

KASBO BOARD OF DIRECTORS MEETING MINUTES  
THURSDAY, JANUARY 13, 2011  
TOPEKA CAPITOL PLAZA  
TOPEKA, KS

The KASBO Board of Directors held a regular meeting on Thursday, January 13, 2011, at 4:00 PM at the Topeka Capitol Plaza, Topeka, KS. Officers present were: President, Bruce Stiles; President-elect, J.K. Campbell; Vice President, Jim Freeman; Treasurer, Sandra Bainter, and Executive Director, Karen Schadel. Directors present were: Diane Ney, Rod Spangler, Daniella Hollas, Doug Schwinn (4:40). Present also was Jill Wahl, Board of Director's appointee. Directors absent were: Past-President, Norm Wilks; and members Lisa Peters, Diana Bredehoft and Vicki Bradley.

Call to Order:

President Bruce Stiles called the meeting to order at 4:35 PM.

Approval of Minutes:

President Bruce Stiles presented the minutes from the November 2010 meeting and asked for approval of the minutes. Diane Ney moved to approve the minutes. Sandra Bainter seconded. Carried unanimously. It was noted the June 2010 minutes were not approved at the November meeting. It was agreed to bring a corrected copy of the June minutes to the next meeting for approval.

Board Vacancy:

President Bruce Stiles asked Directors to consider appointing Jill Wahl to the Board of Directors to fill the position vacated by Jan Wohletz. Mr. Stiles provided the Directors with information about Ms. Wahl's professional background, as follows:

Jill started with USD 507, Satanta, in January 2010 as the Board Clerk/Business Manager. She and her husband returned to her hometown of Satanta in the summer of 2008 to raise their children. Prior to this move, Jill worked in public and corporate accounting in the Kansas City area as a Certified Internal Auditor and Forensic Auditor. Her current role with USD 507 includes secretary for the Superintendent, payroll and benefits administration, business manager, purchasing agent, and board clerk. She is also responsible for State reporting and the annual budget. Jill is a graduate of Kansas State University in Business Administration.

Jim Freeman moved to approve Jill Wahl's appointment to the KASBO Board of Directors to fill the vacated position. Daniella Hollis second. Carried unanimously.

REPORTS

Treasurer's Report:

Treasurer, Sandra Bainter, presented the Treasurer's report for the month ending December 31, 2010. Included in this report was account balances as of 12/31/2010, the banking summary for December 2010, Register report for December 2010, and an income/expense comparison by category from 1/1/2009 through 12/31/2010 (cash basis). She also indicated all the 1099s were mailed as required by law. Sandra also brought her concern before the Director's about the people who did not receive free registrations for the Fall workshop because they were not in attendance. She asked what follow-up should be done to make sure the two people who received free registrations to the workshop and the two people who received free registrations to the convention were contacted and knew they were allowed to attend for free. Karen Schadel said she would contact convention members receiving the free registrations and remind them it would be paid by KASBO. Directors also decided to allow the two members who did not attend the Fall workshop a \$50.00 reduction on convention registration. Sandra said she had received the invoices for the convention speaker and would pay the first half of cost of the speaker, totaling \$2,500.00. Bruce indicated his appreciation for the 2 year comparison on financials provided by Sandra. It showed the benefit of vendor and sponsor fees changes as recommended and approved the previous year. J.K. Campbell moved to approve the Treasurer's report as presented. Jim Freeman seconded. Motion carried unanimously.

Convention Committee Report:

President Bruce Stiles reported on Convention Committee work. Much of the committee's work would be completed the following day. Issues to discuss would include determining registration fees, theme, vendor trade

show, evening entertainment, meals, etc. Rod Spangler the golf event would be held at Cypress Ridge Golf Course. Fees for the golf event would be determined within the next two weeks. Rod will work with vendors and indicated he had office support to help with organization of this event.

#### Professional Development Committee

J.K. Campbell reported the professional development committee was scheduled to meet on Friday, January 14, 2011, to develop tracks and sessions for the convention. PDC members received an advance organizer to develop a list of potential sessions to bring to the meeting. KASBO will contract with Harry Pauls, the Fish Guy, to provide the keynote speech at the convention. Big Speak, Inc., serves as the agent for Harry Pauls and Karen had received and returned the contract for his services. Total amount of speaker fees is \$5,700.00.

### BUSINESS

#### Convention Registration Fees:

Bruce indicated he was recommending registration fees of \$135.00 for the convention. He reviewed projected convention costs. Directors discussed various costs of the convention, including meals, vendor booths, speaker, entertainment, freebees, printing, and supplies. The committee also reviewed prior year convention registration fees. Doug Schwinn suggested we try to keep registration costs the same as last year at \$100.00/registrant. Rod Spangler said he had received several comments from members asking if registration would stay the same. Directors also discussed the need to better publicize the convention and get information out to Superintendents and user-groups much earlier. Karen indicated she would visit with Perry McCabe about on-line registration. Doug Schwinn made a motion to keep convention registration at \$100.00/registrant. Jim Freeman seconded. Carried unanimously.

#### Vendor Sponsorships and Trade Show Fees:

President Bruce Stiles presented vendor sponsorship and trade show fees. Fees were established last year and proved to advantageous to KASBO. Corporate sponsorship levels presented were Platinum at \$2500.00, Gold at \$1500.00, and Convention Sponsor at \$600.00. Diane Ney moved to approve the fees as presented. Sandra Bainter seconded. Motion carried unanimously.

#### On-line Registration/Fee Payment

Doug Schwinn presented cost as provided by RevTrak, Inc., for eRegistration/ePayment services. RevTrak will provide service for 3.49% flat fee, to include monthly, transaction, support, training, hosting, marketing assistance, and maintenance. Card companies charge a standard merchant account rate at 3.99%. RevTrak suggested charging a convenience fee of \$2.99/\$100.00 for use of ePayment services. It was suggested KASBO charge a convenience fee for vendors and districts who wanted to use the ePayment service. Doug reported RevTrak could be set up for Karen and Sandra to access reports and they would receive an e-mail each time someone paid using ePayment/RevTrak services. RevTrak would also have a logo on the KASBO website allowing vendors access to the ePayment process. Directors discussed the possibility of providing RevTrack a free booth at KASBO Convention if they would not charge the association a fee for services. Doug Schwinn will discuss this with RevTrack representative, Mark Gebhard. J.K. made a motion to contract with RevTrak for online registration services. Jim Freeman seconded. Carried unanimously.

#### KASBO Scholarship Program

Jim Freeman and Doug Schwinn presented a proposal to implement a scholarship program to assist in recruiting/retaining KASBO membership, increase participation in KASBO professional development activities, and increase/expand KASBO's general exposure to school business employees throughout the state. The scholarship program would follow ASBO's example of using corporate sponsors to assist in the funding. The proposal presented suggested \$5000/year funding on a 50/50 basis, where the corporate vendor would pay for ½ of the amount and KASBO would pay the other ½. Ten scholarships would be awarded through application and committee selection prior to the convention. Scholarship recipients would be required to attend the convention. Scholarship recipients and corporate vendor would be formally recognized at the convention. KASBO would offer American Fidelity the opportunity to participate as they were partners in the development of the scholarship proposal. If no vendor is willing to participate, KASBO will award five (5) scholarships in the amount of \$500.00/person. The scholarship committee would be 3 – 5 members appointed by the Board, to include at least one member of the membership committee, and a vendor representative of the company sponsoring the scholarships. Scholarship application information was also presented to the Directors. Sandra Bainter moved to approve the scholarship program as presented with American Fidelity as corporate sponsor partner. Daniella Hollas seconded. Carried unanimously.

The motion was followed by appointment of a Scholarship Committee to include Rod Spangler, American Fidelity/Corporate Sponsor representative, Jim Freeman, membership committee member, Doug Schwinn, and Jill Wahl. J.K. Campbell moved to approve committee. Diane Ney seconded. Motion carried as presented.

#### KanSPRA Collaboration

Jim Freeman presented information about the value of communication and collaboration with KanSPRA (Kansas School Public Relations Association). KanSPRA members indicated they would be willing to provide 5 workshop sessions at the convention if they would be allowed to attend convention at KASBO member convention rates. KanSPRA presented sessions at the Fall workshop which were considered highly successful and beneficial to the KASBO membership. Doug Schwinn moved to offer KanSPRA members the opportunity to attend KASBO convention at KASBO member rates (KanSPRA members would not be required to pay KASBO dues). Sandra seconded. Carried unanimously.

#### Other Items:

President Bruce Stiles told Directors the audit report would be given during the business meeting at the KASBO convention. He also suggested we discuss the USA/KASBO relationship at the next Board of Director's meeting.

Vice President, Jim Freeman, presented information to the Director's about the recommendations from KASB's Committee on Funding. KASB established a Committee on Funding Education last fall. The committee developed ten recommendations that were adopted by their Delegate Assembly. These recommendations were given to Governor Brownback. Jim proposed (1) the KASBO Board of Directors vote to endorse KASB's recommendations, and (2) draft a letter from KASBO to be written to the Governor stating KASBO support of KASB's position with an offer of assistance from KASBO in studying any changes to the school finance formula in the coming months or next year. Discussion followed by KASBO Directors. President Bruce Stiles suggested we take the recommendation to the convention business meeting and ask for approval from KASBO membership to endorse the resolution. After discussion of the fact that some school district did not support the KASB resolution as written, it was suggested the KASBO remain less political but offer services to governor and legislators as they study school finance formulas. J.K. Campbell made a motion to authorize Jim Freeman to write a letter to the Governor requesting opportunity for KASBO to provide expertise in addressing school funding issues. Doug Schwinn seconded. Motion carried unanimously.

Sandra Bainter asked if it would be possible to get information to Directors about which members would be going off the Board of Directors and/or other committees prior to the convention.

President Bruce Stiles adjourned the meeting at 7:06 PM.

Next meeting is scheduled for Tuesday, April 12<sup>th</sup>, prior to convention.

T.K. Campbell

Recorded minutes in absence of secretary Vicki Bradley

Minutes approved 4-12-11.