

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

**BOARD MEETING MINUTES**

**May 7, 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)  
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, Con/By-laws Committee (Emeritus)  
Cindy Reilly, Exhibits Committee Chair (Carroll)  
Vince Tolbert, Director-at-Large (Worcester)  
Scott Germain, Co-Chair Technology Committee (Garrett)  
Ben Gittes, Spring Conference Committee (Emeritus)  
Sally Philbin, Membership Committee (JMT)  
Randy Sotomayor, Treasurer (Charles)  
Jeff LaPorta, Director-at-Large (Harford)  
Sharron Herr, Director-at-Large (Gilbert Architects)  
Ron Welker, Co-Chair Technology Committee (Anne Arundel)

- 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 Amended Agenda: President Burley  
**Motion: “To approve the amended 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 March 5, 2014 Board meeting” by Jim Jewell, seconded by Rick Gay. The vote to approve was unanimous.**
- IV. Treasurer’s Report: Treasurer, Randy Sotomayor, stated that the Treasurer’s report will be sent this afternoon May 7, 2014. Journal entries will be approved electronically also.

Executive Director's (ED) Report (attached). Susan Frances, ASBO member from Delaware, will be attending the spring conference. Annual Common Ground conference was held in Ocean City, Md. this year. Attendance went from 1500 attendees down to 900 attendees. Eight (8) teachers of the year representing eight (8) Maryland counties attended the Common Ground conference for one day sponsored by ASBO MD/DC. Don Krempel and Tom Leary will take over the golf tournament for the spring conference from George Colburn. Gina Wonders, ED Admin Assistant, is working on the conference handbook. There are \$25,000 in sponsorships and ads. Wilkes program is a go! Discussion and vote to change the name "institutional dues" to "organization dues". **Motion: "To change the name of institutional dues to organization dues" by Jim Jewell, seconded by Cindy Reilly. The vote to approve was unanimous.**

V. Old Business

1. StarChapter update – Scott Germain demo'd registration online, the membership application, job listings and posting links on the new website. Resource links include ASBO Connects, ASBO International, US Communities, etc. Sponsorships will be available to apply for and pay online, exhibit reservations for conferences can be made online, minutes, meetings, and speakers will also be available online. Discussion groups will be available online for all sections, i.e. purchasing, transportation, food services, IT, etc. Power IT can be taken down anytime. Scott will go live with a quiet launch May 13, 2014 then a "Welcome to all members will come later."
2. Wilkes University signed the partnership agreement. They will have an exhibit booth at the spring conference.
3. Wilkes University partnership with ASBO MD/DC has been approved by the Maryland higher education professionals. Rick Gay updated the Board; Risk Management and Food Services Foundation courses are still being written. IT is done but we need a teacher to launch the first class.
4. Delaware membership update by ED.
5. Suzanne Jones gave a final update on the spring conference. She discussed the Wounded Warrior Maryland theme. Currently there are 318 registered members attending the conference. Hotels are booked 100%. Liaisons have been given the gala/lodging tickets to distribute in their counties.
6. Professional Development update was shared by Rick Gay. All sessions are filled with presentations. Every area except Food Service is covered.

Exhibits update was shared by Cindy Reilly. 182 booths and exhibitor's showcase sessions are all sold. Discussion for the fall conference included raising the exhibit fee from \$275 to \$300. **Motion: "To increase the fall conference exhibitor's fee from \$275/booth to \$300/booth" by Glenn Belmore, seconded by Rick Gay. The vote to approve was unanimous.**



7. Leadership Retreat was discussed to be Thursday June 26, 2014. Topics include StarChapter update. Send any other topic suggestions send to John Lang.
8. Allen Gaddis presented the latest Blue Book amendment to Job Descriptions. Under duties of the president it is recommended and voted that the President "...shall participate in the annual preparation of the budget as specified in the Bylaws Section titled COMMITTEE ON BUDGET." **Motion: "To include the president in the annual preparation of the budget as specified in Bylaw Section titled COMMITTEE ON BUDGET" by Jim Jewell, seconded by Suzanne Jones. The vote to approve was unanimous.**
9. It was recommended at the last Excom meeting that the eSchool Mall platform will be taken down. The expense has gone from \$17,000 to \$20,600 to contract with eSchool Mall.

New Business

10. Discussions items to be included in FY15 were:
  - Purchase bar code scanners to be used at conferences.
  - Scholarships for the spring conference given out at the fall conference.
  - Online registration.
  - Vice President and President Elect to also attend other state ASBO organization conferences.
  - Include the yearly calendar to all Board members that Melvin Burley gave out last year during his presidency.
  - Long term, 3-5 year budget process with projections (if this is done then the Blue Book would need to be amended)
11. Proposed speakers for 2015 include state teacher of the year or the national teacher of the year.
12. AEGD Disaster Relief – ED was asked to establish AEDG fund budget line item for disasters. Do we want to donate yearly as a budgeted line item? Maryland estimate would be \$600/year or do we want to decide to contribute if a need arises? Decision was to not add a donation budget line item but donate if a situation comes up.
13. Discussion to add a line item in the budget to extend the ED Admin Assistant. Currently, the position is budgeted for \$12,000. Expenses as of April 3, 2014 were \$12,323. ED requested that we increase the budget \$3,500 for expenses to cover us through June 30, 2014. Budget modification is to take funds from the

website line item to ED Admin to cover Gina Wonder's expenses through June 30, 2014. **Motion: "To increase ED Admin Assistant salary by \$3,500 to cover salary expenses through June 30, 2014." by Jim Jewell, seconded by Vicky Mayle. The vote to approve was unanimous.** Discussion included an amended motion to not increase dollars but change the motion to increase the ED Admin Assistant hours by 250 hours not dollars. **Motion: "To increase the ED Admin Assistant hours by 250 hours" by Rick Gay, seconded by Glenn Belmore. The vote to approve was unanimous.** Scott Germain expressed an interest in using the ED Admin Assistant on the Professional Development committee.

14. July 2, 2014 meeting was cancelled.

**Motion: "To adjourn the meeting" by Vicky Mayle, seconded by Jim Jewell. The vote to approve was unanimous.** Time of adjournment: 12:40 p.m. (EDT)

Documents submitted at this Board meeting:

- 1 Agenda, May 7, 2014 (President Burley)
- 2 Minutes of March 5, 2014 (Barb Regalia)
- 3 Executive Director's Report (John Lang)
- 4 Amendment to Job Descriptions (Allen Gaddis)
- 5 Executive Director's Evaluation
- 6 Wounded Warrior handout

I hereby certify that the May 7, 2013 Board meeting minutes of ASBO MD-DC are correct and were approved by unanimous vote of the Board of Directors at the meeting June 26, 2014.

Barbara Regalia, Secretary 