Award program deadlines.
- b. Events Report
Maureen Thompson discussed the housing opening for the 2012 Annual Meeting and noted that Affiliate Leaders and Partners will have a chance to register for housing prior to general attendees. She also discussed social responsibility, the Butterfly Program, optional tours and various other pieces of the annual meeting.
- c. Certification Report
Pam Weber discussed the SFO certification program. A survey was sent out a week ago and the results indicated that a sizeable percentage of the participants were interested in getting their certification. Pam reported on the state affiliates' certification programs and the potential for growth of the certification program. She also discussed the curriculum outline project. The outline will cover about 48 areas within the school business officials' job.
- d. Membership, Marketing, and Communications Report
Siobhan McMahon reported that membership is up slightly, but is still lower than it was at this time last year. She noted that the 2011 Annual Meeting in Seattle brought more new members than Orlando did in 2010. Siobhan informed the board that the Communications and Marketing Manager resigned and that the position would need to be filled soon. She also updated the board on the various
- e. Corporate Partnerships Report
Ron Skinner reported that John Musso, Sabrina Soto, and he had visited Virco and toured the factory. He also noted that American Fidelity stepped up from Event Partner to Strategic Partner. With the opening in the Event Partner level, ASBO was able to secure Siemens as a new Event Partner. Ron also briefed the board about the upcoming Focus Group being held by a potential sponsor on substitute teacher insurance.

REPORTS

- a. Board Committee Liaison Reports
There were no reports.
- b. Board Visitation Reports
Ron McCulley and Brian Mee attended the Pennsylvania ASBO conference from March 6 – 8 in Hershey, PA.

Brian Mee attended the Louisiana ASBO conference in Baton Rouge, LA from March 20-23.

John Musso reported that he and several other board members are currently at the California ASBO conference in San Diego, CA. The conference runs from April 10 to 13.

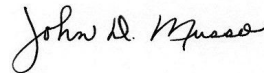
- c. AEDG Chair Report Sharon Bruce reported that the details for the June meeting are coming together. David Varda noted that there are now eight states hosting the Joint Affiliate Event at the Annual Meeting.
- d. CMAC Chair Report Joshua Peach spoke to the board about the CMAC conference call which took place that morning.
- e. International Representative Report Trevor Summerson reported to the board that he has met with representatives from several countries across the world about school business officials' duties. John Musso thanked Trevor for introducing ASBO to Les Marshall at SAS.
- f. President's Report President Mee reminded the board to fill out the self evaluation. He mentioned the tentative itinerary for the Mega Meeting
- g. Executive Director's Report John Musso reported to the board that the audit was going to be held soon. He also asked that agenda items or thoughts for the use of time in the July meeting be shared.

BOARD COMMENTS There were no comments.

ADJOURN Mindy Stooksbury moved to adjourn. Eric Smith seconded. All were in favor. Meeting adjourned at 3:45pm.



Brian Mee, RSBA, SFO
President



John D. Musso, CAE, RSBA
Executive Director



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July 19, 2012
8:30 AM
Board of Directors Meeting

JW Marriott Starr Pass Resort & Spa
Phoenix, Arizona

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Terrie Simmons, RSBA
Brenda Burkett, SFO, CPA
Mark Pepera, SFO, RSBO
Eric D. Smith

STAFF

Ron Skinner, CAE, ASBO Assistant Executive Director

GUESTS

Jeff Carew, CMAC Chair
Sharon Bruce, AEDG Chair
David Varda, AEDG Vice Chair
Jennifer Bolton-Carls, Board Candidate
Tom Wohlleber, Board Candidate

CALL TO ORDER

Meeting was called to order at 8:45 a.m.

ROLL CALL

All board members, except Mindy Stooksbury, were present.

APPROVAL ITEMS

- a. Agenda President Mee presented an agenda that was amended to include a US Communities Report and moved the CMAC report to earlier in the meeting. Motion to approve agenda as amended by Eric Smith, seconded by Randy Evans. President Mee further discussed the schedule for the day.

- b. Minutes – April 11, 2012
Terrie Simmons moved to approve, Ron McCulley seconded. Brenda Burkett noticed a sentence that was shortened “on the various...” and needs to be adjusted. Terrie Simmons amended her motion to approve the minutes as amended, Ron McCulley seconded. Motion passed unanimously.
- c. 2012 Audit
Glenn Eyrich, auditor from Calibre, was called into the meeting and presented the audited financial statements to the board. Following the call, the board discussed the results of the audit and the financial position of the organization following the conclusion of FY12.

The reserves levels and the possibility of unexpected loss, especially around the annual meeting, were discussed by the group.

Mark Pepera moved to approve the financial audit as presented, Terrie Simmons seconded. President Mee noted that all board members should work hard to submit their receipts for travel and to remember to indicate the business purpose of the expense.

Motion passed unanimously.
- d. Bylaws Committee Members
John Musso gave an update on the process to nominate the bylaws committee members. President Mee noticed that some of the board members were listed incorrectly and the list should be adjusted. President Mee clarified that this list will be effective when passed, and then the names of the appropriate directors will be adjusted. Mark Pepera moved to approve as amended by President Mee, Randy Evans seconded. Motion passed unanimously.
- e. Ethics Committee Members
John Musso updated the board on the purpose and process of the Ethics Committee. Eric Smith moved to approve the members as recommended, Brenda Burkett seconded. Motion passed unanimously.
- f. COE chair and vice chair appointments
John Musso gave the names of the recommended new chair and vice chair. Randy Evans moved approval, Terrie Simmons seconded. Motion passed unanimously.
- g. Strategic Plan
President Mee thanked the group for the participation of the group in the strategic planning process and the great conversation that was had by the group. Ron Skinner passed out a sheet listing the adjustments to the goals of the strategic plan. Ron McCulley noted that, even unmoderated, the discussion was good or even better because others were able to speak freely.

President Mee read through each of the revised goal statements seeking comments on each from the board. On the certification goal, he noted that the board will expect some benchmarks to

show progress to be presented from the staff at the board meeting in October.

Eric Smith moved to approve, Terrie Simmons seconded. In the discussion that followed, Randy Evans asked about the next steps on the objectives and action steps. John Musso noted that the staff would be able to present revised objectives by the annual meeting. President Mee discussed that a draft design needs to be internally discussed first to avoid misinterpretation.

Motion passed unanimously.

- h. Functional Areas of Engagement President Mee began by discussing the history and purpose of the functional areas of engagement. John Musso gave an update on how the document was developed.

Chuck Linderman noted that he is the last person on the board who was here from the beginning of the process and that it might be wise to do a more comprehensive review of the document with the newer board members.

The group recessed at 10:30 a.m. with the intent of continuing the discussion on the functional areas of engagement.

The group reconvened at 2:10 p.m.

Mark Pepera moved to table discussion on this item until October, Brenda Burkett seconded. Motion passed unanimously.

- i. Executive Director Contract President Mee talked about the executive committee discussion of the executive director contract. Chuck Linderman motioned to approve the contract as discussed, Randy Evans seconded. Motion passed unanimously.

UPDATES

- a. Annual Meeting Ron Skinner gave an update on plans for the annual meeting, on the number of registrants at the 13-weeks-out mark, and that the pick-up rate at the hotel was at 61%.
- b. Lake Anne Revitalization/ Building John Musso updated the group on the status of the ASBO building in the Lake Anne Plaza. He discussed the likelihood of the revitalization efforts in the near term.
- c. Membership & Marketing Ron Skinner updated the board on the current number of members in ASBO and on efforts to retain and recruit new members as well as progress on the ASBO website redevelopment. He notified the board that a new staff member, Hollie Good, started today.
- d. Corporate Partnerships Ron Skinner noted that the program is full this year with 10 strategic partners and 8 event partners. He updated the board on the new corporations to become partners in 2012 and the staffing changes in the corporate partnerships department.

- e. Certification President Mee noted that the board had already heard from Pam Weber about certification and career development.
- f. U.S. Communities John Musso updated the board on the status of ASBO's involvement in the U.S. Communities purchasing program. The group discussed the possible endorsement of U.S. Communities and the use of the "official purchasing cooperative of ASBO" language.

Brian asked that Ron, in his role as lead of the policy committee, review the ASBO policy on endorsement and how it would be applied in this situation.

REPORTS

- a. Board Committee Liaison Reports Randy Evans reported that the COE committee had a conference call on June 25th and they have a meeting scheduled at the annual meeting and he reported that they are doing several activities at the annual meeting,

Terrie Simmons noted that the MBA committee is finishing a checklist for reviewers and will have it by the annual meeting.

- b. Board Visitation Reports Terrie Simmons reported on her visits to Missouri and Indiana. Both affiliates reported higher attendance this year than last. Terrie Simmons did presentations at both conferences.

Mark Pepera attended the Kentucky and Connecticut meetings. He gave the SFO presentation and suggested that board members request to give presentations to promote ASBO.

Eric Smith reported on his visit to British Columbia and that the meeting was well attended.

Brenda Burkett went South Dakota and Rhode Island. She presented on the SFO program.

John Musso mentioned the visit to Alberta with Ron Skinner where they did a presentation on Canadian ConnectEd. He also talked about the visit to Birmingham, England to attend multiple conferences and meet with AIS, IAM, and secondary schools group representatives. John Musso also attended the Illinois ASBO conference where he broke his foot.

Randy Evans went to California and Iowa where he presented, and was also able to attend a dinner at the AEDG meeting.

Chuck Linderman attended Alabama ASBO where he was able to do some recognition. He also attended the Massachusetts ASBO meeting where he presented the affiliation certificate. He also went to Manitoba, and did a presentation there as well as other speaking opportunities. He is heading next to Oregon and will do a presentation there as well.

President Mee attended several meetings and was able to speak

at Ohio, Kentucky, and Tri-state ASBO.

Ron Skinner noted that he attended Saskatchewan ASBO meeting and was able to attend their board meeting, man a booth in the exhibit hall, and deliver greetings in the general session.

Ron McCulley attended the MD/DC ASBO conference.

Randy Evans and Terrie Simmons were excused at 3:40 p.m. to go do their presentation at the AZ ASBO meeting.

c. AEDG Chair Report

Sharon Bruce noted that the call for nominees for the next AEDG chair is out there and that no nominees have come forward yet. She also stated that they are seeking proposals for the June AEDG meeting sites in 2013 and 2014.

David Varda discussed the affiliate event at the annual meeting. 8 affiliates are hosting the event. The event is in walking distance from the hotel at Alice Cooperstown.

President Mee and the board thanked Sharon and David for their efforts.

d. CMAC Chair Report

This report was moved up to early in the meeting. It occurred at 8:55 a.m.

Jeff Carew updated the board on the progress of the CMAC to develop as a committee. They are going to survey the ASBO board on the goals of the CMAC. He noted that the professional development prior to the opening of the trade show was a good place to recruit volunteers for the CMAC. He asked for any feedback from the board to guide the CMAC. The group discussed the progress of the committee. President Mee thanked Jeff for his service.

Jeff Carew needed to depart the meeting at 10:00 a.m.

e. President's Report

President Mee talked about the conference logistics for AZ ASBO meeting and encouraged the board to enjoy the rest of the conference. The board thanked Brian for hosting the summer meeting at the AZ ASBO conference.

President Mee thanked everyone for their candid and fruitful conversations and discussed that he appreciates the collegiality of the board.

f. Executive Director's Report

John Musso had no report.

BOARD COMMENTS

Ron McCulley noted that he thought the first two days of the meeting were very valuable.

Mark Pepera appreciated the concept of the mega meeting and the great conversations that they were able to have.

Jenna Bolton-Carls thanked the board for having her and is looking forward to joining the team.

The board members, AEDG reps, and prospective board members all thanked President Mee for a valuable meeting. Each noting the value of the conversation.

Tom Wohlleber noted the he would love to see the new board members assigned board mentors if possible.

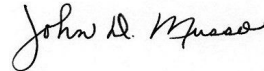
John Musso noted that Angie Tombul will be attending next time because we need her and Brian thanked her for arranging all of the logistics for this meeting and the outstanding food.

ADJOURN

Eric Smith motioned to adjourn, Chuck Linderman seconded. All in favor.



Brian Mee, RSBA, SFO
President



John D. Musso, CAE, RSBA
Executive Director

August 23, 2012

11:30 AM

Board of Directors Meeting

Phone Conference

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GUESTS

Jeff Carew, CMAC Chair
Josh Peach, CMAC Vice Chair
Sharon Bruce, AEDG Chair
Trevor Summerson, International Representative to the Board
Jennifer Bolton-Carls, Board Candidate

CALL TO ORDER

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

ROLL CALL

All board members were present. Jenna Bolton-Carls joined the call at 11:45 a.m.

**APPROVAL OF
AGENDA**

Brenda Burkett moved to approve the agenda as presented. Ron McCulley seconded. All were in favor.

APPROVAL OF MINUTES

- a. July 19, 2012 Randy Evans moved to approve the July 19, 2012 Board meeting minutes with an amendment that Randy Evans attended Ottawa, Canada instead of Iowa. Brenda Burkett seconded. All were in favor.

DISCUSSION ITEMS

- a. Recommended process to fill the vacancy on the board President Mee and John Musso discussed the options the Association has for filling the vacancy on the board. Phone calls with the attorney and a meeting of the Bylaws committee have occurred.

Mindy Stooksbury expressed gratitude to the Bylaws committee. She also noted that she wondered why the bylaws did not address the runner-up from the election. Chuck Linderman said that it was possible that the runner-up could be the best candidate.

Chuck Linderman expressed a concern that the third recommended motion says that a candidate for the 2014 election would have to make a run for election by January 4, 2013. The board has the ability to amend the Election Rules, so adjusting the deadline for the candidate can be done. The group agrees that advertising the two openings as soon as possible will mean that no extension would be necessary.

Mindy Stooksbury again expressed her reservation that the runner-up would not simply step in as the acting director. She noted that she understood that the bylaws were clear, but that she had an issue with it. Randy Evans and Brian Mee replied that by following the guidelines of the bylaws, that runner-up could very easily be the person that ends up as the acting director. The board will have the option to make recommendations to the bylaws committee about what all needs to be reviewed.

The board also noted that the application for the appointment looked good, as it is. Brian thanked staff for their work on this topic.

ACTION ITEMS

- a. Appointment of an Acting Director

MOTION: To approve the recommendation of the Bylaws Committee that has clarified, rather than interpreted the existing bylaws, relative to the appointment process for the vacant director seat that currently exists.

Further, that we, the board of directors, appoint an acting director who meets the eligibility requirements of a director, to serve from the date of appointment through December 31, 2013. And, that the 2013 election shall include the one year director vacancy that begins January 1, 2014.

Chuck Linderman moved. Randy Evans seconded. All were in favor.

- b. Formal Communication to Membership
- Brenda Burkett noted that the date of the deadline should be October 22, 2012, not 2013.

MOTION: To formally announce it is seeking qualified candidates to fill a temporary vacancy that exists on the board, and that the vacancy will be appointed by the board pursuant to the bylaws with the term ending December 2013, with the deadline for submission of applications be 4:30 PM, Eastern Time October 22, 2012.

Brenda Burkett moved. Mindy Stooksbury seconded. All were in favor.

- c. Formal Announcement of Filling the Vacant Director Position to be Conducted during the 2013 Election

MOTION: To formally announce the vacant director position will be filled through the election process held during the 2013 election, to serve for one year beginning January 1, 2014 through December 31, 2014, along with the two director positions whose term will end December 31, 2016.

Terrie Simmons moved. Mark Pepera seconded. All were in favor.

REPORTS

- a. Board Committee Liaison Reports
- Brenda Burkett briefed the board on the MBA Committee's meeting yesterday.
- b. Board Visitation Reports
- Chuck Linderman attended the OR ASBO conference for their 50th Anniversary. He noted that OR ASBO's mentorship program is one of the best he has seen.
- c. AEDG Chair Report
- Sharon Bruce reported that the AEDG group was accepting nominations through September 1, 2012 for the Vice Chair


position. The June meeting will likely be in Nashville, TN from June 19-22, 2013.

- d. CMAC Chair Report
Jeff Carew reported that the CMAC's next meeting would be held on Monday at 3pm central. The group will be planning their time and activities in Phoenix. A survey has gone out to CMAC members. The Board will also get a survey to provide guidance and keep the group moving forward. CMAC also has a question on the vendor survey seeking a nomination for the Vice Chair position.
- e. International Representative Report
Trevor Summerson reported that progress is being made in the projects he is involved in. Australian numbers are strong for the Annual Meeting. He plans to submit a progress report to the board on the work being done with SAS and the potential for organizations to promote and work with ASBO on international membership.
- f. President's Report
President Mee thanked the board for their professionalism throughout the process for filling the vacancy on the board. He also noted that he had distributed his guest list for the Annual Meeting with estimated costs. He said that the board would plan to have a short meeting in September to catch up on issues discussed today, as well as any last minute Annual Meeting topics.
- g. Executive Director's Report
There was no executive director's report.

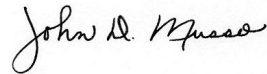
BOARD COMMENTS There were no board comments.

ADJOURN Terrie Simmons moved to adjourn. Brenda Burkett seconded. All were in favor.

Meeting was dismissed at 12:29 pm.



Brian Mee, RSBA, SFO
President



John D. Musso, CAE, RSBA
Executive Director

October 11, 2012

9:00 AM

Board of Directors Meeting

Phoenix Sheraton Downtown

Phoenix, Arizona

Core Purpose:

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

Big Audacious Goal (BHAG):

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

BOARD MEMBERS

Brian L. Mee, RSBA, SFO, President
Ron McCulley, CPPB, RSBO, Vice President
Charles E. Linderman, RSBA, Immediate Past President
John D. Musso, CAE, RSBA, ASBO Executive Director
Randy C. Evans, RSBO
Terrie Simmons, RSBA
Brenda Burkett, SFO, CPA
Mark Pepera, SFO, RSBO
Mindy Stooksbury, EdD, RSBA, PHR, IPMA-CP

STAFF

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

GUESTS

Jeff Carew, CMAC Chair
Josh Peach, CMAC Vice Chair
Sharon Bruce, AEDG Chair
David Varda, AEDG Vice Chair
Trevor Summerson, International Representative to the Board
Jennifer Bolton-Carls, Incoming Director
Tom Wohlleber, Incoming Director

CALL TO ORDER President Mee called the meeting to order at 9:05am.

ROLL CALL All board members were present. Jenna Bolton-Carls was not able to join the meeting because of flight delays.

APPROVAL OF AGENDA President Mee noted that “appointment of the new board member” needed to be added to the agenda.

MOTION: Brenda Burkett moved to approve the agenda as amended. Terrie Simmons seconded. All were in favor, motion passed.

APPROVAL OF MINUTES

Executive Committee The board agreed to approve the following Executive Committee minutes with a consent agenda.

- a. February 14, 2012
- b. June 19, 2012
- c. July 15, 2012
- d. July 23, 2012
- e. August 8, 2012
- f. August 23, 2012
- g. August 29, 2012

MOTION: Ron McCulley moved to approve the February 14, June 19, July 15, July 23, August 8, August 23, and August 29, 2012 Executive Committee minutes. Chuck Linderman seconded. All were in favor, motion passed.

Board of Directors Randy Evans moved to approve the August 23, 2012 Board of Director minutes. Terrie Simmons seconded. All were in favor, motion passed.

DISCUSSION ITEMS

- a. Advisory and Standing Committee Assignments John Musso discussed the assignments for 2013 for Advisory and Standing Committees. He noted that the assignments would go into effect on January 1, 2013.
- b. Visitation Schedule for 2013 John Musso presented the empty visitation schedule for 2013. He noted that Alaska is now on the yearly visitation rotation. He asked the board members to sign up for visitations.
- c. Membership Model Ron Skinner explained the new membership model that is being considered. He noted that change is inevitable for ASBO and that needs to be considered in the process for creating the new membership model. He explained that ASBO International needs to work with Affiliates and international associations. He discussed the category options that might be possible. David

Varda reminded the group that Affiliate Leaders have to provide value to their members and that ConnectEd can empower people through the connections you make and that is a definite value. Trevor Summerson asked questions about the impact of the new membership model on international members.

President Mee encouraged that the model be presented to AEDG as a next step. With the feedback from AEDG, staff should gather another group to further refine the model. The board came to a consensus that the model be presented to AEDG at their upcoming meeting.

d. Certification
Benchmarks/
Strategic Plan
Objectives

Pam Weber reviewed the benchmarks that were established in July at the Tucson Mega Meeting. The benchmarks were developed as a way to track and measure the progress in encouraging ASBO Affiliate organizations to support the SFO program. They will serve to focus the efforts of the ASBO staff and Certification Commission in promoting the SFO program. The benchmarks will be reviewed periodically and are expected to run through the end of 2013. Discussion ensued about various state affiliates who are either implementing the SFO program in their state or are interested in doing so.

It was noted that Pam will be missed as she has accepted a new position at the Yoga Alliance Association.

e. 2013 Board
Meeting Schedule

John Musso reviewed the 2013 Board Meeting Schedule.

f. Appointment of
New Board
Member

President Mee reviewed the process for appointing the new board member. Chuck Linderman expressed the desire to have guidance for the board on this process. He noted that they would be developing a rubric to go through the decision process. President Mee said that sticking with the process was the best course of action to ensure fairness.

ACTION ITEMS

a. GASAC
Reappointment

MOTION: Randy Evans moved that Shirley Broz be re-appointed as the GASAC representative from ASBO International and that associated expenses be borne by ASBO. Terrie Simmons seconded. All were in favor, motion passed.

b. Attorney
Appointment

MOTION: Brenda Burkett moved to appoint Arthur Herold as the ASBO International attorney of record. Mark Pepera seconded. All were in favor, motion passed.

c. Auditor
Appointment

MOTION: Brenda Burkett moved that ASBO enter into agreement with Calibre Auditors for audit the following years and cost:

- 2013: \$17,500
- 2014: \$18,000
- 2015: \$18,500

Randy Evans seconded. All were in favor. Motion passed.

President Mee moved to recess for 10 minutes. The board reconvened after a short break.

PROGRAM UPDATES

Staffing at ASBO

John Musso reiterated Pam's announcement that she would be resigning. John announced that Virginia Boehringer was in attendance at the board meeting for the first time in her new role as Director of Recognition and Certification. Arlene Olkin's department was now the Leadership Development Department. Jay Snyder was promoted to Assistant Director of Leadership Development.

a. Events

Maureen Thompson updated the board on the current pick-up rates for the Annual Meeting & Expo beginning on Friday. The board was also given information about events and happenings at the AM&E where they will participate.

b. Membership,
Marketing, and
Communications

Siobhán McMahon discussed the latest membership report and statistics. She also mentioned the School Business Minute that is a new benefit to members. She noted that Hollie Good was new to her department and working the annual meeting. She encouraged the board to introduce themselves to her.

c. Corporate
Partnerships

Sabrina Soto updated the board on Corporate Partnerships. She noted that the program is full. In 2013, there are three Strategic Partner contracts that are up for renewal and all the Event Partners are up for renewal. The partners are very happy.

d. Certification

Pam Weber updated the board on the Certification program and trends on applications. She explained the events related to the program occurring at the AM&E. She also discussed the career coach that will be working with some members.

- e. Leadership Development
Arlene Olkin explained that the department is not only changing in name, but also in the type of role the department will play for members. She briefed the board on the Executive Leadership Forum program for 2013, the new and improved Live Learning Center, and on ConnectEd statistics. Arlene also discussed the Certification Prep workshop that will be held on Friday. She also showed the board the new SFO Prep Manual.
- f. Recognition and Certification
Vee Boehringer briefed the board on Recognition Programs at ASBO.

President Mee recognized Vee for her work with the Eagle Institute which has been a tremendous success.

REPORTS

- a. Board Committee Liaison Reports
There were no committee reports.
- b. Board Visitation Reports
President Mee announced that he and several others attended Colorado ASBO's fall conference.

Mindy Stooksbury noted that she attended the West Virginia ASBO conference and contacted the Tennessee ASBO conference but they did not respond.

Chuck Linderman announced that he will be attending the 50th anniversary conference at Iowa next week.
- c. AEDG Chair Report
Sharon Bruce announced that Bert Huscsza would be the incoming vice-chair of AEDG. The next summer meeting will be held in Nashville, TN. President Mee presented Sharon with a plaque of gratitude for her service and thanked her for the work she has done.
- d. CMAC Chair Report
Jeff Carew thanked the board for their participation in the recent survey that CMAC conducted. He briefed the board on the latest conference call that was held. Joshua Peach will engage the board on the incoming vice-chair at a later point. President Mee presented Jeff with a plaque of gratitude for his service and thanked him for the work he has done.
- e. International Representative Report
Trevor Summerson noted that there are a number of international workshops at the annual meeting this year. He noted ASBO's attendance at the Seizing Success conference in the UK last June. Looking forward to Ron M. and John in 2013. Trevor has been talking to entities in the UK about interacting with ASBO through the new membership model.

- f. President's Report President Mee expressed his gratitude to the board for the year he has had this past year as president. He thanked ASBO staff for the work they do to support the board. He thanked John Musso, Ron Skinner, and Angie Tombul for their work.
- g. Executive Director's Report John Musso briefed the board on the RFP that staff received from the Gates Foundation. The deadline to submit it is October 26, 2012, so time is limited and the RFP is very detailed. The award will be \$750,000/year for two years. He will keep the board abreast of updates.
- He noted that the Open Bylaws meeting will be held on Sunday at 10:30am. He encouraged the board to attend that event.
- John noted several other events that board members might want to attend.

BOARD COMMENTS

Ron Skinner mentioned that in addition to Hollie Good, there are three other new ASBO staff members, Tiffany Woodard, Grace Skinner, and Rich Riley.

Randy Evans noted that this was his last meeting. He congratulated Terrie for her victory in the election. He thanked the board and ASBO for the wonderful experiences he has had while serving on the board.

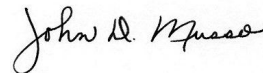
Chuck Linderman mentioned that this was also his last meeting. He expressed that he has appreciated working with the board and the ASBO staff.

ADJOURN

Brenda Burkett moved to adjourn. Randy Evans seconded. All were in favor. Meeting adjourned at 12:26pm.



Brian Mee, RSBA, SFO
President



John D. Musso, CAE, RSBA
Executive Director



November 28, 2012

11:30 AM

Phone Conference

Board of Directors Meeting

Core Purpose:

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

Big Audacious Goal (BHAG):

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

BOARD MEMBERS

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Mark Pepera, SFO, RSBO
Mindy Stooksbury, EdD, RSBA, PHR, IPMA-CP

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Angela Tombul, ASBO Executive Assistant

GUESTS

Josh Peach, CMAC Chair
Sharon Bruce, AEDG Chair
Trevor Summerson, International Representative to the Board
Jennifer Bolton-Carls, Incoming Board Member
Tom Wohlleber, Incoming Board Member

CALL TO ORDER

President Mee called the meeting to order at 11:32am.

ROLL CALL

All board members were present for the call.

APPROVAL OF AGENDA

MOTION: Brenda Burkett moved to approve the agenda as presented. Randy Evans seconded. All were in favor. Motion passed unanimously.

APPROVAL OF MINUTES

MOTION: Terrie Simmons moved to approve the October 11, 2012 Board of Director Meeting minutes as presented. Brenda Burkett seconded. All were in favor. Motion passed unanimously.

DISCUSSION ITEMS

- a. 2013 Policy Manual - First Reading

President Mee introduced new policies for the Board Manual regarding attendance and participation at meetings and on conference calls. The board will have a second reading and approval at the in-person meeting in February in New Orleans.

ACTION ITEMS

- a. Vacant Board Position Recommendation

President Mee commended Chuck Linderman and the Election Committee for their work on this. Chuck reported to the board that the Election Committee, consisting of Chuck Linderman (Chair), Erin Green, Angie Peterman, Jerry Brendel, Jim Rowan, and Melody Douglas, had met over the phone and in person to select a candidate among the twenty-two that submitted their applications. After considerable deliberation, the Election Committee recommends Claire Hertz from Oregon as the person to fill the vacant board position for the one year appointment.

MOTION: Chuck Linderman moved to appoint Claire Hertz from Beaverton, OR to fill the 2013 vacant board position for the one year appointment. Mindy Stooksbury seconded. All were in favor. Motion passed unanimously.

REPORTS

- a. Board Committee
Liaison Reports

Chuck Linderman announced that he is now a member of the Legislative Committee and Terrie Simmons is the new board liaison. Terrie Simmons reported that the Legislative Committee has identified five goals which she will share with the board and requested feedback from the board.

Tom Wohlleber thanked President Mee for inviting Jenna Bolton Carls and himself to the CEO Symposium and the New Board Member Orientation.

- b. Board Visitation
Reports

- c. AEDG Chair Report Sharon Bruce announced that David Varda and David Smith will be working on the June meeting in Nashville, TN. Sharon and ASBO staff are collaborating on a memorandum of understanding regarding the sponsorship piece of the June meeting.
- d. CMAC Chair Report Joshua Peach reported that the attendance at the in-person meet-and-greet at the AM&E was limited. He noted that he is searching for the new vice chair for CMAC.
- e. International Representative Report Trevor Summerson reported that he has been working to gather feedback on potential international exhibitors for next year. The feedback he has gathered indicates that international attendees were impressed with the 2012 AM&E.
- f. President's Report President Mee announced that this would be the last meeting for 2012. He thanked the Board, ASBO staff, the AEDG, CMAC, and International representatives for all of the support over the last year.
- g. Executive Director's Report John Musso reported that he had tentatively set up a meeting with Claire Hertz to do an orientation pending the board's approval, so will now move forward with that.

BOARD COMMENTS

Randy Evans thanked the board for the camaraderie and the gracious reception that he and his family received over the years of his service.

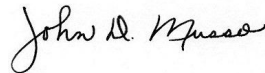
ADJOURN

Chuck Linderman moved to adjourn the meeting at 12:25pm. Randy Evans seconded. All were in favor. Motion passed.



 Brian Mee, RSBA, SFO
 President

Executive



 John D. Musso, CAE, RSBA
 Director