



## Board of Directors Meeting

### AGENDA

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THURSDAY, JANUARY 16, 2020 -- CONFERENCE CALL

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#### Welcome and Opening Business

- |   |              |
|---|--------------|
| A. Call to Order  | Claire Hertz |
| B. Roll Call  | Claire Hertz |
| C. Approval of the Agenda and the Consent Agenda<br><b>Motion to approve the agenda and the consent agenda.</b> | Claire Hertz |

1. December 4, 2019 Board of Directors Meeting Minutes

[December 4, 2019 BOD Minutes.docx](#)

2. Contracts

Scantron

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#### Action Items

- A. GASAC Advisory Committee Appointment  
**Motion to appoint \_\_\_\_\_ as the GASAC Advisory Committee Representative effective immediately.**

[GASAC Representative - Board Page.pdf](#)

[GASAC Candidate - Blackburn, Kris.pdf](#)

[GASAC Candidate - Lewis, Sharie.pdf](#)

[GASAC Candidate - Smith, Brian.pdf](#)

[GASAC Candidate - Wiesman, Karen.pdf](#)

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#### Discussion Items

No discussion items.

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#### Reports and Updates

- |                       |              |
|-----------------------|--------------|
| A. President's Report | Claire Hertz |
|-----------------------|--------------|

B. Board Members' Reports

C. Affiliate Executive Directors' Reports

D. International Representatives' Reports

E. Executive Director's Report

Budget Process Update

Policy Committee Progress Report

F. Future Meeting Agenda Items

David  
Martell/Tracy  
Ginsburg  
Aubrey  
Kirkpatrick/Karen  
Starr  
David Lewis

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**Adjournment**

**Motion to adjourn.**

Claire Hertz

## Board of Directors Meeting

AGENDA - February 13, 2020

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### A. WELCOME AND OPENING BUSINESS

1. Call to Order
2. Roll Call
3. Approval of Agenda and Consent Agenda  
**Motion to approve the agenda and the consent agenda.**

January 16, 2020 Board of Directors Meeting  
Minutes

**January 16 2020 BOD Minutes**

4. Yearly Signing of Board Documents

Code of Conduct Form

**Code of Conduct**

Reasonable Assurance Form

**Reasonable Assurance Form**

Conflict of Interest Form

**Conflict of Interest-Disclosure Form**

Antitrust Avoidance Guidelines

**Antitrust Avoidance Document**

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### B. REPORTS AND UPDATES (Part 1)

1. International Representatives' Reports
2. AEDG Representatives' Reports

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### C. ACTION ITEMS

1. LMS Approval  
**Motion to approve the executive director to enter into a contract with Course Stage for the ASBO International Learning Management System.**

## [LMS Board Page](#)

### 2. Bank Signatories

**Motion to authorize signatory privileges as well as online banking privileges with the bank's Cash Management system to Daniel Huenneke, Finance and Administration Manager, at the Bank of Clarke County and to revoke all access previously granted to Patrick Cheney.**

### 3. Board Leadership Manual

**Motion to approve the Board Leadership Manual.**

[Board Leadership Manual 2020 Updates  
\(Tracked Changes\)](#)

[Board Leadership Manual 2020 Updates \(Clean Copy\)](#)

### 4. Proposed Bylaws Amendment

**Motion to approve the proposed Bylaws amendments for membership approval.**

[Bylaws 2020 \(Proposed Amendments\)](#)

### 5. Committee Manual Adoption

**Motion to adopt the Committee Manual.**

[Committee Manual 2020 \(Tracked Changes\)](#)

[Committee Manual 2020 \(Clean Copy\)](#)

### 6. Education Committee Appointments

**Motion to appoint the Education Committee members as recommended.**

[Education Committee Board Summary Page](#)

[Education Committee Recommendations to Board](#)

### 7. FY21 Budget Adoption

**Motion to approve the FY2021 Budget at the adoption level.**

[FY21 Proposed Budget](#)

[FY21 Budget - Questions from the Board of Directors](#)

### 8. Professional Registration

**Motion to sunset the Professional Registration program and offer the members who currently have an RSBA/RSBO/RSBS a lifetime designation.**

[Professional Registration Board Page](#)

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## D. DISCUSSION ITEMS

1. Strategic Plan Metrics

[Strategic Plan Metrics - 2019 Q3](#)

2. Professional Standards Update

[Professional Standards and Code of Ethics Update](#)

3. Eagle Institute 2021

[Eagle Institute 2021 - Board Page](#)

[2019 Eagle Institute Hotel Responses \(edited for 2021\)](#)

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## E. REPORTS AND UPDATES

1. President's Report

[2020 Board Work Plan](#)

[ASBO International Strategic Plan](#)

[2020 Board Work Plan](#)

[Board of Directors 2020 Map of the Year](#)

2. Board Members' Reports

3. Executive Director's Report

4. Future Agenda Items

5. Motion

[Motion to go into executive session.](#)

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## F. EXECUTIVE SESSION

1. Executive Director Evaluation

2. Board Self-Evaluation

3. Motion

[Motion to resume regular session.](#)

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## G. REGULAR SESSION

[Motion to approve the Executive Director's 2020 goals.](#)

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## H. ADJOURNMENT

[Motion to adjourn.](#)

## 2020-03-19 Board Packet (Executive Session)

### AGENDA

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#### A. WELCOME AND OPENING BUSINESS

1. Call to Order
2. Roll Call
3. Approval of Agenda and Consent Agenda  
**Motion to approve the agenda and the consent agenda.**
  - a. February 12, 2020 Executive Committee Meeting Minutes
  - b. February 13, 2020 Board of Directors Meeting Minutes

**Motion to enter into Executive Session.**

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#### B. EXECUTIVE SESSION

1. Personnel Matter

**Motion to resume regular session.**

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#### C. ACTION ITEMS

1. Insurance Policy Renewal  
**Motion to approve the recommended renewal terms for the business insurance proposal from Alliant/Mesirow Insurance Services for the policy period April 1, 2020 through March 31, 2021.**

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#### D. ADJOURNMENT

**Motion to adjourn.**

## ASBO International Board of Directors Meeting - April 16, 2020

### AGENDA

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#### A. WELCOME AND OPENING BUSINESS

1. Welcome Remarks  
**Please note that this meeting will be held virtually/electronically and will replace the scheduled call. The Executive Committee preferred to release the time on everyone's calendars for this month to allow each attendee to focus on their district and family. If an urgent situation arises before the next conference call that merits convening the Board, an emergency meeting will be called.**

2. Approval of Agenda and Consent Agenda  
**Motion to approve the agenda and the consent agenda.**

March 19, 2020 Board of Directors Meeting  
Minutes

[2020-03-19 BOD Minutes.docx](#)

Official Ratification: Proposed Bylaws  
Amendments

[Bylaws 2020 Amendments 2\\_19\\_2020.pdf](#)

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#### B. ACTION ITEMS

1. Waiver Language  
**Motion to approve the following waiver language:  
Given the unprecedented and rapidly evolving circumstances surrounding the COVID-19 outbreak, the ASBO International Board of Directors authorizes the Executive Director to modify operational policies and procedures to the extent necessary to ensure continuity of vital financial, personnel, facilities, and programming functions of the Association until such time that normal policies and procedures can resume.**
2. Legislative Beliefs Statement (2020-2021)  
**Motion to approve the 2020-2021 Legislative Beliefs Statement.**

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## C. REPORTS AND UPDATES

### 1. Executive Director's and Staff Reports

Professional Standards

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

Update on ASBO International Response to COVID-19 Situation

**Please take a look at this link to see what ASBO International is doing.**

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



**Purpose (why we are meeting today/purpose/goals/frame today's discussion)**

- What is ASBO International doing relative to COVID-19?
- What are our Board Members facing in their districts?

**AGENDA**

**ASBO Initiatives Q1 2020**

Staff Update – How ASBO International is responding to the COVID-19 pandemic and what ASBO is doing to be a resource for members.

- **Introduction**
- **Education**
- **Events**
- **Membership**
- **Legislative**
- **Affiliate Support**
- **Financial**

**Board Updates**

3-5-minute update from all Board members and guests -- things you are dealing with and how you are handling things in your districts

- AEDG (David, Tracy)
- International Reps (Karen, Aubrey)
- Board Candidates (Wanda)
- President
- VP
- PP
- 3<sup>rd</sup> year
- 2<sup>nd</sup> year
- 1<sup>st</sup> year

**2020 Calendar Discussion/Update**

Review of current calendar benchmarks and discussion on necessary re-prioritization due to pandemic. The focus of this discussion is to look at:

- what we were planning to accomplish this year
- what we can no longer accomplish this year and plan to bring back
- what we now need to do that we weren't planning on doing and where that fits into the new calendar

## Meeting Book - Board Meeting - June 23, 2020

### AGENDA - June 23, 2020

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#### WELCOME AND OPENING BUSINESS

- A. Call to Order
- B. Roll Call
- C. Approval of Agenda and Consent Agenda

**Motion to approve the agenda and the consent agenda.**

April 16, 2020 Board of Directors Meeting  
Minutes

[Board Minutes - April 16, 2020.pdf](#)

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Contracts  
(Elected Board Members may view the  
contracts for approval in the "Elected Board  
Member Only" workroom library.)

American Management Association  
International

Communications by George

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#### ACTION ITEMS

- A. Paycheck Protection Programs Loan

**Motion to ratify the staff's successful application of  
the Paycheck Protection Program loan from the  
Small Business Administration under the CARES  
Act.**

- B. COVID-19 Response Supplement to Legislative

Beliefs Statement  
(Attachment will be added once it is back from the  
Legislative Committee)  
**Motion to approve the COVID-19 Supplement to  
the Legislative Beliefs Statement.**

[Legislative Beliefs Addendum - COVID19.pdf](#)

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- C. Eagle Institute 2021 – Hotel Contract Approval  
(Elected Board Members may view the contract in  
the "Elected Board Member Only" workroom  
library.)

**Motion to approve the Belmond Charleston Place  
hotel contract for Eagle Institute 2021.**

- D. 2020 Annual Conference & Expo Planning / COVID-  
19 Update

**Motion to authorize executive director and staff to**  
\_\_\_\_\_.

[Annual Conference Planning and COVID-19  
Update with Budget Projections.pdf](#)

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- E. Virtual 2020 Annual Conference & Expo Registration  
Rates

**Motion to approve the revised registration rates for  
the 2020 Virtual Annual Conference & Expo.**

[Virtual 2020 Conference - Proposed Registration  
Rates.pdf](#)

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## DISCUSSION ITEMS

- A. 2021 Executive Leadership Forum

- B. Strategic Plan Metrics Update with Year-End  
Summary

[Strategic Plan Metrics - 2020 Q4.pdf](#)

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- C. Education Department/LMS Update

- D. International Representative Program Review

[International Board Representative Program -](#)

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Board Page.pdf

International Board Representative Program -  
History of the Position Summary Page.pdf

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International Board Representative Program -  
Position Description.pdf

Page 27

E. Executive Director Goals - Status Update

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## REPORTS AND UPDATES

A. President's Report

B. Board Members' Reports

C. AEDG Representatives' Reports

D. International Representatives' Reports

E. Executive Director's Report

F. Future Agenda Items

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## ADJOURNMENT

Motion to adjourn.



## Meeting Book - Board Meeting - July 30, 2020

### AGENDA

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#### A. WELCOME AND OPENING BUSINESS

1. Call to Order
2. Roll Call
3. Approval of Agenda and Consent Agenda  
[Motion to approve the agenda and the consent agenda.](#)

June 23, 2020 Board of Directors Meeting  
Minutes

[Board Minutes - June 23, 2020.docx](#)

Contracts

The contracts for approval are in the Elected Board Member Workroom library for review.

Cybersecurity Collaborative

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#### B. ACTION ITEMS

1. FY20 Audit Review and Acceptance  
[Motion to accept the FY20 Audit.](#)

The draft FY20 Audit is in the Elected Board Member Workroom library for review.

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#### C. REPORTS AND UPDATES (Part 1)

1. AEDG Representatives' Reports
2. International Representatives' Reports

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#### D. DISCUSSION ITEMS

1. Projections of FY21 Budget

[FY21 Budget Projections.pdf](#)

2. Executive Leadership Forum 2021

3. Financial Sustainability

[Financial Sustainability - Board Page.pdf](#)

4. Policy Manual Edits - 1st Reading and Discussion

[Board Policy 2020 Recommendations  
7\\_15\\_20.pdf](#)

[2020 Policy Committee Recommendations for the  
Board.pdf](#)

5. Professional Standards Update

[Professional Standards - Board Page.pdf](#)

6. Membership Model Update

7. International Board Representative Program Review

[International Board Representative Program -  
Board Page.pdf](#)

[International Board Representative Program -  
History of the Position Summary Page.pdf](#)

[International Board Representative Program -  
Position Description.pdf](#)

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## E. REPORTS AND UPDATES (Part 2)

1. President's Report
2. Board Members' Reports
3. Executive Director's Report
4. Future Agenda Items

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## F. ADJOURNMENT

[Motion to adjourn.](#)



ASSOCIATION OF  
SCHOOL BUSINESS OFFICIALS  
INTERNATIONAL

## Meeting Book - Board Meeting - October 15, 2020

### AGENDA - (date)

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#### A. WELCOME AND OPENING BUSINESS

1. Call to Order
2. Roll Call
3. Approval of Agenda and Consent Agenda

**Motion to approve the agenda and the consent agenda.**

July 30, 2020 Board of Directors Meeting Minutes

[Board Minutes - July 30, 2020.pdf](#)

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#### B. ACTION ITEMS

1. Election Manual Update

Siobhan McMahon

**Motion to adopt the Elections Manual as presented.**

[Election Manual Review Suggested Updates.pdf](#)

2. Executive Leadership Forum 2021

David Lewis, Sabrina Soto

**Motion to cancel the 2021 Executive Leadership Forum and book the Executive Leadership Forum for 2023 with the Hyatt Regency San Antonio.**

[Executive Leadership Forum 2021 Decision - Board Page.pdf](#)

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#### C. DISCUSSION ITEMS

1. Strategic Plan Metrics Update

Siobhan McMahon

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## D. REPORTS AND UPDATES

1. President's Report
2. Board Members' Reports
3. Future Agenda Items
4. AEDG Representatives' Reports
5. Executive Director's Report
6. International Representatives' Reports

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## E. ADJOURNMENT

**Motion to adjourn.**