

**MASBO Board Meeting
March 29 – 30, 2007
Wingate Inn - Helena**

Present:	Evelyn Mull Teresa Cornell Suzie Zentz Kathy Preeshl Zella Witter Denise Ulberg Elaine Stanhope	Jacki Young Sandra Lane Diane Brook Pam Owen Roger Heimbigner Lynda Brannon
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Meeting called to order at 1:00 p.m. by President Evelyn Mull

Approval or additions to agenda	Only change noted was to add payroll manual logistics under item #5g.
January 2007 minutes.	Risk Management manual item should be titled a Risk Management Reference Guide. Sandra Lane moved approval of the January 2007 minutes as amended, Diane Brook seconded the motion. Ayes: all.
Financial Reports	The amount for the Leadership Conference Budget showed the 2500 in red and it should not be. Teresa Cornell moved approval of financial reports as corrected, Suzie Zentz seconded. Ayes: All
Executive Director Report Toronto Leadership meeting	Executive Director reviewed a several items regarding non-dues revenue learned from the Toronto Leadership meeting. Legislative update was brief as several bills had not made transmittal date. Executive Director addressed the County Supts. at their annual meeting and got suggested input to add to the New Clerk Workshops a portion on professionalism when the clerk learns something that the district does different.
Procurement Card Program	Executive Director reviewed the information from Dr. Ron Everett on the Procurement Card program. Executive Director requested the board seriously consider the program and if needed we could have Ron Everett answer questions from the board at the June meeting. The board liked the information that they had and wished to hear from Dr. Everett at the June meeting. A final decision will be made at the June meeting.
President's Report Risk Management Reference Guide	After final reading of Risk Management Reference Guide, Kathy Preeshl moved and Teresa Cornell seconded approval of the Guide. Ayes: All.

<p>President's Report (cont) MSU-Northern MASBO Degree continuation</p>	<p>Since there was little participation and due to the difficulty of finding instructors, the board discussed dropping the degree program and promote the new certification program and internship. Suzie Zentz moved discontinuation of MSU-Northern associate degree, Teresa Cornell seconded. Ayes: All.</p>
<p>MASBO Mentoring Program</p>	<p>President Mull went over the ideas brought up in the Executive Board meeting regarding the Mentoring Program. The Executive Board felt the program had too many steps so recommended elimination of the Mentoring Committee and the Mentoring coordinators. The new mentoring program would put the responsibility on the Regional Directors to be the coordinators. As the Regional Directors find out about new clerks in their regions and contact them to welcome them to MASBO or invite them to join and get active in MASBO and find out if they would like to be assigned a mentor, they are to notify the President elect of not only who is new but a couple suggestions for area clerks that could possibly mentor the new person. The President will then contact MASBO and OPI for input on the proposed list of possible suggested mentors. Both MASBO and OPI will let the President Elect know if there should be a name reconsidered. This procedure ensures that the process will be kept confidential. The MASBO Executive Board is the new Mentoring committee.</p>
<p>MTSBA/MSGIA new program</p>	<p>Questions were asked about the letter MASBO was to write to MTSBA regarding the feasibility of creating a Property Insurance program. Concern was noted that this appears to be going into competition with another MTSBA endorsed insurance program. The board still wanted the question on the status of the reserve pool asked.</p>
<p>FY 07 Administrative Agreement with MTSBA</p>	<p>After discussion and review of proposed TPA budget developed by MTSBA, the board was in agreement that we explore breaking away and establishing our own 501(c)(3) status. The discussion then moved onto MCEL and that MASBO could offer their own conference as there is not much at MCEL for Clerks.</p> <p>Elaine Stanhope moved that MASBO terminate, give</p>

<p style="text-align: center;">St. Regis Clerk Membership status</p> <p style="text-align: center;">Payroll Manual</p>	<p>notice (60 days as per agreement) and pursue separation from the School Boards Association as per the Third Party Agreement, item #5 and it would be contingent upon the Executive Board exploring the legal ramifications of such action. Zella Witter seconded the motion. Ayes: all.</p> <p>Sandra Lane moved that the Executive Director be given the latitude to obtain a small cash loan for up to \$20,000 to cover year end expenses if needed and to notify the Executive Board of this loan and provide them with copies of all paperwork. Suzie Zentz seconded the motion. Ayes: all</p> <p>The previous clerk of St. Regis was convicted of embezzlement and President Mull wanted to know if we formally revoke the membership. Executive Director explained that there is a new clerk in place and the membership status of the previous clerk would transfer to the new clerk since the school district paid the dues.</p> <p>The payroll manual was accepted and the board wishes it be posted on the website and that the date is on it.</p>
<p>Regional Directors Reports</p> <p style="text-align: center;">Region 1</p> <p style="text-align: center;">Region 2 and 4</p> <p style="text-align: center;">Region 3</p> <p style="text-align: center;">Region 5</p> <p style="text-align: center;">Region 6</p>	<p>Director Pam Owen reported that she was nominated for Vice President.</p> <p>No nominations for Vice President or Region 4 director were offered.</p> <p>Director Jacki Young reported that they had 26 people and no nominations</p> <p>Region 5 nominated Diane Brook to continue as Region 5 director.</p> <p>Director Elaine Stanhope reported that they had a good turnout and good evaluations.</p>
<p>Ex-Officio Reports</p> <p style="text-align: center;">MSUIP Ex-Officio</p>	<p>Roger Heimbigner, Ex-Officio Director for MSUIP stated that he will be resigning as of June 30. He will be announcing his resignation also at the MSUIP meeting coming up so the board will need to appoint another representative to the MSUIP board. This will be placed on the June agenda.</p>

OPI Ex-Officio	Denise Ulberg reported when the OPI Budget/Finance Workshops would be held. Legislative bills were addressed and then Deputy Superintendent Bud Williams joined the meeting and asked for input on some bills regarding elections and absentee ballots.
Summer Conference	
Fees	<p>Sandra Lane moved and Jacki Young seconded the following amounts be charged:</p> <p>New Clerk Workshop \$150 New Clerk Workshop and Conference \$300 Conference member/nonmember \$200/\$225 Daily member/nonmember \$100/\$125 Ayes: All</p>
Vest	<p>Vest samples were provided by Montana Marketing. The vest chosen will be sold to us for 26.15 based upon 100 pieces. MASBO will charge \$30.00 The vest will be pudgy & navy with navy embroidery</p>
Workshops	<p>Add deferred revenue accounting – Mike Waterman Managing the cash flow and coding in you grants – OPI Trustee Report workshop by Noreen Anderson, Suzie Zentz and Linda Walter</p>
New Clerk Workshop	<p>Brief election, coding and claiming, payroll 8:30 – 5:00 on Tuesday and until 11:30 on Wednesday</p>
Green Badge attendees	<p>Board wants 1st time MASBO conference attendees to have a designation on their name badge</p>
Adjournment	Elaine Stanhope moved adjournment.