**WASBO, INC. BOARD OF DIRECTORS MEETING
Wednesday, December 14, 2016 – 9:30 AM**
**School District of Hartford Jt #1
402 W Sumner St., Hartford, WI 53027**

**WASBO Vision:** *To be the most influential Wisconsin organization for state and national school business management and leadership.*

**WASBO Mission:** *To provide professional development, to foster a network of support and to advocate for funding that ensures outstanding educational opportunities for all children in Wisconsin.*

**AGENDA**

1. Introductions
2. Call to Order

III. Discussion and Action Items - 90 minutes (9:30-11AM) - Pat

1. Strategic Planning – 65 minutes
1. Policy Governance/Succession Planning – Leadership Team *- Pat*
2. [Succession Planning Notes](http://www.wasbo.com/images/wasbo/documents/1/board/2016.06.08SucPlanRecap.pdf)

b. [Executive Director Job Description (current)](http://www.wasbo.com/images/wasbo/documents/1/board/2016.06.08ExecutiveDirectorJobDescription.doc)

c. [Executive Director Job Description (future rough draft)](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.ExecutiveDirectorJobDescription.doc)
c. Observations

d. Financial impact

e. [Process (Road Map)](http://www.wasbo.com/images/wasbo/documents/1/board/SuccessionPlanningRoadMap.docx)

 2. Monitoring Reports

1. Executive Director Monitoring Reports
i. [SMART Goals pertaining to 2016-17 Strategic Plan](http://www.wasbo.com/images/wasbo/documents/1/board/2016.09.014SmartGoals.pdf)

[ii. EL 2.3 Treatment of Staff and 2.7 Compensation and Benefits](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.14MonitoringReportInc2.3and2.7.docx)

1. [Board Monitoring Reports](http://www.wasbo.com/images/wasbo/documents/1/board/2016.09.14BoardMonitoringReport.docx) – [Board Policy Governance](http://www.wasbo.com/images/wasbo/documents/1/board/2016.04.13BoardGovPolIncSucPlan.pdf)
i. Treasurer’s Report
ii. Board Committees
 1. Nominating – [GP 4.10 Board Committee Principals and Structure](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.14BoardMonitoringReportInc.docx)
 2. Leadership Team
 a. [Service Affiliate Appointment](http://www.wasbo.com/images/wasbo/documents/1/board/WASBOSABoardApptApp-Spring2017.docx)

 B. Board Business – 25 minutes

 1. [ASBO Executive Leadership Forum](http://www.wasbo.com/images/wasbo/documents/1/board/2016.09.14ASBOELFOverview.docx) – Feb 16-18, 2017 – Miami – Biscayne Bay

 2. 2017-18 Preliminary Budgets, Dues and Fees – Woody Wiedenhoeft and Tina Hafeman- 40 minutes

 a. [Activity History/Monitoring Report](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_History_2016.12.xlsx)

 b. [Executive Summary Staff Compensation Model April 2014](http://www.wasbo.com/images/wasbo/documents/1/board/2014.12.11_Exec_Summary_Staff_Compensation_Model_April_2014.docx)
c. Catch up Five Year Plan Spreadsheet
d. [Approve 2016-17 Adjusted Budget](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.05_Draft_Budget_Inc_2017-18.xlsx)

 e. [2017-18 Preliminary Inc Budget](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.05_Draft_Budget_Inc_2017-18.xlsx)
i. [WASBO Inc](http://www.wasbo.com/images/wasbo/documents/1/board/2015.12.16_Draft_Budget_Inc_2016-17.xlsx)
[ii. Fee schedule](http://www.wasbo.com/images/wasbo/documents/1/board/Draft2017-18FeesIncandFoundation.xlsx)

 iii. [2017-18 Membership Dues](http://www.wasbo.com/images/wasbo/documents/1/board/2015.12.16_Fees_for_Inc_and_Foundation.xlsx)

IV. Information, Reports & Communications — 65 minutes (11-12:05 PM)

*Forward specific questions of certain individuals to Woody who will ask that they be incorporated in their reports.*

 A. External Sources – 40 minutes

 1. DPI Report, Bob Soldner – 15 minutes

 2. SAA Legislative Report, John Forester – 15 minutes (11am)

 3. ASBO Report, Bob Avery and Woody Wiedenhoeft – 5 minutes
 4. Communications, Woody Wiedenhoeft – 5 minutes

 B. Internal Sources – 25 minutes

 1. Staff report, Woody Wiedenhoeft – 20 minutes

 a. WASBO Office Staff

 b. Committee Reports

 c. Regional Reports, Woody Wiedenhoeft and Board members – 5 minutes

 2. Communications back out to Constituent Groups – 5 minutes

 a. “Board Briefs” post-meeting e-mail to all members

 b. [Talking Points (more in depth) for regionals, and other groups.](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12_RegionalTalkingPoints.docx)

V. Consent Agenda – 5 minutes (12:05-12:10 PM)

A. [Approval of September 14, 2016 Board of Director Meeting Minutes](http://www.wasbo.com/images/wasbo/documents/1/board/2016.09.14_Minutes_Inc.docx)

B. [File New Members (Sept 1 – Dec 1, 2016)](http://www.wasbo.com/images/wasbo/documents/1/board/NewMembers_OctNov16.pdf)

C. Treasurer’s Report

1. Receive and File Financial Reports

a. [2016-17 YTD Profit and Loss – Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/2016.09INC_Fin_for_June30_2016.pdf)

 D. Communications

1. [Kathy Guralski Thank You](http://www.wasbo.com/images/wasbo/documents/1/board/Guralski_ThankYou.pdf)
2. [Patty Sprang Thank You](http://www.wasbo.com/images/wasbo/documents/1/board/Sprang_ThankYou.pdf)

VI. Next Steps/Assignments/Future Agenda Items – 10 minutes (12:10-12:20 PM)

 B. [Future Meetings Schedule and Agenda Topics](http://www.wasbo.com/images/wasbo/documents/1/board/2016.17WASBO_Board_Meetings.docx) – 5 minutes

1. February 8, 2017 - Onalaska

a. Final Budget Approval

b. Select award recipients
c. Monitoring Reports
d. Service Affiliate appointment discussion

e. Succession Planning

f. Mentorship Program

g. Executive Director Activities with Time

2. April 5, 2017 - Manitowoc

a. Strategic Planning

b. Board Self-Evaluation Results
 c. Monitoring Reports

3. June 7, 2017, Madison

a. New Board Member/Officer Orientation on June 2017, afternoon/dinner

b. Incoming and Outgoing Board Meet Together

 c. Committee Chair & Board Liaison Appointments *(President-Elect)*

d. Executive Director Contract
e. Succession Planning Survey Results
f. Monitoring Reports

VI. Meeting Evaluation – 5 minutes (12:20-12:25 PM)

Please contact the WASBO office if you cannot attend or would like to attend by conference call.