

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

BOARD MEETING MINUTES

September 4, 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  
Melvin Burley, President  
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)  
Allen Gaddis, Constitution and By-Laws Committee Chair (Retired)  
Alan Heard, Fall Conference Committee Chair, (Montgomery)  
Fay Miller, Emeritus  
Rick Gay, Professional Development Co-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)  
Scott Germain, Technology Planning & Development Co-Chair (Garrett)  
Vice Tolbert, Director-at-Large (Worcester)

- 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 Doug Pindell, seconded by Glenn Belmore. The vote to approve was unanimous.**
- III. Approval of the Minutes: Secretary  
**Motion: “To approve the minutes of the July 23, 2013 Board meeting” by Suzanne Jones, seconded by Doug Pindell. The vote to approve was unanimous.**
- IV. Treasurer’s Report: Treasurer, Randy Sotomayor  
Treasurer’s report attached. There was no spend activity therefore no journal entries to approve.
- V. Executive Director’s Report (attached). ED is still in need of new material for the ASBO Matters and eNewsletters. Discussions included social media

communications, i.e. ASBO Website, Twitter, Facebook, etc.

VI. New and Old Business

1. ED updated the members regarding the \$10,000 penalty from the IRS for not completing the Form 990 when it was due. The penalty has been waived and CliftonLarsonAllen LLP has agreed to continue preparing our annual Form 990's in the future.
2. Responses were narrowed down to five (5) finalist presentations then a follow-up with two (2) final candidates, Timberlake and Star Chapter, with additional questions. Costs for Timberlake were \$1,500 setup/\$6,000 annual fee and for Star Chapter \$1,500 setup/\$1,800 annual fee. The recommendation to award to Timberlake was presented to the Board for approval. **Motion: "To approve Timberlake as the recommended e-solution for ASBO MD/DC" by Jeff LaPorta, seconded by Scott Germain. The vote to approve was unanimous.** Discussions continued that the cost of Timberlake may be more than we need at this time. Another motion was made for a hand vote to accept Timberlake; 1 yes/10 no. Another motion was then made to recommend Star Chapter. **Motion: "To approve the Star Chapter e-solution" by Suzanne Jones, seconded by Doug Pindell. The vote to approve was unanimous.** Hand vote was again done; 10 yes/1 no. ED will move forward with the award and notification to Star Chapter.
3. Milt Nagel attended the Board meeting to present information and research regarding the investing of our fund balance. He stated MABE investments were held with WellsFargo and that WellsFargo is not interested in ASBO MD/DC as our fund value is too small. Morgan Stanley is interested in presenting to the Excom committee but this would be a risk as they won't insure the investments; 60 stock/40 bonds-cash. Question came up, "how do you mitigate risk with having investments in one place" and "should our policies be reviewed". Motion to direct the financial oversight committee to investigate an investment strategy to include bylaw changes and make a recommendation to the Board. **Motion: "To direct the financial oversight committee to investigate an investment strategy to include bylaw changes and make a recommendation to the Board" by Suzanne Jones, seconded by Doug Pindell. The vote to approve was unanimous.**
4. Liaison meeting is scheduled for Friday October 11, 2013 at the Historic Kent Manor Inn. All liaisons and alternate liaisons are invited. Liaisons and alternate liaisons are invited to the fall conference, November 7, 2013, at no charge. One of the main topics will be "ways to increase and keep membership".
5. Fall conference professional development (PD) sessions are done. September 12, 2013 "lineup" is going to the publishers. PD is now working on the 2014 spring conference sessions.
6. Cindy Reilly handed out the feedback info from the 2013 spring conference from

her exhibiter's meeting. Update for the 2013 fall conference is that there are 27 of the 40 available spaces sold. Cindy is confident that the other 13 will be sold shortly.

7. President Burley discussed having a place on our website where vendors/members can post "requests to present at conferences". ED wrote and presented to the Board a draft copy of the Proposed Present Policy. Policy spells out what a presenter is compensated for; i.e. meals, reimbursements, lodging, etc. for both the fall and spring conferences. Board members are asked to give the ED feedback within a week.
8. In his executive director's report the ED said the SunTrust and PNC banking issues are resolved. Statement are now going to the treasurer, Randy Sotomayor.

VII. Adjourn

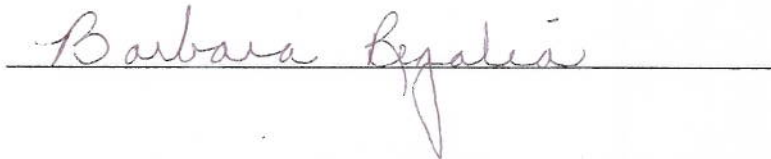
**Motion: "To adjourn the meeting" by Glenn Belmore, seconded by Vicky Mayle. The vote to approve was unanimous. Time of adjournment: 11:45 a.m. (EDT)**

Documents submitted at this Board meeting:

- 1 Agenda, September 4, 2013 (President Burley)
- 2 Minutes of July 23, 2013 (Barb Regalia)
- 3 Treasurer's Report (Randy Sotomayor)
- 4 Executive Director's Report (John Lang)
- 5 Draft of Proposed Presenter Policy
- 6 Spring 2013 feedback from exhibitors

I hereby certify that the September 4, 2013 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the meeting November 6 2013.

Barbara Regalia, Secretary

A handwritten signature in cursive script, reading "Barbara Regalia", is written over a horizontal line.

