**WASBO, INC. BOARD OF DIRECTORS MEETING
Wednesday, February 8, 2017 – 9:30 AM**
**Onalaska High School
700 Hilltopper Place
Onalaska, WI 54650**

**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 – 30 minutes
1. Policy Governance/Succession Planning – Leadership Team *–* Pat – 20 minutes
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 with time commitment (future rough draft)](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.ExecutiveDirectorJobDescription.doc)
d. Observations pertaining to new job description

e. Financial impact – 3 year projection with salary and benefits – [Foundation Budget](http://www.wasbo.com/images/wasbo/documents/1/board/12.05.16Draft_Budget_Foundation_2017-18_3yrproj.xlsx) – [Inc Budget](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.05_Draft_Budget_Inc_2017-18_3yrproj.xlsx)

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

 2. Monitoring Reports

1. Executive Director Monitoring Reports
i. [EL 2.14 Global Executive Constraint (SMART Goals – 2.1 and 2.2)](http://www.wasbo.com/images/wasbo/documents/1/board/2017.02.08INCEL2.14SMARTGoals.pdf)

ii. [EL 2.4 Financial Planning and Activities](http://www.wasbo.com/images/wasbo/documents/1/board/2017.02.08INCEL2.4-3YearBudget.pdf) – 3 year Projected Budget - [Foundation Budget](http://www.wasbo.com/images/wasbo/documents/1/board/12.05.16Draft_Budget_Foundation_2017-18_3yrproj.xlsx) – [Inc Budget](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.05_Draft_Budget_Inc_2017-18_3yrproj.xlsx)

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. [GP 4.8 Board Treasurer’s Role - Treasurer’s Report](http://www.wasbo.com/images/wasbo/documents/1/board/2017.02.08FDNGP4.8TreasReport.pdf)
ii. Board Committees
 1. Leadership Team
 a. [Service Affiliate Appointment](http://www.wasbo.com/images/wasbo/documents/1/board/WASBOSABoardApptApp-Spring2017.docx)

 B. Board Business – 20 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](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.05_Draft_Budget_Inc_2017-18.xlsx)– Woody Wiedenhoeft and Tina Hafeman

 a. [Activity History Document](http://www.wasbo.com/images/wasbo/documents/1/board/2017.02.08_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](http://www.wasbo.com/images/wasbo/documents/1/board/2014.12.11_Catchup_WASBO_Pay_Five_Year_Draft_2012_vs_Actuals_Through_2014.xls)

 d. 3 Year Projected Budget - [Foundation Budget](http://www.wasbo.com/images/wasbo/documents/1/board/12.05.16Draft_Budget_Foundation_2017-18_3yrproj.xlsx) – [Inc Budget](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.05_Draft_Budget_Inc_2017-18_3yrproj.xlsx)
e. [Approve 2016-17 Adjusted Budget](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.05_Draft_Budget_Inc_2017-18.xlsx)

 f. Approve [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/Draft2017-18FeesIncandFoundation.xlsx)

3. Awards – Board, Pat Finnemore – 40 minutes (Award winner names will be added)<http://www.wasbo.com/WASBO/About_Us/Professional_Recognition_Details/BOD_Nomination_Selections.aspx>

 a. **Zastrow Lifetime Achievement Award**

 i. Susan Schnorr, Oshkosh

 ii. Tammy Schemenauer, Bloomer

 **b. School Business Manager of the Year**

i. Nicholas Curran, Omro
ii. Steve Kopecky, Arrowhead UHS
iii. Tammy Lenbom, Chetek-Weyerhaeser
iv. Chad Trowbridge, Chippewa Falls

**c. New School Business Manager of the Year** (two finalists forwarded from Membership and Professional Development Committees)

 i. Edward Then, Crandon

 ii. Julie Thoreson, Kewaskum

1. **School Facilities Manager of the Year** (two finalists forwarded from School Facilities and Safety and Risk Management Committees)
i. John Stangler, Pewaukee

ii. Robert Smith, Tomorrow River

 **e. Shining Star**

 i. Wendy Brockert, Fond du Lac

 ii. Rachel Opgenorth, Washington-Caldwell

 **f. Tina Hafeman Friend of WASBO**

 i. Jeff Carew, Forecast5 Analytics

 ii. Carol Gebhard Dyer, Boscobel

IV. Information, Reports & Communications — 45 minutes (11-11:45 AM)

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

 A. External Sources – 30 minutes

 1. DPI Report, Bob Soldner – 10 minutes

 2. SAA Legislative Report, John Forester – 10 minutes (11am) – [2017-19 Legislative Budget](http://www.wasbo.com/images/wasbo/documents/1/board/2017-19-Legislative-Agenda-12.19.16.pdf) –

  [Legislative Update](http://www.wasbo.com/images/wasbo/documents/1/board/CESA8_02.03.17.doc)

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

 B. Internal Sources – 15 minutes

 1. Staff report, Woody Wiedenhoeft – 10 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/2017.02_RegionalTalkingPoints.docx)

V. Consent Agenda – 5 minutes (11:45 AM-11:50 AM)

A. Approval of December 14, 2016 Board of Director Meeting Minutes

B. File New Members (Dec 1, 2016 – Jan 31, 2017)

C. Receive and File Financial Reports

a. [December 2016](http://www.wasbo.com/images/wasbo/documents/1/board/IncPL2016.12.31.pdf)

[2016-17 YTD Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/board/IncPLYTD2016.12.31.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/IncBalance2016.12.31.pdf)

 D. Communications

1. [H & H Thank You](http://www.wasbo.com/images/wasbo/documents/1/board/HandHThankYou.pdf)

VI. Next Steps/Assignments/Future Agenda Items – 10 minutes (11:50 AM-12:00 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. April 5, 2017 - Manitowoc

a. Strategic Planning

b. Board Self-Evaluation Results
 c. Monitoring Reports

d. Service Affiliate appointment

2. 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 (12:00-12:05 PM)

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