

**The ASSOCIATION OF SCHOOL BUSINESS OFFICIALS of  
MARYLAND and the DISTRICT OF COLUMBIA**

**66<sup>th</sup> ANNUAL FALL CONFERENCE MINUTES**

**November 3, 2017**

President Vincent Tolbert (Worcester) called the 66<sup>th</sup> Annual Fall Conference to order at 8:40 am to welcome members and guests to the Maritime Conference Center's Auditorium.

Christine Gates Gray, Vice President, delivered the Invocation and the Pledge of Allegiance.

**Introductions were made of the board members seated at the head table:**

Vincent Tolbert, President (Worcester)

Chris Hauge, President Elect (Dorchester)

Suzanne Jones, Secretary and Conference Arrangements Committee Chair (Caroline)

Tim Brooke, Treasurer (Dorchester)

Jeff LaPorta, Immediate Past President and Executive Director

Cindy Reilly, Exhibits Committee Chair (Carroll)

Tom Mulligan, Professional Development Chair (Frederick)

**President Tolbert highlighted this year's Presidential year.**

**Approval of the Minutes:** Secretary Jones (attached)

The Annual Spring Conference Minutes of May 23-25, 2017, were distributed to membership in an email blast earlier in the week. Copies are also available at the registration desk today.

**Motion:** "To approve the minutes of the 65th Annual Spring Conference Board Meeting, May 2017, held in Ocean City," by Tom Mulligan, second by Winship Wheatley. The vote to approve was unanimous.

**Treasurer's Report:** Treasurer Brooke (attached)

Treasurer's report was included in the earlier email blast with conference documents. The FY17 Audit was received as a clean, unqualified audit report and was included online.

**Sponsor Acknowledgments:** Executive Director LaPorta

The Sponsors of our Fall Conference were acknowledged for their monetary support today: American Fidelity Assurance, our ASBO MD&DC Strategic Partner; Phillips Way and AXA for the morning beverage snack area, lunch and afternoon break; Johnson Controls for its continued support of the Brice and Shirley Phillips Best Practice Award; and Daly Enterprise Solutions for providing laptops for each session and walk-in registration. Representatives from these companies were asked to stand to be recognized for their commitment to our organization and its members.

**Old Business:** President Tolbert

Hearing none, the Business Meeting continued.

**New Business:** President Tolbert

Hearing none, the Business Meeting continued.

**Executive Director's Report:** Executive Director LaPorta (attached)

Executive Director's Report was included in the email blast with conference documents

One of the initiatives that ASBO continues to strive for is to keep its members informed through social media. Director LaPorta shared the Twitter feed as #ASBOMDDC, demonstrated the process and encourage all members to start following and sharing on #ASBOMDDC.

**Committee Introductions and Reports:** President Tolbert

Professional Development Committee: Chair Tom Mulligan

As a new chairman of Professional Development, this committee is always thinking outside of the box to provide robust and time sensitive education sessions as listed in the 2017 Fall Conference Program. Members were reminded to contribute ideas and/or go to the website to complete the "Request for Proposal to Present" form for pd sessions being planned for the Spring Conference.

Exhibits Committee: Chair Cindy Reilly

As Chair, Mrs. Reilly has an excellent relationship with our business partners and that is evident once again as the MCC halls are filled to capacity this year with 40 Business Members participating. All attendees are encouraged to take advantage of the numerous networking opportunities with our exhibiting business members.

Conference Arrangements Committee: Chair Suzanne Jones

Ms. Jones and her volunteer committee members were thanked for helping to coordinate this year's Fall Conference and encouraged anyone interested in joining this committee to reach out to any ASBO Board committee member listed in the Fall Conference Program.

Technology Planning Committee: Chair Scott Germain

Mr. Germain is responsible for securing and coordinating all of the efforts behind the scanning software and hardware for the attendance in the education session, which generates the Attendance Certificates. Mr. Germain is also responsible for the donation of laptops in each classroom for the presenters and he also serves as the Chair of the Awards Committee. The ASBO Board is grateful and appreciative for Mr. Germain's continued time, support and dedication to ASBO.

**The AM Business Meeting adjourned at 9 am:** President Tolbert

**Afternoon Business Meeting reconvened at 1:15 pm:** President Tolbert

**Brice and Shirley Phillips Best Practice Award:** Vice President Christine Gates-Gray and Shayla Myers representing the Award Sponsor – Johnson Controls.

In 2012 ASBO, MD&DC added this prestigious award to their recognition program. This award honors "Best Practices" implemented by School Business Officials.

**The four nominees for this year's award are:**

Kevin Smith of Baltimore County Schools who contributed his "Business Leadership Program" which provides targeted professional development to new non-certificated staff and supervisors, concentrating on process and leadership qualities.

Julie Wray of Howard County Schools offered her "Story Strong Project", which leverages the power of story, featuring Howard County students and staff, in order to build awareness and connections with a diversity of ideas, backgrounds and experiences.

Jenn Berlin of Somerset County Schools submitted “Staff Member Status Change Notification System” best practice that uses software to track employee changes and communicate those changes to relevant departments and creates task lists for each department to address.

Glenn Belmore of Charles County Schools presented his idea for “Emergency and Crisis Management Technology.” This practice implemented a method for administrators and staff to have fingertip access to information in times of emergency and crisis.

The winner of the 2017 Brice and Shirley Philips Best Practice Award is Glenn Belmore of Charles County Schools for his idea of Emergency and Crisis Management at Your Fingertips. Glenn was presented with his award and congratulated for his contribution to this year’s award.

**Introduction of Keynote Presentation by Denise Ryan:** President Tolbert

The Fall Conference Keynote speaker was introduced. Denise Ryan is based in Raleigh, North Carolina and does speaking engagements throughout North America. Denise has spoken for Fortune 500’s, as well as small businesses and government agencies who want to boost morale or institute change. Denise specializes in enthusiasm reminding audience members that life without passion or purpose is empty and I’m sure you’ve never heard anyone tell you how chocolate relates to leadership and motivation before.

**Closing Remarks:** President Tolbert

Denise Ryan was thanked for her outstanding presentation and for sharing the chocolates.

The volunteers who made today’s conference a success were thanked. President Tolbert reminded attendees that: “we are only as good as our volunteers. ASBO is always looking for committee members to serve in various capacities within the organization. If you are interested in contributing to the success of ASBO, please see any member of the Board for further information and volunteer opportunities.” All attendees were thanked for their participation and are encouraged to register for the 66th Spring Conference in Ocean City. Online registration opens February, 2018.

**The 66th Annual Fall Conference officially concluded at 2:45 pm.**

All documents were sent online to members prior to today’s meeting and will be filed with the approved Fall Conference General Meeting’s Minutes:

Minutes of 65th Spring Conference, May 2017 (Suzanne Jones)  
Treasurer’s Report & Audit Letter (Tim Brooke)  
Executive Director’s Report for Fall 2017 (Jeff LaPorta)  
Program

I hereby certify that the November 3, 2017, Annual Fall Conference Minutes of ASBO MD&DC are correct and were approved by unanimous vote of the General Board of Directors at the 2018 Spring Conference’s General Meeting on May 21, 2018.

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Suzanne Jones  
Secretary