



# Montana Association of School Business Officials

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## MASBO Board of Directors Meeting

June 13, 2006

Home of Donnie McVee, Great Falls, MT

Present: Kathy Preeshl, President  
 Evelyn Mull, President Elect  
 Donnie McVee, Past President  
 Teresa Cornell, Vice President  
 Zella Witter, Region 2  
 Jacki Young, Region 3  
 Sandra Lane, Region 4  
 Diane Brook, Region 5  
 Denise Ulberg, OPI  
 Roger Heimbigner, MSUIP  
 Lynda Brannon

Excused: Pam Owen, Region 1  
 Elaine Stanhope, Region 6

Guests: Karen Perry  
 Judi Ward

Call meeting to order	President Preeshl called the meeting to order at 6:30 p.m.
Approval of Agenda	Diane Brook moved and Donnie McVee seconded approval of the agenda. Ayes: All.
Certification Program and Manual	Karen Perry, Chair of Certification Committee presented the committee recommendations and updates. Major changes were requested by the board to the committee. Changes included were: 3 year limitation on passage of certification test; each test level tested on certain subjects and those subjects are not carried over into the next levels; Professional level title will now be Montana Registered School Business Official; passage of all 3 levels is required to attain MRSBO. Zella Witter moved approval of new program as presented, Sandra Lane seconded the motion. Ayes: all.  Zella Witter announced that the Risk Management manual will be ready by October and the insurance person going through the manual, Bud Baldwin will do an MCEL Workshop.  Karen Perry will be retiring so Judi Ward and Donnie McVee will co-chair the committee.
February Board	Liaison needs to be changed to Ex-Officio, MSUIP report needs to read: "Roger Heimbigner reported that there would be no MSUIP meeting until

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Minutes	<p>next week and that there was nothing to report at this time.”  Under Certification, 2<sup>nd</sup> paragraph, last sentence needs to read” Level 3 will be grandfathered into the new program.”  Diane Brook moved the minutes as amended, Jacki Young seconded the motion. Ayes: All</p>
Financial Reports	<p>Teresa Cornell moved approval of presented Balance Sheet and Budget Report showing total revenues as \$92,438.85 and total expenditures as \$61,125.99, Jacki Young seconded. Ayes: all.</p>
President's Report  Policies   Stipends   Audit   Dues	<p>President Preeshl presented the final policies to the board for approval. The board recommended that the By-Laws incorporated in the document be bolded. Executive Director is to do the evaluation of Administrative Assistant. The numbering on page 17 needs to be corrected. Jacki Young moved approval of policies as amended, Teresa Cornell seconded. Ayes: All.</p> <p>After discussion about the various stipends MASBO gives presenters for the Budget Workshops and the New Clerk Workshop. Executive Director recommended that we keep the stipends as they are right now (\$100/presenter for Budget Workshops and \$150/presenter for New Clerk) and ask board for approval if there are exceptions. Stipends are meant as thanks to the presenters. Board recommends that the Executive Director break up the topic areas for the New Clerk Workshop and assign different presenters. The stipend would be intended for the facilitator.</p> <p>The board reviewed audit bids from Galusha, Higgins and Galusha and JCCS and felt both were too expensive. Executive director is to check with Kim Harris, CPA and Helena Clerk or if she is not willing, Danelle Reisch, CPA and Whitefish Clerk to see if they would do a financial review annually. Executive Director was instructed to go back and change the policy on audit on page 18 to read as follows: “The Board shall engage a CPA to annually review the Association’s finances and expenses.”</p> <p>Executive Director Lynda Brannon requested a separate dues category for those cooperatives and consortiums that are not independent entities but are put together for special purchasing or administrative agreements. In order to join the Montana School Unemployment Insurance Program, entities must be members of MTSBA and MASBO. The districts in the cooperative are already members but the cooperative itself must establish membership. The recommended dues for these types of entities were recommended to be \$50. It was decided to keep the Vendor dues at \$100 and Emeritus membership will now be \$10 to cover incidental postage for those retirees that wish to stay within the membership.  Motion for all of the above dues amounts was made by Jacki Young and</p>

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<p>2007 and 2008 Conference Site</p> <p>August Meeting</p>	<p>seconded by Evelyn Mull. Ayes: all.</p> <p>Sandra Lane moved the 2007 Summer Conference be held in Butte at the CoppeKing Inn and the Heritage Inn in Great Falls in 2008. Donnie McVee seconded the motion. Ayes: all.</p> <p>President Kathy Preeshl discussed the possibility of an August meeting as an orientation for the board but after reviewing the financial reports, felt that we could not afford another meeting. Executive Director was directed to try to get the ASBO joint state meeting set up for the beginning of September (8 and 9) and the board could use a day attached to that meeting.</p>
<p>Executive Director Report</p>	<p>Executive Director provided list of activities since the February Board meeting and included documents filed with the Secretary of State for 2006 and a copy of the survey results.</p> <p>Executive Director announced that Anne Stewart from Arlee is the Outstanding Business Official.</p> <p>Only certificate to be awarded at this conference is to Diane Fetterhoff who attained Professional Level 1.</p>
<p>Ex-Officio Report</p> <p>OPI</p> <p>MSUIP</p>	<p>Denise Ulberg reported on the data warehouse, the E-Grant system and other OPI activities.</p> <p>Roger Heimbigner reported on the need for dual membership in MASBO and MTSBA in order to join the MSUIP. He reported that the policies and program agreements have been redone.</p>
<p>Regional Reports</p>	<p>Region 2. Zella Witter reported on getting an MCEL presentation on Risk Management.</p> <p>Region 3. Jacki Young reported on her additional e-mails to the region 3 members regarding getting dues paid and coming to summer conference.</p> <p>Region 4. Sandra Lane also e-mailed her region about involvement in MASBO and MASBO activities and asked for suggestions for workshops.</p> <p>Region 5. Diane Brook reported on the activities of the Payroll committee. All reported on their regional workshops.</p>
<p>Next Meeting</p>	<p>Next meeting will be October 18 at 10:00 a.m. at MCEL in Billings.</p>
<p>Adjournment</p>	<p>President Kathy Preeshl adjourned the meeting at 9:30.</p>

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