**WASBO, INC. BOARD OF DIRECTORS MEETING
Wednesday, June 7, 2017 – 9:30 AM**
**WASBO Office Building
4797 Hayes Rd
Madison, WI 53704**

**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. 2017-18 Strategic Plan Discussion – Pat/Jason
2. [9 Themes](http://www.wasbo.com/images/wasbo/documents/1/board/2017.04.19MemberSurvey2015NineThemes.pdf)
3. [2016-17 Strategic Plan](http://www.wasbo.com/images/wasbo/documents/1/board/2016.17StrategicPlan.pdf)
4. [2016-17 SMART Goals](http://www.wasbo.com/images/wasbo/documents/1/board/2016.17SmartGoals.docx)
5. [2017-18 Strategic Plan](http://www.wasbo.com/images/wasbo/documents/1/board/2017-18_StrategicPlan.pdf)
6. [2017-18 SMART Goals (Google document)](https://docs.google.com/document/d/1UEfg0nqAzMDMFmrl9_dM5Uuds5l4JJLKd1GJajhyijc/edit?usp=sharing)
7. [2017-18 SMART Goals (clean copy)](http://www.wasbo.com/images/wasbo/documents/1/board/2017.06.07SMARTGoalsCleanCopy.docx)

 2. Monitoring Reports (motion for each monitoring report)

1. Executive Director Monitoring Reports
i. [EL 2.12 Global Executive Constraint (Networking)](http://www.wasbo.com/images/wasbo/documents/1/board/2017.06.7INCMonitoringReportEL2.12GlobExecConsNetworking.pdf)

 ii. [EL 2.13 Global Executive Constraint (Advocacy)](http://www.wasbo.com/images/wasbo/documents/1/board/2017.06.7INCMonitoringReportEL2.13GlobExecConsAdvocacy.pdf)

 iii. [EL 2.50 Emergency Executive Director Succession](http://www.wasbo.com/images/wasbo/documents/1/board/2017.06.7INCMonitoringReportEL2.5EmergSuccPlan.pdf)

 iv. [EL 2.60 Asset Protection](http://www.wasbo.com/images/wasbo/documents/1/board/2017.06.7INCMonitoringReportEL2.6AssetProtection.pdf)

 v. [EL 2.80 Communication and Support to the Board](http://www.wasbo.com/images/wasbo/documents/1/board/2017.06.7INCMonitoringReportEL2.8CommunicationandSupportToTheBoard.pdf)

3. [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) (motion for each monitoring report)

 a.  [GP 4.2 Governance Style (Board Orientation)](http://www.wasbo.com/images/wasbo/documents/1/board/2017.06.7INCMonitoringReportGP4.2GovStyleReport.pdf) – Leadership Team

i. [Board Orientation PowerPoint](http://www.wasbo.com/images/wasbo/documents/1/board/2017WASBONewDirectorBoardOrientation.pdf) b. [GP 4.8 Board Treasurer’s Role - Treasurer’s Report](http://www.wasbo.com/images/wasbo/documents/1/board/2017.06.7INCMonitoringReportGP4.8TreasReport.pdf) – Ken Mischler

i. [April 2017](http://www.wasbo.com/images/wasbo/documents/1/board/IncPL4.30.17.pdf)

ii. [2016-17 YTD Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/board/IncPLYTD4.30.17.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/IncBalance4.30.17.pdf)

 B. Board Business – 20 minutes

1. Executive Director Contract

 a. [Executive Director Job Description](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.01DRAFTExecutiveDirectorJobDescription.doc)
 b. [Executive Director Contract – draft](http://www.wasbo.com/images/wasbo/documents/1/board/2017-18%20Exec_Contract_Wiedenhoeft_draft_6-03-2016.doc)

 c. [Executive Director Contract – for signature](http://www.wasbo.com/images/wasbo/documents/1/board/2017-18%20Exec_Contract_Wiedenhoeft_forPres_Signature.doc)

 d. [Executive Summary Salary and Compensation](http://www.wasbo.com/images/wasbo/documents/1/board/2014.12.11_Exec_Summary_Staff_Compensation_Model_April_2014.docx) and [5 year Salary Plan](http://www.wasbo.com/images/wasbo/documents/1/board/2014.12.11_Catchup_WASBO_Pay_Five_Year_Draft_2012_vs_Actuals_Through_2014.xls)

 e. [History Document](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_History_2017.06.xlsx)

 2. [Board Newsletter Article Schedule](http://www.wasbo.com/images/wasbo/documents/1/board/2017.18NewsletterSchedule.docx)

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

 3. ASBO Report, 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 - Board Liaison Assignments](http://www.wasbo.com/images/wasbo/documents/1/board/2017.18_CommiteesActionTeams_BoardLiaisons.xls)

 c. [Regional Reports – Regional Liaison Assignments](http://www.wasbo.com/images/wasbo/documents/1/board/2017.18_Regionals_BoardLiaisons.xls),

 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/2017.05_RegionalTalkingPoints.docx).

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

A. [Approval of April 19, 2017 Board of Director Meeting Minutes](http://www.wasbo.com/images/wasbo/documents/1/board/2017.04.19_Minutes_Inc.docx)

B. [File New Members (Apr 1 – May 31, 2017)](http://www.wasbo.com/images/wasbo/documents/1/board/April-May2017NewMembers.pdf)

C. Receive and File Financial Reports

1. [April 2017](http://www.wasbo.com/images/wasbo/documents/1/board/IncPL4.30.17.pdf)

2. [2016-17 YTD Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/board/IncPLYTD4.30.17.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/IncBalance4.30.17.pdf)

 D. Communications

1. [Thank you – Brenda Burkett](http://www.wasbo.com/images/wasbo/documents/1/board/ThankYou_Berkett_Brenda.pdf)

2. [Thank you – Susan Harkin](http://www.wasbo.com/images/wasbo/documents/1/board/ThankYou_Harkin_Susan.pdf)

3. [Thank you – James Clark](http://www.wasbo.com/images/wasbo/documents/1/board/ThankYou_Clark_James.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/2017.18WASBO_Board_Meetings.docx) – 5 minutes

1. September 14, 2017 – WASBO Office Building

1. Mentorship Program Update
2. ASBO Eagle Institute Update
3. ASBO Leadership Conference
4. Monitoring Reports
5. Audit Review
6. Preliminary 990 Approval
7. Finalize 2017-18 SMART Goals (if needed)
8. December 14, 2017 – WASBO Office Building
9. Budget – approve dues and fees
10. Final Audit Approval if needed
11. Review results Succession Planning Survey (email to board in November)
12. Monitoring Reports
13. February 15, 2018 – WASBO Office Building
14. Final Budget Approval including Dues and Conference Fees
15. Select award recipients
16. Mentorship Update
17. Monitoring Reports
18. April 5, 2018 – WASBO Office Building
19. Strategic Planning
20. Board Self-Evaluation Results (email to board late February)
21. Appointed director position discussion
22. Monitoring Reports
23. June 7, 2018 – WASBO Office Building
24. New Director Orientation (June 6, 2018)
25. Establish board meeting dates
26. Incoming and Outgoing Board Meet Together
27. Committee and Regional Chair Board Liaison Appointments *(President-Elect)*
28. Executive Director Contract
29. Monitoring Reports

 VI. Meeting Debrief – 5 minutes (12:00-12:05 PM)

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