

# MINUTES

## Board Conference Call

*January 21, 2016 | 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

Brenda Burkett, President  
Jennifer Bolton Carls, Vice President  
Mark Pepera, Immediate Past President  
John Musso, Executive Director  
Anthony Dragona, 3<sup>rd</sup> Year Director  
Chuck Peterson, 3<sup>rd</sup> Year Director  
Avery Embry, 2<sup>nd</sup> Year Director  
David Peterson, 2<sup>nd</sup> Year Director  
Ed Chabal, 1<sup>st</sup> Year Director  
Claire Hertz, 1<sup>st</sup> Year Director

### Staff

Siobhan McMahon, Chief Operations Officer  
Sabrina Soto, Chief Business and Leadership Officer  
Nikki Conners, Director of Leadership Strategy  
Angie Tombul, Executive Assistant

### Guests

Jim Scharff, AEDG Vice Chair  
Aubrey Kirkpatrick, Election Candidate  
Angela Watts, Election Candidate

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## Welcome and Opening Business

- **Call to Order**

President Burkett called the meeting to order at 11:34 a.m. on Thursday, January 21, 2016.

- **Roll Call**

All board members were in attendance, except David Peterson.

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

**MOTION:** Mark Pepera moved to approve the agenda, simultaneously adopting the consent agenda. Anthony Dragona seconded. All were in favor and motion passed.

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## Announcements, Comments, and Adjournment

- **Consent Agenda (action)**

- Approval of October 22, 2015 Executive Committee Minutes
- Approval of October 22, 2015 Board of Directors Minutes
- Approval of January 14, 2016 Executive Committee Minutes
- Approval of changes to Content Area Leaders
- Approval of changes to COE Advisory Committee Leaders

- **Informational Items**

- Board Committee Liaison Assignments 2016

John Musso shared the standing and advisory committee liaison roster with the group. He noted that some of the committees were already doing conference calls and that staff relies on the feedback from the board liaison to move forward in their work.

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

**AEDG** – Jim Scharff reported that communication among the states who might be participating in a joint event at the annual meeting is underway. There is a possibility that the joint event will not be held this year, but a final decision will be made in February at the AEDG meeting.

**International** – There was no report.

**President** – President Burkett reported on the executive committee's meeting to review the budget. She noted that it was a productive meeting and that the budget would be distributed to the board for review. Any questions should be sent to her and to John Musso prior to the February meeting where the budget will be on the agenda for approval.

**Executive Director** – John Musso reiterated what President Burkett said regarding the budget. He pointed out that the narrative to the document should be helpful in answering some of the questions the group might have. He also noted that the ASBO headquarters office will be closed in preparation for the pending snow storm, but that the staff is poised to work remotely if necessary.

**Comments** – There were no comments.

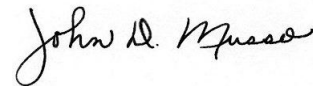
- **Adjournment**

**MOTION:** Chuck Peterson moved to adjourn the meeting at 11:45 a.m. Mark Pepera seconded. All were in favor and the meeting was adjourned.



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Brenda Burkett, President



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John Musso, Executive Director



# MINUTES

## Emergency Board of Directors Meeting

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*February 11, 2016 | 3:00 p.m. | Phone Call*

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

### Board Members

Brenda Burkett, President  
Jennifer Bolton Carls, Vice President  
Mark Pepera, Immediate Past President  
John Musso, Executive Director  
Anthony Dragona, 3<sup>rd</sup> Year Director  
Chuck Peterson, 3<sup>rd</sup> Year Director  
Avery Embry, 2<sup>nd</sup> Year Director  
Ed Chabal, 1<sup>st</sup> Year Director  
Claire Hertz, 1<sup>st</sup> Year Director

### Staff

Siobhan McMahon, Chief Operations Officer  
Angie Tombul, Executive Assistant

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## Welcome and Opening Thoughts

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- **Call to Order**  
President Burkett called the meeting to order at 3:04 p.m.
- **Roll Call**  
All board members were in attendance. Staff in attendance were Siobhan McMahon and Angie Tombul.
- **Approval of Agenda**  
Jennifer Bolton Carls moved to approve the agenda. Ed Chabal seconded. All were in favor. Motion passed.

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## Discussion/Action Items

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- **Board Vacancy 2016**  
President Burkett reported that David Peterson had taken a new job which necessitated his resignation from the board. The executive committee met twice to discuss the situation and put forward a recommendation to the board that Tom Wohlleber replace David Peterson effective immediately to fulfill the remainder of the term on the board. The term would be from February 2016 to December 31, 2017.

The board discussed and the consensus was that Tom Wohlleber would be the ideal replacement. Each board member commended the executive committee for their thoughtful and diligent review of the situation and for a solution that has the association's and the members' best interests in mind.

**MOTION:** Mark Pepera moved to accept David Peterson's resignation letter dated February 5, 2016. Chuck Peterson seconded. All were in favor. Motion carried.

**MOTION:** Anthony Dragona moved to appoint Tom Wohlleber to fill the vacancy on the board after David Peterson's resignation. The length of the term shall be effective immediately until December 31, 2017. Mark Pepera seconded. All were in favor. Motion carried.

- **Other**

There was no other discussion.

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### Announcements, Comments, and Adjourn

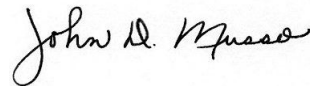
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- There were no announcements or comments.
- Jennifer Bolton Carl moved to adjourn the meeting. Avery Embry seconded. All were in favor. The motion passed. The meeting adjourned at 3:25 p.m.



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Brenda Burkett, President



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John Musso, Executive Director

# MINUTES

## Board of Directors Meeting

*May 19, 2016 | 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

Brenda Burkett, President  
Jennifer Bolton Carls, Vice President  
Mark Pepera, Immediate Past President  
John Musso, Executive Director  
Anthony Dragona, 3<sup>rd</sup> Year Director  
Chuck Peterson, 3<sup>rd</sup> Year Director  
Avery Embry, 2<sup>nd</sup> Year Director  
Tom Wohlleber, 2<sup>nd</sup> Year Director  
Ed Chabal, 1<sup>st</sup> Year Director  
Claire Hertz, 1<sup>st</sup> Year Director

### Staff

Siobhan McMahon, Chief Operations Officer  
Sabrina Soto, Chief Business and Leadership Officer  
Virginia Boehringer, Director of Certification and Recognition Programs  
Nikki Conners, Director of Leadership Strategy  
Jackie Wallenstein, Director of Marketing, Membership, and Communications  
Angie Tombul, Executive Assistant

### Guests

Molly McGee Hewitt, AEDG Chair  
Trevor Summerson, International Representative  
Michael Johnston, Election Candidate  
Aubrey Kirkpatrick, Election Candidate  
Angela Watts, Election Candidate

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## Welcome and Opening Business Items

- **Call to Order**

President Burkett called the meeting to order at 11:32 a.m. on Thursday, May 19, 2016. She welcomed Tom Wohlleber back to the board.

- **Roll Call**

All board members were in attendance.

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

**MOTION:** Anthony Dragona moved to approve the agenda and the consent agenda. Jennifer Bolton Carls seconded. All were in favor and motion passed.

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## Discussion/Action Items

- **Legislative Priorities (action)**

John Musso presented the draft legislative priorities to the board. The group discussed the documents and agreed that the information contained within was reflective of the goals of the strategic plan. There were no questions.

**MOTION:** Mark Pepera moved to approve the legislative priorities as presented. Ed Chabal seconded. All were in favor and motion passed.

- **Partner Summit – Request for Your Observations**

President Burkett reminded the board that John Musso had asked the board members to share with ASBO staff any observations that they make during their affiliate visitations that might be of use to the strategic partners. He noted that the information will be used next month at the Partner Summit.

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## Announcements, Comments, and Adjournment

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- **Consent Agenda** (action)
  - Approval of February 18, 2016 Executive Committee Meeting Minutes
  - Approval of February 18, 2016 Board of Directors Meeting Minutes
- **Announcements** (AEDG, President, Executive Director)

**AEDG** – Molly McGee Hewitt spoke about the affiliate events at the Annual Meeting & Expo and her expectations. She spoke about the summer AEDG meeting in June, indicating that there is a strong sign-up and a good program, and the group looks forward to a successful meeting.

**International** – Trevor Summerson noted that there is interest from UK members in coming to the Annual Meeting & Expo and he believes it is because of ASBO's relationship with NASBM. He noted that there was some initial discussion with South Africa about having a group of members attend their annual conference.

**President** – President Burkett reminded the board members to complete the executive director's evaluation. She noted that OK ASBO would be hosting an event at the Annual Meeting & Expo. She reported that she has attended TX, AL, SASBO/LA, and PA affiliate conferences.

**Executive Director** – John Musso spoke to the group about the invitation from South Africa and discussed why more work needed to be done regarding the purpose of the trip. He reminded the board members to let Angie Tombul know if they use the general PowerPoint presentation during any affiliate visitations as that exposure from that presentation can be added to the fulfillment reports that are created for the strategic partners. He also reminded board members to send their pictures to Angie Tombul. He passed along the request from NB ASBO for a board representative to attend their annual conference. He also reported that the 2016 Pinnacle of Excellence Award winners have been selected.

- **Comments**

Chuck Peterson congratulated the Legislative Advisory Committee for the work done on the legislative priorities. He noted he had traveled to Iowa ASBO's conference and would be attending Connecticut ASBO in the near future.

Tony Dragona noted that he attended the California, Missouri, and Indiana annual conferences, remarking that each was a unique conference, but that all provided great take-aways.

Avery Embry reported that he attended the Kansas and Kentucky annual conferences and remarked that they were great conferences. He commented that in Kansas, budget shortfalls and doing the work with limited funds were hot topics for the members.

Mark Pepera told the group he was at the Tri-State ASBO annual conference currently.

Jennifer Bolton Carls noted that she had attended the South Dakota 50<sup>th</sup> anniversary conference and that ACA compliance and overhaul of the South Dakota funding formula were hot topics for those members. She also reported that South Dakota ASBO gave away two scholarships for two members to attend the Annual Meeting & Expo. She noted she would be attending Wisconsin ASBO's annual conference as well.

Ed Chabal told the group he attended the Pennsylvania and Ohio annual conferences and would be attending Wisconsin next week. He will present on the COE program with the hope to increase participation in that program in Wisconsin. His future visitations include Idaho and Tennessee.

Tom Wohlleber reported that he had traveled to Saskatchewan and that the Canadians were concerned about the U.S. national election.

John Musso noted he had traveled to Pennsylvania and Australia. He reported that he gave keynotes and made connections with department of education personnel while in Australia and will serve as a resource to them.

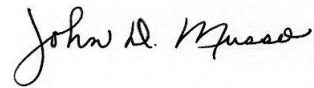
- **Adjournment**

**MOTION:** Chuck Peterson moved to adjourn the meeting at 12:08 p.m. Mark Pepera seconded. All were in favor and the meeting was adjourned.



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Brenda Burkett, President



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John Musso, Executive Director

# MINUTES

## Board of Directors Meeting

*June 16, 2016 | 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

Brenda Burkett, President  
Jennifer Bolton Carls, Vice President  
Mark Pepera, Immediate Past President  
Anthony Dragona, 3<sup>rd</sup> Year Director  
Chuck Peterson, 3<sup>rd</sup> Year Director  
Tom Wohlleber, 2<sup>nd</sup> Year Director  
Ed Chabal, 1<sup>st</sup> Year Director  
Claire Hertz, 1<sup>st</sup> Year Director

### Staff

Siobhan McMahon, Chief Operations Officer  
Sabrina Soto, Chief Business and Leadership Officer  
Virginia Boehringer, Director of Certification and  
Recognition Programs  
Nikki Conners, Director of Leadership Strategy  
Jackie Wallenstein, Director of Marketing,  
Membership, and Communications  
Angie Tombul, Executive Assistant

### Guests

Trevor Summerson, International  
Representative  
Michael Johnston, Election Candidate  
Aubrey Kirkpatrick, Election Candidate  
Angela Watts, Election Candidate

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## Welcome and Opening Business Items

- **Call to Order**

President Burkett called the meeting to order at 11:33 a.m. on Thursday, June 16, 2016.

- **Roll Call**

All board members were in attendance except Avery Embry and John Musso.

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

**MOTION:** Chuck Peterson moved to approve the agenda and the consent agenda. Ed Chabal seconded. All were in favor and motion passed.

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## Discussion/Action Items

- **Dr. Fred Hill Distinguished Service Award (action)**

Brenda Burkett presented the letters of support and nominee's name to the board. The group discussed the documents and agreed that the nominee was deserving of the award.

**MOTION:** Tony Dragona moved to award the nominee with the Dr. Fred Hill Distinguished Service Award. Tom Wohlleber seconded. All were in favor and motion passed.

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## Announcements, Comments, and Adjournment

- **Consent Agenda (action)**

- Approval of May 19, 2016 Board of Directors Meeting Minutes

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

**AEDG** – President Burkett noted that the summer AEDG meeting was the next week in Chicago and that it appeared it would be well attended and that the agenda looked good.

**International** – Trevor Summerson reported on a successful Nottingham School Business Managers annual conference. He pointed out that John Musso gave an excellent keynote that was well-received. Trevor said that the group wished to become affiliate members and that they plan to attend the 2017 Executive Leadership Forum.

**President** – President Burkett reported that she attended the NY affiliate conference and appreciated the hospitality shown to her there.

- **Comments**

Chuck Peterson noted he also traveled to New York ASBO's conference.

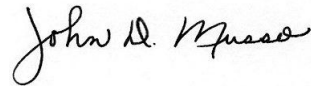
- **Adjournment**

**MOTION:** Jennifer Bolton Carls moved to adjourn the meeting at 11:46 a.m. Mark Pepera seconded. All were in favor and the meeting was adjourned.



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Brenda Burkett, President



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John Musso, Executive Director

# MINUTES

## Board of Directors Meeting

*August 11, 2016 | Gaylord National Harbor | Washington, DC*

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

### Board Members

Brenda Burkett, President  
Jennifer Bolton Carls, Vice President  
John Musso, Executive Director  
Mark Pepera, Immediate Past President  
Anthony Dragona, 3<sup>rd</sup> Year Director  
Chuck Peterson, 3<sup>rd</sup> Year Director  
Avery Embry, 2<sup>nd</sup> Year Director  
Tom Wohlleber, 2<sup>nd</sup> Year Director  
Ed Chabal, 1<sup>st</sup> Year Director  
Claire Hertz, 1<sup>st</sup> Year Director

### Staff

Siobhan McMahon, Chief Operations Officer  
Sabrina Soto, Chief Business and Leadership Officer  
Virginia Boehringer, Director of Certification and  
Recognition Programs  
Angie Tombul, Executive Assistant

### Guests

Molly McGee Hewitt, AEDG Chair  
Jim Scharff, AEDG Vice Chair  
Michael Johnston, Election Candidate

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## Welcome and Opening Business Items

- **Call to Order**  
President Burkett called the meeting to order at 12:55 p.m.
- **Roll Call**  
All board members were in attendance.
- **Approval of Agenda and Adoption of the Consent Agenda (action)**

**MOTION:** Tom Wohlleber moved to approve the agenda and the consent agenda. Avery Embry seconded.  
All were in favor and motion passed.

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## Discussion/Action Items

- **Building Update**  
John Musso reported to the board that he had met with Johnson Controls to determine the feasibility of entering into a performance contract. They determined that it was not valuable for either party. John is considering options for building repairs and maintenance weighed against selling the building and moving locations.
- **Legislative Update**  
John Musso referred the group to the written update in the packet. He noted that the Joint Legislative conference with AASA went very well and that we will be doing it again next year. The dates for the conference are July 10–12, 2017.

- **GASAC Representative Renewal** (action)

Brenda Burkett noted that Mark Pepera's term as the ASBO International GASAC representative would soon be up and recommended that he continue in the role for another term.

**MOTION:** Jennifer Bolton Carls moved to reappoint Mark Pepera for a second two-year term as the GASAC representative from ASBO International and that associated expenses be borne by ASBO. Chuck Peterson seconded. All were in favor and motion passed.

- **Election Manual Approval** (action)

Mark Pepera presented the rewritten election manual to the board, noting that the portion of the manual regarding campaign distribution items has been revised to allow for any item to be distributed pending prior approval of the executive director. He opened the floor for discussion on the proposed changes. There was agreement that a less restrictive list of allowable campaign items was better.

**MOTION:** Tony Dragona moved to approve the Annual Election Manual with the clarifications to campaign items. Mark Pepera seconded. All were in favor and motion passed.

- **FY 16 Audit** (action)

Glenn Eyrich, the external auditor, presented the FY 16 audit findings, noting that there were no findings, but that continued efforts to retain receipts is important to the audit process.

**MOTION:** Tom Wohlleber moved to accept the FY 16 audit. Ed Chabal seconded. All were in favor and motion passed.

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## Announcements, Comments, and Adjournment

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- **Consent Agenda** (action)

- Approval of June 16, 2016 Board of Directors Meeting Minutes

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

**AEDG** – Molly McGee Hewitt reported that the summer AEDG meeting went well. She noted that the new vice-chair of the AEDG would be selected in September.

Jim Scharff noted that joint affiliate receptions being held in Phoenix are not ideal, but that no one has come up with a good idea. He welcomed suggestions on ways to improve exposure for candidates while also providing a fun event for attendees.

**President** – President Burkett reported that staff would be looking at future annual meeting locations and taking into consideration recommendations and input from the AEDG and members.

**Executive Director** – John Musso shared the board's annual meeting itinerary and briefly went over some key points.

- **Comments**

Jennifer Bolton Carls presented the 2017 Affiliate Visitation schedule to the board. She asked that the board members and candidates review the schedule and begin checking their availability and preferences. Directly after the election results come in, the selection process will begin with the incoming VP making his selections, then the rising 3<sup>rd</sup> year directors, followed by the rising 2<sup>nd</sup> year directors, and ending with the newly elected 1<sup>st</sup> year directors. The goal is to have the rotation completed in advance of the September AEDG meeting.

She also distributed the draft 2017 Board Meeting Calendar. Final dates for the summer board meeting would be determined based on feedback gathered at this meeting and a final schedule will be distributed once available.

- **Executive Session**

**MOTION:** Chuck Peterson moved to go into executive session at 2:15 p.m. Ed Chabal seconded. The board went into executive session.

**MOTION:** Mark Pepera moved to resume regular session at 2:47 p.m. Tony Dragona seconded. The board resumed regular session.

**MOTION:** Mark Pepera moved to approve the executive director employment agreement. Claire Hertz seconded. All were in favor and motion passed.

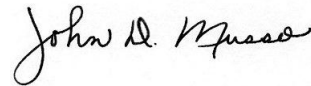
- **Adjournment**

**MOTION:** Tony Dragona moved to adjourn the meeting at 3:26 p.m. Ed Chabal seconded. All were in favor and the meeting was adjourned.



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Brenda Burkett, President



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John Musso, Executive Director

# MINUTES

## Board of Directors Meeting

*September 22, 2016 | Sheraton Grand | Phoenix, AZ*

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

### Board Members

Brenda Burkett, President  
Jennifer Bolton Carls, Vice President  
John Musso, Executive Director  
Mark Pepera, Immediate Past President  
Anthony Dragona, 3<sup>rd</sup> Year Director  
Chuck Peterson, 3<sup>rd</sup> Year Director  
Avery Embry, 2<sup>nd</sup> Year Director  
Tom Wohlleber, 2<sup>nd</sup> Year Director  
Ed Chabal, 1<sup>st</sup> Year Director  
Claire Hertz, 1<sup>st</sup> Year Director

### Staff

Siobhan McMahon, Chief Operations Officer  
Sabrina Soto, Chief Business and Leadership Officer  
Angie Tombul, Executive Assistant

### Guests

Molly McGee Hewitt, AEDG Chair  
Jim Scharff, AEDG Vice Chair  
Trevor Summerson, International Representative  
Michael Johnston, Elected Candidate  
Angela Watts, Elected Candidates  
Bob Avery, Future Board Candidate

## Welcome and Opening Business Items

- **Call to Order**

President Burkett called the meeting to order at 10:25 a.m.

- **Roll Call**

All board members were in attendance except Chuck Peterson who was absent because of his daughter's wedding. Bob Avery, a future board candidate, was also in attendance per his request.

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

- **Consent Agenda Items**

- August 11, 2016 Executive Committee Meeting Minutes
- August 11, 2016 Board of Directors Meeting Minutes
- August 31, 2016 Executive Committee Meeting Minutes
- Annual Attorney Appointment

**MOTION:** Jennifer Bolton Carls moved to approve the agenda with the addition of "Building Update" to discussion items and to simultaneously approve the consent agenda. Avery Embry seconded. All were in favor and motion passed.

## Discussion/Action Items

- **Volunteerism Update**

Siobhan McMahon reported that a soft launch of Volunteer Central will be rolled out after the meeting. The group discussed member engagement, how volunteering has impacted them, what has led them to volunteer, and what their most memorable volunteer experience has been.

- **International Representative Position Replacement Timeline**

President Burkett spoke about the timeline in place for replacing the international representative to the board. She noted that she had worked with staff to determine the timeline and looks forward to seeing the applications received. President Burkett thanked Trevor Summerson for his commitment to the board and the association. The group discussed the requirements for eligibility and the timeline, as well as the purpose of the role. The board determined that a review of the position description and the eligibility guidelines was necessary. Tom Wohlleber, Claire Hertz, and Avery Embry volunteered to work on the subcommittee and John Musso will reach out to past committee members.

- **Exhibits 2017 Update**

Sabrina Soto reported to the board about changes they will see in the 2017 Exhibit Hall in Denver, as well as the fact that ASBO International will be doing onsite booth sales for the first time.

- **Annual Meeting Schedule and Board Itinerary Review**

Angie Tombul reviewed the board itinerary for the upcoming conference, reminding board members of important events.

Sabrina Soto reminded the board that the volunteerism structure had changed from the committee structure to the Annual Meeting Program Committee. She reviewed the role of the liaisons and reiterated the importance of attending the meeting on Sunday afternoon.

- **Building Update**

John Musso updated the board

**Motion:** Jennifer Bolton Carls moved to Tom Wohlleber – motion to entertain interest in purchasing the building

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## Announcements, Comments, and Updates

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

**AEDG** – Molly McGee Hewitt noted that the AEDG will meet on Saturday and will discuss the 2017 summer board meeting and the Disaster Relief Fund. She thanked the board for the two years she was a part of the group.

**International** – Trevor Summerson reported on an issue with grammar schools in the UK.

**President** – President Burkett congratulated Michael Johnston and Angela Watts for their successful campaigns and for being at the meeting. She also welcomed Bob Avery. She encouraged the board to greet members and sponsors. She also noted the 2017 Visitation schedule. President Burkett thanked the staff for their work and dedication. She thanked the group for the connections that they have all made this year.

**Executive Director** – John Musso briefly went over various points relevant to the conference and the board in general.

- **Department Updates**

Sabrina Soto updated the board on the annual meeting attendance rates, sessions being offered, and that all the sessions offer SFO credits. She also updated the group on the certification program. Siobhan McMahon and Sabrina updated the board on some of the professional development opportunities available to members at the Executive Leadership Forum. Siobhan also reported on current membership rates, publications, and advertising. She also noted that the staff will be working on the work of the board at the summer board meeting and that the group will see the output.

- **General Comments**

Mark Pepera thanked the group for a wonderful experience. He noted many accomplishments achieved by ASBO International over the past few years that please him. He thanked John Musso and the staff for their work and support. He thanked the board members individually, as well as Trevor Summerson, Molly McGee Hewitt, and Jim Scharff for their contributions.

Tom Wohlleber thanked Mark Pepera and Tony Dragona for their years of service to the board and the association.

Anthony Dragona noted that he feels fortunate to have been a part of both the profession and the board. He hopes that his contributions have elevated the profession and the board and that he stands ready to serve in any capacity that the board may need him.

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## ASBO's Value Proposition Activity

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- **A group activity focused on ASBO International's Value Proposition**

Siobhan McMahon led the group in an exercise to gain valuable insight into the value of the ASBO brand from practitioners. The responses collected will be used to shape the direction of marketing and other promotional items created by staff.

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## Executive Session

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**MOTION:** Mark Pepera moved to go into executive session at 1:28 p.m. Avery Embry seconded. The board went into executive session.

**MOTION:** Mark Pepera moved to resume regular session at 2:25 p.m. Avery Embry seconded. The board resumed regular session.

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## Adjournment

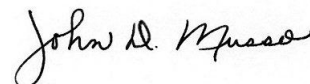
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**MOTION:** Tony Dragona moved to adjourn the meeting at 2:26 p.m. Mark Pepera seconded. All were in favor and the meeting was adjourned.



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Brenda Burkett, President



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John Musso, Executive Director



# MINUTES

## BOARD OF DIRECTORS MEETING

*December 17, 2016 | Reston, VA*

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

### Board Members

Brenda Burkett, President  
John Musso, Executive Director  
Mark Pepera, Immediate Past President  
Anthony Dragona, 3<sup>rd</sup> Year Director  
Chuck Peterson, 3<sup>rd</sup> Year Director  
Avery Embry, 2<sup>nd</sup> Year Director  
Tom Wohlleber, 2<sup>nd</sup> Year Director  
Ed Chabal, 1<sup>st</sup> Year Director  
Claire Hertz, 1<sup>st</sup> Year Director

### Welcome and Opening Business Items

- **Call to Order**  
President Burkett called the meeting to order at 9:10 a.m.
- **Roll Call**  
All board members were present except Jennifer Bolton Carls.
- **Approval of Agenda**

**MOTION:** Ed Chabal moved to approve the agenda with changes. Avery Embry seconded. All were in favor.

### Discussion/Action Items

#### **Update on ASBO Building**

John Musso updated the board on the status of the building relative to any interest in a purchase. He also updated the board on having to install a new HVAC system that heats and cools a portion of the building. He explained that a new unit had to be installed because the old one was not repairable.

John told the board that there had been a “soft-sell” with the broker informally seeking potential buyers. There was no interest and John asked the board permission to officially put the building up for sale prior to spending any more money on necessary upgrades and repairs. Chuck said he thought that was a good idea, and John explained possible contingencies if the building was sold relative to temporary offices.

**MOTION:** Chuck Peterson moved to allow John Musso to put the building on the market. Mark Pepera seconded. All were in favor. Motion passed.

## Executive Session

**MOTION:** Mark Pepera moved to adjourn into executive session to discuss a personnel matter. Chuck Peterson seconded. All were in favor.

**MOTION:** Mark Pepera moved to resume regular session at 3:23 p.m. Avery Embry seconded. All were in favor.

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## Announcements, Comments, and Adjournment

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- **Announcements**

There were no announcements.

- **Comments**

Brenda thanked everyone for coming.

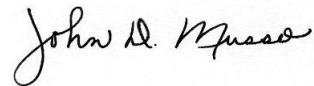
- **Adjournment**

**MOTION:** Chuck Peterson moved to adjourn. Ed Chabal seconded. All were in favor. Meeting adjourned at 3:24 p.m.



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Brenda Burkett, President



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John Musso, Executive Director

# MINUTES

## Board of Directors Meeting

*December 21, 2016 | Telephone Conference Call*

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

### Board Members

Brenda Burkett, President  
John Musso, Executive Director  
Mark Pepera, Immediate Past President  
Anthony Dragona, 3<sup>rd</sup> Year Director  
Chuck Peterson, 3<sup>rd</sup> Year Director  
Avery Embry, 2<sup>nd</sup> Year Director  
Tom Wohlleber, 2<sup>nd</sup> Year Director  
Ed Chabal, 1<sup>st</sup> Year Director  
Claire Hertz, 1<sup>st</sup> Year Director

### Welcome and Opening Business Items

- **Call to Order**  
President Burkett called the meeting to order at 9:00 a.m.
- **Roll Call**  
All board members were in attendance, except Jennifer Bolton Carls. Art Herold was in attendance as legal counsel.
- **Approval of Agenda and Adoption of the Consent Agenda (action)**

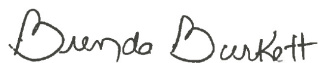
**MOTION:** Anthony Dragona moved to approve the agenda. Tom Wohlleber seconded. All were in favor and motion passed.

### Discussion/Action Items

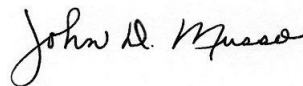
- **Personnel Matter**  
The board discussed the matter.

### Adjournment

**MOTION:** Tony Dragona moved to adjourn the meeting at 10:00 a.m. Avery Embry seconded. All were in favor and the meeting was adjourned.



Brenda Burkett, President



John Musso, Executive Director