



MoASBO Board of Directors' Meeting

10:00 A.M.

June 17, 2016

Columbia Event Center

Columbia, MO

I. Call to Order (Chodes) at 10:01 a.m.

II. Roll Call (Chodes)

<u> </u> Wade Bartels	<u> </u> Joel Cracchiolo	<u> x </u> Kari Monsees
<u> </u> Patty Bedborough	<u> </u> Jim Cummins	<u> x </u> Ron Orr
<u> x </u> Lorenzo Boyd	<u> x </u> Pam Frazier	<u> x </u> Cindy Reilmann
<u> x </u> Steve Chodes	<u> x </u> Clint Johnston	<u> x </u> Sharon Sander
<u> x </u> Johnnie Silkett, guest	<u> x </u> Linda Quinley, guest	<u> x </u> Kim Cranston

III. Adopt Agenda (Chodes)

- Move to approve by Kari Monsees
- Motion seconded by Clint Johnson
- Approved 8 – 0

IV. Approval of April Board meeting minutes (Chodes)

- Move to Approve by Pam Frazier
- Motion seconded by Clint Johnson
- Approved 8 - 0

V. Treasurer's/Financial report (Frazier/Winters)

Financial records were discussed. 990 reports have been filed. Assessment of any penalties has not been received to date. Spring Conference Golf Tournament data is incomplete. Membership is down. Historically dues were paid when registering and placed in conference registration.

- Move to Approve by Ron Orr
- Motion seconded by Clint Johnson
- Approved 8 – 0

VI. Committee reports

Conference committee

(Bomar for Cracchiolo/ Cranston)

- Spring Conference

Tonia Bomar called in to report. Reviewed conf survey results. Overall, feedback was very positive. Some areas for discussion:

- Sessions and sizes of the rooms - Rooms will be adjusted for this year: 60 and 61 will be one room; 62 and 63; 74, 75 and 76 will all be one room.
Need to really look at the sessions and offer quality sessions. Review hot topics and try to repeat for next year. CPE was confusing; moderators can help, and Kim will look to improve. Kim will prepare sign in sheets with names already on the list. Sending evaluations electronically was a huge move forward. There could be staffing issues if we try to have this done during the conference.

Need to balance all of the topic areas including HR. Would like to add more IT sessions. Patty Corum was very complimentary. MoASPA feedback was positive.

- Business Associates have concerns about set up and layout. Some vendors didn't attend feedback meeting but provided comments after the meeting. Some want the hospitality suites; others do not. Hybrid approach - form a subcommittee and review diagram from TanTarA to see what it could look like; set up tables where people could visit; improve signage; use blended approach and see how that might work. Goal is to provide quality professional development and provide opportunities for Business Associates to meet current and potential clients.
- Date - moving back to last week in April for 2018 can be looked at; however, it puts us closer to MASA.
- Budget - The budget can be trimmed by reducing food costs. Will reduce food numbers for next year. Continental for Wed and Thurs and sit down for Friday.

Kim wrote a letter to the GM of Tan-Tar-A to let them know that their people were outstanding. Complimented them on what they did for MoASBO.

- Upcoming Fall Conferences

MAPT hiring new ED. A calendar of when all of the state conferences occur would be helpful. Kim has talked with Roger Kurtz about hosting a meeting of state association EDs to compile dates of events, as there are lots of overlapping.

Work is in progress to get sessions scheduled for Fall Administrator Conference to include new FLSA overtime rules. Save the date banner will be shown on the website and presentations will be online for the future showing bios, objectives, etc. Tonia took notes on suggested topics.

The website includes information for upcoming conferences including dates that can be found under Conferences. Support Conference will be updated to reflect actual dates of November 14-15, 2016.

VII. New business

a. Annual Board Self-Eval

Ron and Steve shared information from the self-evaluation. This will be discussed in more depth at the Board’s planning retreat.

b. Budget for 2016-2017 (Cranston)

Kim addressed the updated revenue projections from two places: Registration fees for conferences and dues for 17-18. Tan-Tar-A cost per person for the Spring Conference is around \$150/person.

Proposed fees:

Admin Conference:	\$150 member/\$250 non-member
Support Conference:	\$150 member/\$250 non-member
Spring Conference:	\$160 early bird/\$190 regular/\$300 walk-in for members Early bird Jan-March 15; Regular March 16-May 1
	\$260 early bird/\$330 regular/\$400 walk-in for non-members
	Refund cost = \$20

Membership dues discussion included proposal to increase \$10 from \$75 to \$85 for the 17-18 fiscal year for active dues. Current active 2016/17 membership is 304 paid. This appears to be a huge decrease in these numbers. 2016/17 budget includes 10% increase.

Benefits to being a member: member only access to 5Share tile; directory of members; PD opportunities to which you get discounts; Legislation; Collaboration/Networking. The Board

can work on membership dues at the retreat along with discussion of membership initiative and membership survey.

The Board decided to approved the budget as presented; however, the fees for the Spring Conference and membership dues will be discussed at the next meeting.

Move to approve the budget.

- Move to Approve by Kari Monsees
- Motion seconded by Clint Johnson
- Approved 8 - 0

Spring Conferences and membership dues discussion was tabled until the retreat and the next meeting in October.

Move to set fees for Fall and Support Conferences as discussed.

- Move to Approve by Kari Monsees
- Motion seconded by Clint Johnson
- Approved 7 – 0 (Lorenzo was out of the room)

c. Rental agreement with MCSA

The same agreement as previous year was presented with date changes and no increases. The office will be cleaned and organized on July 28. Need to think about saving items electronically in the future. We will continue to use space as we have in the past and evaluate as we transition.

- Move to Approve by Ron Orr
- Motion seconded by Clint Johnson
- Approved 8 – 0

d. Personnel (Cranston)

Admin Asst/Bookkeeper position: Diane Winters is retiring from MVR-III officially with last day worked June 17, 2016. Kim evaluated the needs and updated the job description; moving forward the position will be beneficial. Diane was welcomed to fill the position. No motion needed as it is part of the approved budget.

e. Preview of Board retreat (Reilmann)

Cindy discussed the agenda for the retreat to be held on July 29, 2016, starting at 8:00 AM. Holiday Inn will host rooms prior to retreat. Kim will send out Linette's contact information for reserving rooms.

- f. Calendar of proposed meeting dates for next year (Chodes)
- | | | |
|---------------|---------------------------|-----------|
| Sun., Oct. 16 | Camden on the Lake | 6 p.m. |
| Fri., Jan. 27 | Lodge of the Four Seasons | 10:30 a.m |
| Fri., April 7 | Tan-Tar-A | |
| Fri., June 16 | TBD | |

- g. Executive Director's report (Cranston)

Kim discussed plans for the organization:

- Celebrations to include Sapphire event for 2017 Spring Conference
- Travel plans
- NASBA audit
- Strategic Plan work will be at the retreat
- Key Messages for retreat
- Delighted to have Diane as a part of MoASBO as Admin Asst/Bookkeeper
- Blackboard agreement

- h. Upcoming meetings

Fri. 7/29/16 - Summer retreat @ Columbia Event Center, Holiday Inn Executive Center

- i. Adjournment

The meeting was adjourned at 1:45 p.m. by Steve Chodes. The next general meeting will be held at 6 p.m. on October 16 at Camden on the Lake prior to the Fall Administrators' Conference.

- Move to Approve by Lorenzo Boyd
- Motion seconded by Clint Johnson
- Approved 8 – 0