

**The ASSOCIATION OF SCHOOL BUSINESS OFFICIALS of  
MARYLAND and the DISTRICT OF COLUMBIA**

**BOARD MEETING MINUTES**

**March 5, 2014**

The Board of Directors of ASBO MD-DC met at the Maryland Association of Boards of Education (MABE) Office, Annapolis, MD. The following members participated:

John Lang, Executive Director  
Jim Jewell, Past President (Harford)  
Melvin Burley, President (Baltimore)  
Suzanne Jones, Conference Arrangements Committee Chair (Caroline)  
Craig Blackwell, Director-at-Large (Howard)  
Rick Gay, Professional Development Assistant Chair (Baltimore)  
Glenn Belmore, President Elect (Charles)  
Vicky Mayle, Vice President (St. Mary's)  
Barb Regalia, Secretary (Montgomery)  
Allen Gaddis, Amendments Committee (Emeritus)  
Cindy Reilly, Exhibit Committee Chair (Carroll)  
Vince Tolbert, Director-at-Large (Worcester)  
Scott Germain, Co-Chair Technology (Garrett)  
Ben Gittes, Spring Conference Committee (Emeritus)  
Sally Philbin, Membership Committee (JMT)

- I. Call to Order: President Burley called the meeting to order at 9:40 a.m. (EDT) and confirmed that there was a quorum.
- II. Approval of the Agenda: President Burley  
**Motion: "To approve the agenda" by Jim Jewell, seconded by Vince Tolbert. The vote to approve was unanimous.**
- III. Approval of the Minutes: Secretary  
**Motion: "To approve the minutes of the January 8, 2014 Board meeting" by Rick Gay, seconded by Suzanne Jones. The vote to approve was unanimous.**
- IV. Treasurer's Report: Treasurer, Randy Sotomayor absent, Executive Director presented the report. **Motion: "To approve Journal Entries as presented" by Rick Gay seconded by Jim Jewell. The vote to approve was unanimous.**
- V. Executive Director's (ED) Report (attached). Discussions included membership, sponsorship flyer and letters, and the upcoming Anne Arundel County Public School workshop on March 25, 3014 "THR 454 Dealing with Difficult People". Will ASBO MD/DC commit to the \$750 fee to guarantee 30 attendees? **Motion: "To approve**

**committing \$750 fee to guarantee 30 attendees for the upcoming workshop, THR 454 Dealing with Difficult People” by Rick Gay seconded by Jim Jewell. The vote to approve was unanimous.**

ED also discussed the efforts needed by Allen Gaddis to adjust the Blue Book to expand our membership to Delaware and Virginia. Allen will look at this. This outreach would potentially bring growth to our current membership.

#### VI. New and Old Business

1. President Burley discussed moving the current food service, purchasing, and liaison group discussions to Star Chapter. Scott Germain mentioned that starting July 1, 2014 food service staff statewide will be mandated to have 8-12 hours of professional development/annually. This may be another opportunity for ASBO MD/DC to reach out to them with our Foundation classes and workshops.
2. April 1, 2014 is the tentative date for launching our new website through Star Chapter.
3. Wilkes University partnership with ASBO MD/DC has been approved by the Maryland higher education professionals.
4. Delaware membership update by ED.
5. Conference arrangements committee update by Suzanne Jones. The spring conference theme is American Patriotism, red/white/blue colors, Wounded Warrior Project/guest speaker confirmed, and the Monday lunch presentation by the Worster ROTC student cadets is also confirmed. Ben Gittes presented the registration fee recommendation and the Board discussed and approved an increase of \$16.00. **Motion: “To approve increase the spring conference registration fee by \$16.00” by Jim Jewell seconded by Vince Tolbert. The vote to approve was unanimous.**
- 6.
7. Professional Development update was shared by Rick Gay. There are 33 sessions for the spring conference finalized. We still need sessions for food service members. How can we better service food service sections was discussed. The presenter form is being used and successful.
8. Exhibits update was shared by Cindy Reilly. By the end of March Cindy plans to have all booths booked. The red/white/blue conference there will also be continued on the floor too. Membership update feature will be available on the new website. It was asked that we include a veteran field. Discussions also continues, “Do we want to allow one-on-one time for vendors to give them an opportunity to presents in small groups on the exhibit floor?” There is an area in the back of the exhibit hall where this can be arranged. If we do this how much extra to their exhibit package will we charge and how many of these small group sessions can we provide for?” There will be a total of 182 exhibits booths on the floor this year.

- 9. Leadership conference is scheduled for June 27, 2014 at Kent Manor.
- 10. Scott Germain gave us a demo of the new website. Lots of great work done on his part with the help of Gina Wonders.
- 11. Jim Jewell presented his recommendations for the 2015/2015 slate of Board members. **Motion: “To approve the Board slate of candidates presented by Jim Jewell” by Glenn Belmore, seconded by Vicky Mayle. The vote to approve was unanimous.**
- 12. Allen Gaddis presented the Blue Book Amendments to allow electronic voting in the interim between conferences. **Motion: “To approve to allow electronic voting by Allen Gaddis” by Jim Jewell seconded by Rick Gay. The vote to approve was unanimous.**
- 13. Wilkes/ASBO MD/DC contract good to go. Classes will be available for summer registration...
- 14. Added reminders from Suzanne Jones that the deadline for committee members who need scholarship monies for the spring conference is coming up. Also the discussion as to whether superintendents will be offered Sunday night hotel accommodations and Monday conference registration will continue.
- 15. Adjourn

**Motion: “To adjourn the meeting” by Vicky Mayle, seconded by Jim Jewell. The vote to approve was unanimous. Time of adjournment: 12:45 p.m. (EDT)**

Documents submitted at this Board meeting:

- 1 Agenda, March 5, 2014 (President Burley)
- 2 Minutes of January 8, 2014 (Barb Regalia)
- 3 Treasurer’s Report (presented by the ED)
- 4 Executive Director’s Report (John Lang)
- 5 Amendment to Article 7, Changes in Constitution (Allen Gaddis)
- 6 Slate of 2014/2015 Candidates (Jim Jewell)
- 7 Spring conference professional development sessions
- 8 HR454 Dealing with Difficult People workshop
- 9 Workshops present this past year and future workshops/forums
- 10 Spring conference schedule

I hereby certify that the March 5, 2013 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the meeting May 7, 2014.

Barbara Regalia, Secretary Barbara Regalia