**WASBO, INC. BOARD OF DIRECTORS MEETING  
Thursday, December 14, 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) - Jason

1. Strategic Planning – 30 minutes   
   1. Review Policies – Jason/Pat
2. [Results from Succession Planning Survey](http://www.wasbo.com/images/wasbo/documents/1/board/2016.06.08SuccessionPlanSurveyResults.pdf)
3. [Succession Planning Notes](http://www.wasbo.com/images/wasbo/documents/1/board/2016.06.08SucPlanRecap.pdf)
4. [Executive Director Job Description](http://www.wasbo.com/images/wasbo/documents/1/board/2016.12.01DRAFTExecutiveDirectorJobDescription.doc) (Rev Feb 2017)
5. Financial Impact – [3 Year Budget Projection](http://www.wasbo.com/images/wasbo/documents/1/board/Budget_Inc_2018-19DRAFT.xlsx)
6. [Succession Planning Road Map](http://www.wasbo.com/images/wasbo/documents/1/board/SuccessionPlanningRoadMap.docx) (Process)

2. [Policy Review Process](http://www.wasbo.com/images/wasbo/documents/1/board/2016.04.13BoardGovPolIncSucPlan.pdf)

a. Board discussion on requests for agenda items

3. Executive Director Monitoring Reports (motion for each monitoring report)   
 a. [EL 2.3 Treatment of Staff](http://www.wasbo.com/images/wasbo/documents/1/board/2017.12.14INCMonitoringReportEL2.3TreatmentOfVols.pdf)  - Committees  
 b. [EL 2.7 Compensation and Benefits](http://www.wasbo.com/images/wasbo/documents/1/board/2017.12.14INCMonitoringReportEL2.7Compensation.pdf)  
 c. [EL 2.4 Financial Planning and Activities](http://www.wasbo.com/images/wasbo/documents/1/board/2017.12.14INCMonitoringReportEL2.4Financial.pdf) – [3 Year Budget Projection](http://www.wasbo.com/images/wasbo/documents/1/board/Budget_Inc_2018-19DRAFT.xlsx)  
 d. [EL 2.14 Global Executive Constraint (SMART Goals)](http://www.wasbo.com/images/wasbo/documents/1/board/2017.12.14INCMonitoringReportEL2.14SMART_Goals.pdf)  
   
4. [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 4.11 Board President-Elect's Role](http://www.wasbo.com/images/wasbo/documents/1/board/2017.09.14INCMonitoringReportGP4.6PresElectReport.pdf) - [Eagle Institute Report](http://www.wasbo.com/images/wasbo/documents/1/board/EagleInstituteReport.pdf) – Kent Ellickson  
 b. [GP 4.8 Board Treasurer’s Role - Treasurer's Report](http://www.wasbo.com/images/wasbo/documents/1/board/2017.12.14INCMonitoringReportGP4.8TreasReport.pdf) – Ken Mischler  
 i. [2017-18 August Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_2017Aug.pdf) – [Profit and Loss YTD](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_201708YTD.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_Balance_201708.pdf)  
 ii. [2017-18 September Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_2017Sept.pdf) – [Profit and Loss YTD](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_201709YTD.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_Balance_201709.pdf)   
 iii. [2017-18 October Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_2017Oct.pdf) – [Profit and Loss YTD](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_201710YTD.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_Balance_201710.pdf)  
 iv. [2017-18 YTD Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_201710YTD.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_Balance_201710.pdf)   
 c. [GP 4.10 Board Committee Principals and Structure (Nominating Committee)](http://www.wasbo.com/images/wasbo/documents/1/board/2017.12.14INCMonitoringReportGP4.10NominatingCom.pdf) - Pat

B. Board Business – 20 minutes

1. ASBO Executive Leadership Forum – February 8-10, 2018 – Austin, TX  
2. 2018-19 Preliminary Budgets, Dues and Fees – Woody Wiedenhoeft and Tina Hafeman

a. [Activity History](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_History_2017.12.xlsx)

b. [Approve 2017-18 Adjusted Budget](http://www.wasbo.com/images/wasbo/documents/1/board/Budget_Inc_2018-19DRAFT.xlsx)

c. [2018-19 Preliminary Inc Budget](http://www.wasbo.com/images/wasbo/documents/1/board/Budget_Inc_2018-19DRAFT.xlsx)  
 d. [Fee schedule – Membership Dues and Newsletter Advertising](http://www.wasbo.com/images/wasbo/documents/1/board/2018-19_Fees_Inc_Fnd.xlsx) (motion)

3. [Board Newsletter Article Schedule](http://www.wasbo.com/images/wasbo/documents/1/board/2017.18NewsletterSchedule.docx) – (Quick reminder – February newsletter articles are due Jan 6.)

IV. Information, Reports & Communications — 95 minutes (11AM-12:35PM)

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

A. External Sources – 75 minutes

1. DPI Report, Bob Soldner – 10 minutes  
 2. DPI ESSA Report (Accounting by School Building) – 45 minutes

2. [SAA Legislative Report](http://www.wasbo.com/images/wasbo/documents/1/board/SAA-Report-Final.docx), 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/1/2017.18_CommiteesActionTeams_BoardLiaisons.xls)

c. [Regional Reports – Regional Liaison Assignments](http://www.wasbo.com/images/wasbo/documents/1/2017.18_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](http://www.wasbo.com/images/wasbo/documents/1/board/2017.12_RegionalTalkingPoints.docx) (more in depth) for regionals, and other groups

V. Consent Agenda – 5 minutes (12:35PM-12:50 PM) (motion)

A. [Approval of September 14, 2017 Board of Director Meeting Minutes](http://www.wasbo.com/images/wasbo/documents/1/board/2017.09.14_MINUTES_Inc.docx)

B. [File New Members (October 1 to November 30, 2017)](http://www.wasbo.com/images/wasbo/documents/1/board/Oct-Nov2017NewMembers.pdf)

C. Receive and File Financial Reports

i. [2017-18 August Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/boardWASBO_Inc_PL_2017Aug.pdf) – [Profit and Loss YTD](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_201708YTD.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_Balance_201708.pdf)  
 ii. [2017-18 September Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_2017Sept.pdf) – [Profit and Loss YTD](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_201709YTD.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_Balance_201709.pdf)   
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 iv. [2017-18 YTD Profit and Loss](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_PL_201710YTD.pdf) – [Balance Sheet](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_Inc_Balance_201710.pdf)

D. Communications

1. Thank you – [Dyshaunn Simmons Family](http://www.wasbo.com/images/wasbo/documents/1/board/ThankYouDyshaunnSimmonsFam.pdf)
2. Thank you – [Jim Scharff Retirement](http://www.wasbo.com/images/wasbo/documents/1/board/ThankYouJimScharff.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. February 15, 2018 – WASBO Office Building
2. Final Budget Approval including Dues and Conference Fees
3. Select award recipients
4. Mentorship Update
5. Monitoring Reports
6. April 5, 2018 – WASBO Office Building
7. Strategic Planning
8. Board Self-Evaluation Results (email to board late February)
9. Appointed director position discussion
10. Executive Director Contract
11. Monitoring Reports
12. June 7, 2018 – WASBO Office Building
13. New Director Orientation (June 6, 2018)
14. Establish board meeting dates
15. Incoming and Outgoing Board Meet Together
16. Committee and Regional Chair Board Liaison Appointments *(President-Elect)*
17. 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.