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

BOARD MEETING MINUTES

November 13, 2013

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)
Jeff LaPorta, Director-at-Large (Harford)
Craig Blackwell, Director-at-Large (Howard)
Cindy Reilly, Exhibits Committee Chair (Carroll)
Fay Miller, Emeritus
Rick Gay, Professional Development Assistant Chair (Baltimore)
Randy Sotomayor, Treasurer (Charles)
Glenn Belmore, President Elect (Charles)
Vicky Mayle, Vice President (St. Mary's)
Barb Regalia, Secretary (Montgomery)
Milt Nagel, Financial Oversight (Caroline)
Doug Pindell, Professional Development Chair (Howard)
Sharon Herr, Director-at-Large (Gilberts Architect, Inc.)
Sally Philbin, Membership (JMT)
Vince Tolbert, Director-at-Large (Worcester)

- I. Call to Order: President Burley called the meeting to order at 9:36 a.m. (EDT) and confirmed that there was a quorum.
- II. Approval of the Agenda: President Burley
Motion: "To approve the amended agenda" by Rick Gay, seconded by Glenn Belmore. The vote to approve was unanimous.
- III. Approval of the Minutes: Secretary
Motion: "To approve the minutes of the September 4, 2013 Board meeting" by Jim Jewell, seconded by Suzanne Jones. The vote to approve was unanimous.
- IV. Treasurer's Report: Treasurer, Randy Sotomayor
The Treasurer presented his report and it is attached.
- V. Executive Director's Report (attached). ED is still in need of new material for the ASBO Matters and eNewsletters. Institutional dues report was discussed; 20 of the 24 jurisdictions participated. December 2, 2013 is the Affordable Care Act Workshop. January 23, 2014 the spring conference

sessions must be finalized.

VI. New and Old Business

1. The new data base web design is locked in. Discussions included migrating data from our current database, problem with member numbers. Also need to establish discussion groups for members based on sections.
2. Rick Gay gave an update on eSchoolMall. While it costs approximately \$90.77 to process a PO, it is only \$17.00 to process a PO electronically. Using eSchoolMall removes the clerical steps for the Procurement Office. Deliveries are typically 24-48 hours, vendor payments using a credit card are within 24 hours, excellent sourcing consolidation.
3. Milt Nagel reported on the fund balance investment options. Committee members included Milt Nagel, Randy Sotomayor, Rick Gay, Vince Tolbert, and Fay Miller. Committee discussions included limited exposure to risk associated with uninsured investments, need to establish a fund balance policy, and two options were presented; Brokered CD's – 100% and Brokered CD's – 90%, 10% Stocks/Mutual Funds/Bonds. Recommendation and motion to do an RFP to financial institutions in which we already have a banking relationships, i.e. M&T, Suntrust, PNC, and Bank of America. **Motion: "To do an RFP with financial institutions we currently have a banking relationship with for the selection of an investment solution" by Doug Pindell, seconded by Glenn Belmore. The vote to approve was unanimous. Motion and yes vote: "To have Milt Nagel give Allen Gaddis the fund balance draft for review" by Rick Gay, seconded by Glenn Belmore. The vote to approve was unanimous.**
4. Liaison meeting was a success. 38 liaisons/assistant liaisons attended. Melvin gave out personalized bags, Ariana Langford from Cecil County won the \$500 scholarship drawing for the spring conference and the breakout session topic "how to increase membership" brought great feedback and new ideas.
5. Conference arrangements feedback from the fall conference was positive, 262 attended. Suzanne will send the breakdown by % of section attendance. The first Spring Conference Arrangements Committee meeting is scheduled for December 18, 2013.
6. Doug Pindell gave a fall conference debriefing and update on spring conference session schedule. Schedule is due to the ED to post by mid-January. A list of topics will be sent to the Board to prioritize their recommendations. ED wants the 3 chairs to meet to discuss the spring conference; Exhibits, Arrangements and PD. Cindy Reilly is requesting more dedicated time for vendors at the spring conference.
7. Cindy Reilly debriefed us on the fall conference, 40 exhibitors participated. The committee is now moving onto the spring conference activities.
8. Ariana Langford is the scholarship winner from Cecil County for the spring conference. She is now moving to Harford County. Question was asked whether she can keep the \$500 scholarship award with the move. It was discussed and motion made to have the scholarship stay with the person. **Motion: "To approve that Aria Langsford keep the \$500 scholarship award for the spring conference when she moves from Cecil County to Hartford County" by Fay Miller, seconded by Jim Jewell. The vote to approve was unanimous.**
9. Discussions around "vendors attending the fall conference for the \$60 registration and not

buying an exhibits spot” but networking with members. Item was given to the exhibits committee to provide a recommendation on how to charge vendors who are present at the conferences as attendees (and not Exhibitors) with regards to costs.

10. Social Media discussion, “How can ASBO leverage social media in how we broadcast our news”??

VII. Adjourn

Motion: “To adjourn the meeting” by Glenn Belmore, seconded by Doug Pindell. The vote to approve was unanimous. Time of adjournment: 12:00 p.m. (EDT)

Documents submitted at this Board meeting:

- 1 Agenda, November 13, 2013 (President Burley)
- 2 Minutes of September 4, 2013 (Barb Regalia)
- 3 Treasurer’s Report (Randy Sotomayor)
- 4 Executive Director’s Report (John Lang)
- 5 Institutional Dues Report
- 6 Developing a Social Media Presence for ASBO Officials
- 7 Financial Oversight Committee report from Milt Nagel

I hereby certify that the November 13, 2013 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the meeting January 8, 2014.

Barbara Regalia, Secretary _____

Professional Development is Our Business

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