**Version 1 – In my files**

**Kansas Association of School Business Officials (KASBO)**

**Board of Directors Meeting – 19 July 2021**

**Zoom Application Courtesy of Merle, John, and Olathe Schools**

**Present: Merle Hastert, Clint Schutte, Matt Morford, Rob Balsters, Michael Speer, Eric Hansen, Jason Gillam, Julie Stucky, Debbie Walburn, Tracey Moerer, Lori Campbell, Jimmy Hay, John Hutchison**

1. Call to Order -

Merle Hastert called the meeting to order at 1:32 am.

1. Approve Minutes of March 3 & April 28, 2021 meetings – Gillam with the motion to approve the March 3, 2021 minutes as presented, Schutte second. Motion carried unanimously. Schutte with a motion the board approve the minutes of the April 28, 2021 meeting. Hansen second. Motion carried unanimously.
2. Approve February-May Financial Statements/Treasurer Report – Item tabled for further action to include June Financial Statements/Treasurer Report at the annual business meeting.
3. KASBO ACE -

Balsters and Hastert updated the board on the renovation progress of the Marriott. Depending any health concerns/restrictions, the Marriott may have to limit the number of conference attendees. The board will need to be ready to make changes to the event if necessary.

1. Event Assignments -

Reviewed the list presented by Hastert. Gillam volunteered to help with the social media.

1. Professional Development –

Moerer discussed the possible need of virtual options for presenters. The number of breakout sessions may need to be reduced depending on attendance.

1. ACE Program Book/Big Checks/Other

Hastert is finishing the program book. All signage and checks are ready.

1. Overland Park Marriott Update

The Marriott expects to have the renovations nearly complete by the start of the conference. The lobby and bar area may still be under construction. Renovations on sleeping rooms and meeting rooms are expected to be completed.

1. Marriott Meal Spreadsheet

Balsters shared meal plans and snack break options. Discussion held.

John Hutchison joined the meeting at 2:13 pm.

1. & 11. Distinguished Service Award 2021/New Officers & Directors for 2022 -

Hansen will contact past-presidents to form the committee. The committee will likely meet via Zoom platform.

1. 2021 Karen Schadel ASBO Scholarship Award

Hastert presented options for awarding the scholarship this year.

1. Headshot/Shirt size

All officers and directors are to forward a picture and shirt size to Hastert.

1. Vendor Updates

No vendor representatives present at the meeting to provide updates.

1. ASBO – Distinguished Guests

Hutchison reported that at least 7 distinguished guests will visit the Kansas ACE. The board and the guests will attend a dinner Tuesday evening.

1. ASBO -Vote for John

Discussion held. KASBO members are encouraged to cast their vote.

1. ASBO ACE – Oct 13-16, 2021 Milwaukee, WI

Attendance encouraged.

1. Board Strategic/Operational Discussion

The board will meet August 31st from 10:00 am-2:00 pm. Hastert will draft an agenda.

1. Other Business

Discussion held – Matrix of Travel Reimbursement guidelines. Updates will be presented at the September business meeting.

Hastert adjourned the meeting at 3:04 pm.

Lori Campbell, KASBO Secretary

**Version 2 – attached to Tracey’s email of November 11, 2021**

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1. KASBO ACE – August 31-September 3, 2021/Overland Park Marriott Update
2. The board will meet Tuesday evening for a meeting and stuff packets.
3. Golf/Bowling will be held on Wednesday morning followed by the software vendor presentations and new attendee orientation.
4. Early release Friday – 11:30 am – box lunch offering
5. Remodel of the hotel is set to begin May 1 and finish by September 1. The vendor showcase may need to be different due to possible restrictions/regulations. An open environment vs. booth may need to be explored.
6. Electronic documents for packets was discussed – use the app.

Morford left the meeting at 10:15 am.

1. ASBO – Distinguished Guests to Visit Kansas

Hutchison will invite dignitaries to visit the conference – possibly up to 10. Hotel rooms and Tuesday evening dinner will need to be decided. Discussion held on encouraging KASBO members to attend ASBO Convention or to increase membership to ASBO. Ideas included scholarships or a boot at the ACE.

Avey left the meeting at 10:28 am.

1. KASBO Membership Dues Report – Next renewal date for dues?

For this year only, move renewal date to August 1, 2021. Return to normal structure renewing on March 1, 2022. By-laws need to be reviewed regarding the fees and dues structure.

1. Strategic/Operational Discussion
2. Currently the board is heavily focused on the operational side during meetings.
3. Set aside time each meeting to discuss the strategic side.
4. By-laws and Policies need to be reviewed
5. Sub-groups were discussed.
6. What is expected of a Director year 1-3? On-boarding new directors.
7. Updating website – Spangler will reach out to Gabbart.
8. Strategic Plan – top focus
9. Variations in conferences.
10. Executive Director Evaluation/Directors & Officers Evaluation
11. Possible self-evaluation for Directors/Officers. Possibly membership should evaluate.
12. Hutchison has a new evaluation instrument. He will bring examples to an upcoming meeting.
13. Update by-laws to include the processes and forms for evaluations.

Hastert adjourned the meeting at 10:51 am.

Upcoming board and committee meeting dates and locations:

* August 31 – September 3, 2021 – Overland Park Marriott – KASBO ACE

Lori Campbell, KASBO Secretary