



Established since 1968

Montana Association of School Business Officials

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Present:	Suzie Zentz	Jacki Young	Absent:	Kathy Preeshl
	Pam Owen	Kim Aarstad		Denise Ulberg 3/26/09
	Mike Waterman	Diane Brook		
	Teresa Cornell	Lora Tauck		
	Teresa VanBuren	Denise Ulberg 3/27/09		
	Zella Witter	Robert Bayuk		
		Lynda Brannon		

Agenda	No changes or additions to the agenda
Minutes	Zella Witter moved approval of January 2009 Minutes, Teresa Cornell seconded. Ayes: all.
Financial Reports	Teresa Cornell moved approval of the financial reports, Lora Tauck seconded. No discussion. Ayes: all.
Executive Director Report Leadership meeting	Executive Director reported on the ASBO Leadership Conference and shared with the board the future dates of the Affiliate Executive Director Group annual meetings that take place each summer. The meeting is to be the Friday and Saturday after Fathers Day.
MASBO programs	Executive Director also reported on the current state Legislative session, the Recovery (Stimulus) money, the Procurement Card report, No report for PaySchools, and the health discount program.
Outstanding Business Official	Nominations are coming in due April 15
Web Page	The Web page was reviewed and the board had many additional items that they suggested be added.
President Report	
a. Contracts— Executive Director & Administrative Assistant	President Suzie Zentz stated the executive board will be working on the contracts and will get board approvals by e-mail.
b. Job descriptions— Executive Director & Administrative Assistant	Job Descriptions and Evaluation forms will be completed when the contracts are finalized.

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<p>c. Evaluation forms—Executive Director & Administrative Assistant</p>	<p>c. see previous page.</p>
<p>Regional Director Reports</p> <p>Region 1</p> <p>Region 2 and 4</p> <p>Region 3</p> <p>Region 5</p> <p>Region 6</p>	<p>Teresa VanBuren reported that their meeting had 35 people in attendance. Nomination for Region One director came from Sara Vaughn, who nominated Teresa VanBuren for regional director.</p> <p>Region 2 and 4 had a joint meeting yesterday. Zella Witter will be starting a “highline” clerk group meeting occasionally. Executive Director reported that Fergus County Clerks and Twin Bridges area group get recertification credits if attendance certificate is given out by the chair. Kim Aarstad (Region 4) reported that they had a sponsored lunch for everyone. There were 34 people registered but only 27 showed due to weather. Teresa Cornell nominated Zella Witter for Region 2 director. No nominations were made for Vice President.</p> <p>Jacki Young reported that she had 18 attendees and they too had an ice storm. Adam Anfinson did a great presentation on pivot tables. Frank Loehding from Mt Co-op did a workshop and did a question answer session. Then MUST on HSA’s. Lori Toews nominated Jacki Young for Region 3 director.</p> <p>The workshop will be held March 31. They are having a presentation on google research by Becky Berg (Canyon Creek parent- good presenter) Legislative update etc. Mary Ann Parks from Grass Range will be retiring before the end of the Fiscal Year.</p> <p>Lora Tauck reported that they had same format as region 3 with Adam in morning on election updates and pivot tables. Then had luncheon for Elaine Stanhope and Marge Grebel. Fay Dear could not attend. Had 26 at luncheon. Had about 20 registrants. Bob Martelle did afternoon on what will help you in your job. She said he did a great job. Cathy Kalmbach nominated Lora for Regional Director.</p>
<p>Ex-officio Reports</p> <p>MSUIP</p> <p>Office of Public Instruction</p>	<p>No ex-officio’s were present however Lora Tauck sits on the MSUIP board and was able to give report for MSUIP. Next month they will be having a board meeting regarding the extension of the unemployment benefits.</p> <p>3/27/09 Denise Ulberg reported on some of the legislation and webinars on ARRA on OPI Website. DEQ will be distributing</p>

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	grants for Greener Busses. There will have to be district matching funds for this money.
Summer Conference	In addition to the workshops and breakout sessions noted the board decided:
Theme	<p>Black microfiber vest w/grey lettering offer 39 (under 40) to Montana Marketing Vote 7 ayes 3 nays. If the vest is not available at our price then go for the \$25 jacket with gray lettering.</p> <p>Thursday night Fake Bon fire - tailgate party Roast hot dogs and polish dogs and marshmallows. See about an actual bon fires or fire pits Dress up in old school spirit clothes, Make sure of indoor plan for rain. If outside tell folks to bring lawn chairs Board Meeting ---- on Tuesday night Move golf and walk to Wednesday. Contingent to when I can get a golf course. Ayes: all.</p> <p>Speaker –Teresa Cornell moved to hire Christine Cashen for speaker, Jacki Young seconded. Ayes: all.</p> <p>Board is to bring school banners and work session after board meeting to put up for whole conference.</p> <p>It was agreed to have lunch on Friday.</p> <p>Jacki Young moved fees the same as last year, Mike Waterman seconded. Ayes: all.</p>
Other	2010 sites for the Summer Conference are extremely limited. Executive Director is given the latitude to find out about more dates and places for 10 summer conference and to book whatever looked the best. The board again mentioned the Grouse Mountain Lodge in Whitefish.
Construction Workshop	There was discussion about a possible Construction workshop and whether or not one is needed with all the stimulus money this year. The board agreed that if possible, MASBO should put one on. Dates and location will be up to the Executive Director.
Tammy Tulberg letter	Tammy Tulberg as the chair of the Ethics and Internal Controls Committee wrote a letter requesting that they would like to add the

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Other	<p>applicable internal controls to each manual. After discussion, the board agreed that they want separate Internal Controls manual.</p> <p>Procurement card rebate – hand out at summer conference. Find out when they calculate them. Zella Witter suggested 1-5% rebates Executive Director will get the information and let them know at summer conference.</p>
Adjourn	Meeting adjourned at 11:35.

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