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# Montana Association of School Business Officials

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## Board of Directors Meeting

### March 6-7, 2008

### Wingate Inn, Helena

Present:

Teresa Cornell

Suzie Zentz

Evelyn Mull

Teresa VanBuren

Zella Witter

Jacki Young

Kim Aarstad

Diane Brook

Denise Ulberg

Kathy Preeshl

Lynda Brannon

Robert Bayuk (7<sup>th</sup>)

Excused:

Pam Owen

Elaine Stanhope

<b>Call meeting to Order</b>	President Teresa Cornell called the meeting to order at 1:05
<b>Approval or changes to Agenda</b>	Evelyn Mull moved and Diane Brook 2 <sup>nd</sup> . Ayes: All
<b>Approval of January 2008 minutes</b>	Suzie Zentz moved, Zella Witter seconded. Ayes: all.
<b>Executive Director Report</b> Financial Reports	Executive Director presented the financial reports ending 3/2/08 and after questions decided the board travel is not correct. Executive Director will get amended report out electronically.
ASBO Update	ASBO Conference will be held in Denver and all conference attendees will be able to stay in 1 hotel so no state room blocks will be necessary. ASBO is implementing new rules for receptions and will be changing their relationships with some of the vendors.
Activities Report	The Board was informed of the many meetings and activities since the last board meeting.

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Procurement Card update	Six schools are using the procurement card and several more have their paper in but not approved yet.
PaySchools Program update	PaySchools has 4 different districts with Billings having an account for each middle and highschool.
Proposed Ethics Manual from Certification Committee	Executive Director requested this be tabled until the June meeting. There will be a draft to the board members around May 1.
PMCS Rx Program	The board was told of the organizational cost to offer the InfoMED program to our members. Evelyn Mull moved that we not use the InfoMED if there is a fee, Diane Brook seconded the motion. Ayes: all.
MASBO Magazine proposal	The Executive Director only contacted one vendor and the vendor felt he probably would not support the summer conference as much if he also paid to have an ad in the MASBO Magazine. President Elect, Suzie Zentz received only 1 response and that vendor thought it was worthwhile. The board felt this was a low priority for MASBO at this point. After discussion, it was decided that there is no time to do it. Jacki Young moved that MASBO not go with the magazine proposal at this time. Teresa VanBuren seconded the motion. Ayes: all.
<b>Presidents Report</b>	
501(c)(3) status	Executive Director reported that all information is now filed with the Foundation group for the 501(c)(3) status
Policy and Bylaws manual	Zella Witter moved that the manual be titled Policies and Procedures, Teresa VanBuren seconded. Ayes: all.  Zella Witter moved the approval of the final reading of the Policies and Procedures with corrections. Suzie Zentz seconded the

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<p>Bylaw changes to be voted on in June</p>	<p>motion. Ayes: all.</p> <p>Bylaws changed do not need to be ratified by member election as all are clerical or clarification and do not need to be voted on by the membership. Zella Witter moved the motion and Kim Aarstad seconded. Ayes: all</p>
<p>Director terms clarification</p>	<p>With the change of the fiscal year and the resignation of Gary Craft mid year, the terms have gotten off schedule. The bylaws state that 2 directors are elected each year. The Executive Board reviewed the director terms and have clarified the 3 year terms to be :</p> <p>Region 1 serves 08-09, 09-10 and 10-11  Region 2 serves 09-10, 10-11 and 11-12  Region 3 serves 09-10, 10-11 and 11-12  Region 4 serves 10-11, 11-12 and 12-13  Region 5 serves 10-11, 11-12 and 12-13  Region 6 serves 08-09, 09-10 and 10-11</p>
<p>Other</p>	<p>President Cornell also announced that the Executive Board nominates Elaine Stanhope for Vice President.</p> <p>Executive board will be working on budget and will brought before board in June,</p> <p>Internal controls issues need to be included in Certification testing. Executive Director is to put together an Internal Controls committee and Denise Ulberg and Rebecca Phillips, and/or Steve Johnson could review what the committee has done. Jacki Young stated she would like to see it also for smaller districts. Diane Brook moved the above process and Zella Witter seconded motion. Ayes: all.</p> <p>Add the Internal Controls Committee to the Policy and Procedures manual. Ayes: all.  The Board suggestion for an additional</p>

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<p>Presentation and Workshop Ideas</p> <p>Shirt</p> <p>Cost of conference</p>	<p>The board completed the workshop slate and preliminary agenda.</p> <p>The Board met with Montana Marketing the previous evening and approved fleece sweaters that can be ordered in different colors by the membership. The MASBO logo will be sewn on each jacket in matching thread.</p> <p>The costs of the conference are to be the same as last year with the exception of the semiformal dinner offered on Thursday night. A fee can be assessed to help defray some of the meal costs and to have a better number of participants</p>
<p>MCEL</p>	<p>For the GASB SAS 112 requirement, maybe MASBO could have a full day course for clerks to get an audit requirement certificate that would teach how to read the financial reports done by the auditor. The outcome would be a certificate for taking course and for them to present to their auditor.</p>
<p>Adjourn</p>	<p>Teresa VanBuren moved adjournment.</p>

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