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# Montana Association of School Business Officials

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## Board of Directors Meeting January 28 & 29, 2008 Wingate Inn, Helena, MT

Present:	Teresa Cornell	Teresa VanBuren	Diane Brook	Lynda Brannon
	Suzie Zentz	Zella Witter	Elaine Stanhope	Robert Bayuk
	Pam Owen	Jacki Young	Denise Ulberg	
	Evelyn Mull	Kim Aarstad	Kathy Preeshl	

	Meeting called to order at 1:05
Approval or changes to agenda	Diane Brook requested to have an issue regarding the Payroll Committee added under "other." Suzie Zentz moved, Zella Witter seconded approval of the agenda with the additional item. Ayes: all.
Claudette Morton	Superintendent of Public Instruction candidate, Claudette Morton asked to address the board regarding critical issues in funding ideas– she considers this a key issue in the coming years of education. MASBO Board members told her several things they would like to see and she took detailed notes. She also requested if anyone come up with additional items to notify her and then gave her e-mail information. Claudette then excused herself.
Approval of October 2007 minutes	Zella Witter moved approval of October 2007 Minutes, Jacki Young Seconded. Ayes: all
Executive Director Report Financial Reports	Financial reports for activity ending January 22, 2008 were reviewed. Jacki Young moved approval, Suzie Zentz seconded. Ayes all.
MCEL Report	Executive Director presented a breakdown of attendees at the 07 MCEL as well as the evaluation responses and told the board we need to increase our attendance at MCEL. Total revenues on MCEL for MASBO will be down since overall conference attendance was down. MASBO had 71 members in attendance.
ASBO Update	The dual membership report from ASBO was presented. Board members have been receiving dues notices from ASBO and wish to be in the 2 dues 1 check program so Montana will get a rebate. Executive Director is to contact ASBO about those who are getting notifications now and want to be in the program.

"MASBO IS DEDICATED TO TRAINING AND SUPPORTING THE PEOPLE RESPONSIBLE FOR BUSINESS OPERATIONS OF MONTANA SCHOOLS. THE GOAL IS TO ENABLE MEMBERS TO MANAGE THE BUSINESS IN ORDER TO SUPPORT EDUCATION FOR MONTANA CHILDREN"

Activities Report Procurement Card	14 districts have actually signed up or at least have all the paperwork in to join. There are 2 districts that have inquired about the program but have not submitted any paper work.
PaySchools update	Executive Director reported that there have been several on line trainings but no formal reports have been received yet. Pat Ricci will be supplying us with this information but we have received nothing to date.
Correspondence	A letter from AJ Micheletti to MTSBA, OPI, SAM, MASBO, and the Yellowstone Co Deputy Attorney asking about the same concerns he had about the usage of district Credit cards and Procurement Cards was presented as well as the response from OPI Attorney, Kathleen Magone,
Proposed Ethics Manual from Certification committee	Manual is not ready so item will be tabled until the March meeting
PMCS Prescription card	<p>Executive Director explained the program to the board. The card is not an “add on” benefit but a free benefit to those who sign up. The usage of the card is to be a stand alone program for Rx coverage for those that may not have any Rx Coverage or have Rx’s that are not covered by existing programs. For each prescription filled using the card, MASBO would receive a donation from PMCS at the end of the year, that comes from the actual drug companies of \$.10-.15. This is a totally free service. The Executive Director then showed the board the on line abilities and also the additional benefit for the Hospital information link (InfoMed). There is a charge to utilize the InfoMed link but did not know exactly how payment of the service worked as far as who pays and how much. There is no rebate program on the InfoMed subscription. Executive Director stressed this is just a member added benefit.</p> <p>Suzie Zentz moved that approved MASBO entering into agreements for both the Rx Card and InfoMed programs. Teresa VanBuren seconded the motion. Ayes: all</p>
MASBO Magazine Proposal	Executive Director passed around a couple magazines that are being published by a company that would like to do an annual magazine for MASBO. There is no cost to MASBO. MASBO provides the information to be printed in the magazine and the company seeks out advertising and makes their money from the advertiser. The company prints, distributes and pays for the postage. The concern was expressed about the possibility of no one reading it. It was decided that if the board wanted to do this, that it be explained at Summer Conference that it is free and there is no cost to the organization Concern was expressed about our vendors advertising in the magazine and as a result, MASBO losing sponsorships for our Summer Conference. It was decided we need to see if doing this is alright with our major vendors by explaining that we are thinking about doing this magazine but don’t want to jeopardize our

	<p>vendor support. The Executive Director is to explore the issue with some of the MASBO vendors. Suzie Zentz will call some of the vendors advertising in the magazine to see how the idea is sold to them and how much did this advertising cost them. Diane Brook moved to table until March. Teresa VanBuren seconded the motion Ayes: all.</p>
Other	<p>Executive Director asked the board for direction on what their wishes were regarding members who pay their dues late. It was decided MASBO put on dues notification that if the member is certified that they will be dropped out of the program if not paid. A \$5 per month late fee charge will be assessed for non-payment of dues. Zella Witter moved MASBO send bills out 5/1 of each year with the note that it is due 7/1 and if not in by 7/1 then add a late assessment of \$5 per month. Kim Aarstad seconded the motion. Ayes: 9. Nay: Elaine Stanhope</p>
President's Report	
Policy and Bylaws committee	<p>Policy and bylaws committee met and recommended their changes. She wants to address the changes later in the meeting. We will have a copy of the proposed bylaws to vote on in March.</p>
501(c)(3)	<p>Information for the Foundation Group is still being put together for submission.</p>
Cert Test Opportunity	<p>President Teresa Cornell would like to make a special time for board members to take the certification test as they do not have time during a conference. It was decided Zella Witter would administer the test Thursday morning, March 6 during the executive board meeting. Board members are to notify the Executive Director if they are interested.</p>
Gambling Issues in Schools	<p>Gene Huntington, Gambling Control, sent out a memo that caused some confusion and brought up more questions. Teresa Cornell requested, and Mr. Huntington agreed, to write a newsletter article for further clarification. His information should be included in the student activity manual.</p>
Budget Workshops	<p>Gwyn Andersen has agreed to do Budget Workshops again. She will set time place and date.</p>
Other	<p>The Mentoring Program was addressed and it appears to be working pretty well. The process for the Regional director is outlined in the Policy and Procedures manual.</p>
Regional Director s Report	
Region 1	<p>Teresa VanBuren: The regional workshop is March 31 at the KMON Inn in Missoula.</p>
Region 2	<p>Zella Witter and Kim Aarstad will be having their meeting together March 5 at Wingate in Helena. Items to be covered will be transportation, elections, 403 (b) plans, procurement cards, PaySchools program and Impact Aid.</p>

Region 3	Jacki Young reported that the workshop will be March 26 or 27 in Sidney . She is waiting to hear from presenters about which date will work best.
Region 4	With Region 2
Region 5	Diane Brook reported the meeting will be April 2 at MSU-Billings on the Downtown campus. She will have a tech director doing a workshop on archiving e-mail then will have Round table sessions on 403 (b), GASB 43, 45 and 47 and other post-employment benefits.
Region 6	Elaine Stanhope reported the same information as Region 3. Region 3 and 6 will be back-to-back to make it easier on presenters. Region 6 will have their meeting in Miles City.
Ex-Officio – OPI	Denise Ulberg reported they have hired new staff: Janell Greybill will replace Bonnie Maze and Adam Anfinson will take Mike Waterman’s position. Denise met with Alan Miller from the Secretary of States’ office on the Election handbook and they updated the election calendar. OPI will be helping Gwyn with the budget workshops.
Ex-Officio – MSUIP	Kathy Preeshl stated they have not met since the October meeting, nor have any reports been received. The next meeting for MSUIP is to be March 7 & 8.
Summer Conference	The 2008 conference will have a Rock and Roll theme. The board came up with possible ideas for workshops and a basic timeline of the conference and for the activities of the conference. It was decided to keep the prices the same as last year including membership dues/prices. Silent Auction recipient will be Nicole Beyer from Sidney.
Other – Payroll committee	Diane Brook cannot continue on the Payroll committee due to time restrictions so the President needs to appoint someone new to serve – Donnie McVee was interested at one time...Suzie Zentz and Denise Heimbigner are also on the committee. Now that the committee has completed a manual, it would still take time to keep it current and would require an ongoing commitment so it would not become outdated.
Policies	Policies will be fixed then reviewed in March. Executive Director stated there have been problems with changing the numbers then the computer changing it again. Ship to Kathy Preeshl and she will get numbering finished.
Adjourn – 11:15	Suzie Zentz moved and Diane Brook seconded adjournment.