

FRIDAY, JANUARY 19, 2018  
Northwest Wine Studies Center, Salem OR

*OSBA board members in attendance at meeting start:* President LeeAnn Larsen, President-elect Tass Morrison, Vice President Kevin Cassidy, Past President Betty Reynolds, Paul Anthony, Terry Deacon, Sherry Duerst-Higgins, Liz Hartman, Kris Howatt, Greg Kintz, Melissa LaCrosse, ex officio Bob Moore, Patti Norris, Hank Perry, Craig Prewitt, Scott Rogers, Lori Theros, Michelle Vo, Maureen Wolf

*OSBA staff in attendance at meeting start:* Executive Director Jim Green, Deputy Executive Director Mary Paulson, Jenny Fedler, Jon Greeley, Dave Harvey, Donna Herren, Peggy Holstedt, Steve Kelley, Haley Percell, Alex Pulaski, Lori Sattenspiel, Peggy Stock, Jane Leonhardt

*OSBA guest in attendance at meeting start:* Jessica Arzate

*OSBA board members not in attendance:* Susan FitzGerald

**President LeeAnn Larsen called the meeting to order at 6:30 p.m.**

I. Welcome and introductions

President LeeAnn Larsen welcomed attendees and asked that they share their school district, the OSBA region they represent, and a fun fact about what they did during the holidays.

II. Approve agenda

**Motion: Tass Morrison moved approval of the agenda as presented. Seconded by Kris Howatt.**

**The board voted and the motion passed unanimously.**

III. Consent agenda

- A. Approval of minutes
  1. September 15, 2017, OSBA Board meeting minutes
  2. November 12, 2017, OSBA Board meeting minutes
- B. Acceptance of minutes
  1. October 9, 2017, Executive Committee conference call minutes
  2. November 11, 2017, OSBA Annual Membership meeting minutes
  3. December 6, 2017, Executive Committee conference call minutes
- C. Staff reports
  1. Liaison chart, Lori Sattenspiel
  2. Litigation Services mid-year report, Haley Percell
  3. Labor Services mid-year report, Peggy Stock
  4. PACE Administration mid-year report, Dave Harvey
  5. Legislative Services mid-year report, Lori Sattenspiel

6. Communication Services mid-year report, Alex Pulaski
  7. Board Development mid-year report, Steve Kelley
  8. Policy Services mid-year report, Peggy Holstedt
  9. Finance and Operations mid-year report, Jon Greeley
  10. Current financial statement, Jon Greeley
  11. Investment report, Jon Greeley
  12. Fall regional meetings report, Lori Sattenspiel
- D. Board reports
1. Oregon Business Plan Leadership Summit, LeeAnn Larsen
- E. Calendar of OSBA and NSBA Events

**Motion: Kris Howatt moved approval of the consent agenda as presented. Seconded by Kevin Cassidy.**

**The board voted and the motion passed unanimously.**

IV. Association

A. OSBA elections

1. Election results

Jim Green referred to election results in the board packet. The board met by telephone conference on January 11 to appoint to fill LPC vacancies in the Gorge and Marion Regions. No applications were received for the vacancy in the North Coast Region. OSBA constitution allows that an appointment may be made from a contiguous region. The resolution reorganizing OSBA as a non-profit corporation and adopting proposed bylaws passed overwhelmingly. The election for LPC Position 19, Multnomah Region resulted in a tie. A run-off election will be held and voting will close January 31. Both LPC candidates, John Hartsock and Rita Moore, were invited to participate in the LPC meeting this weekend.

2. 2018 election calendar

Jim Green referred to the proposed 2018 election calendar in the packet. The calendar is in line with the new bylaws which become effective July 1, 2018.

**Motion: Scott Rogers moved the board adopt the 2018 election calendar as presented. Seconded by Greg Kintz.**

**The board voted and the motion passed unanimously.**

B. Financial results and reports

1. OSBA investment report

Jon Greeley, OSBA Director of Finance and Operations, introduced Brent Peterson and Bob Dickey of RBC Wealth Management. Brent spoke briefly regarding OSBA's investments portfolio. He indicated the portfolio did well last year and the markets continued to do very well in the first two weeks of 2018. Some rebalancing was done recently to bring the portfolio closer to the target investments allocation of 60% bonds and 40% stocks. Brent introduced Susan

Haas, who recently began work with RBC. Bob Dicky provided a look at stock trends over the years and outlined his rules-based strategies based on 45 years of experience as a technical analyst and stock market strategist.

2. Audit results, Jones & Roth

Jon Greeley introduced Fritz Duncan and Kim Lyon from Jones & Roth. Fritz and Kim summarized the audits performed on OSBA, Local Government Center and Legal Assistance Trust financial statements. He indicated all are in good shape, and there were no questions or issues with the audits. Summaries were provided outlining liabilities and net assets of the three entities.

**Motion: Kris Howatt moved acceptance of the audit results as presented by Jones & Roth, P.C. Seconded by Lori Theros.**

**The board voted and the motion passed unanimously.**

3. Finance Committee report

Maureen Wolf reported from the Finance Committee meeting held earlier in the day. She indicated the committee received reports on OSBA investments and audits. The committee allocates a portion of investment earnings as part of the annual budget process. Today the Finance Committee approved 5.14% for next year's budget process. The committee also discussed decoupling the investment policy that is currently within the OSBA Finance Operations Manual. Finally, the committee talked about turnover in key staff positions at OSBA and will be looking at whether there is an internal controls checklist.

**The meeting recessed at 7:42 p.m.**

**The meeting reconvened at 7:47 p.m.**

C. Executive Director mid-year report

Leeann reminded attendees that one of their jobs as a board is to evaluate the executive director. Jim is now moving into his second year in that position. Jim referred attendees to his mid-year report in the meeting packet. He presented his internal and external goals and outlined recent changes made to increase staff morale and reduce turnover. Conversations continue with OEA, COSA, the business community and unions to come up with a revenue reform package.

D. OSBA strategic planning

Mary reminded the board of the four bold steps of the strategic plan. Progress is being made on steps 1, 3, and 4, however, there is a question of whether the goal of OSBA being a clearinghouse of best practices is being met. In June a conversation will be held to sharpen and refocus the board's intention which will assist staff in meeting that goal.

E. OSBA Board conflict of interest form

Jim provided a reminder that OSBA policy requires the board annually to complete a

conflict of interest form. He requested that each board member complete the form and return to it Jane.

F. Appointments

1. OSBA Policy Committee At-Large Member

- a. Scott Rogers, Athena-Weston 29J (Term: January-June 2018)  
LeeAnn outlined current members of the Policy Committee. Tass Morrison now chairs the committee as OSBA President-elect which leaves the at-large position vacant. Scott Rogers indicated an interest in serving.

**Motion: Kris Howatt move the board approve President LeeAnn Larsen's appointment of Scott Rogers to fill the at-large position on the OSBA Policy Committee through June 30, 2018. Seconded by Tass Morrison.**

**The board voted and the motion passed unanimously.**

V. Ex officio reports

A. OAESD

Bob Moore provided a brief verbal report on the P-20 Support Network, statewide communications plan, committee audit, and progress on the OAESD legislative agenda.

VI. Other reports

A. School Board Members of Color Caucus

LeeAnn introduced Jessica Arzate, a co-president of the School Board Members of Color Caucus, who provided a recap of the caucus's progress to date. She recited the core values of the caucus and outlined their mission statement and organizational structure. In November 2017 the caucus met during the OSBA Annual Convention to vote on a slate of officers. Their plan is to create a news letter to communicate to school board members and set the tone for what the caucus hopes to accomplish. The caucus wants to move toward getting a vote on the OSBA Board of Directors so they have a say in policies and share in decision-making. Jim reminded board members that they have already voted to support the caucus. OSBA is sending Jessica as the minority representative at the NSBA Delegate Assembly in April. To have a caucus member as a voting member of the board would require a change in the bylaws which requires a vote of the full membership of the association. The board can make the caucus an ex officio member at any time.

**President LeeAnn Larsen recessed the meeting at 8:42 p.m.**

**SATURDAY, JANUARY 20, 2018**  
Northwest Wine Studies Center, Salem OR

*OSBA board members in attendance at meeting start:* President LeeAnn Larsen, President-elect Tass Morrison, Vice President Kevin Cassidy, Past President Betty Reynolds, Paul Anthony, Terry Deacon, Sherry Duerst-Higgins, Liz Hartman, Kris Howatt, Greg Kintz, Melissa LaCrosse, ex officio Bob Moore, Patti Norris, Hank Perry, Craig Prewitt, Scott Rogers, Lori Theros, Michelle Vo, Maureen Wolf

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*OSBA board members not in attendance:* Susan FitzGerald

**President LeeAnn Larsen called the meeting to order at 8:03 a.m.**

I. Association

A. Presentation: Maximizing Data to Inform Decisions, Forecast5 Analytics  
LeeAnn introduced Jeff Carew of Forecast5 Analytics who has been working with the Beaverton School District on a pilot program. Jeff provided information on the company and products. Forecast5 currently works with 1,200 school districts in 25 states. They have partnered with NSBA and will be at the NSBA Annual Conference in April. Jeff provided an in-depth look at the software and services offered such as budget planning, and data analytics and sharing tools. 16-17 districts in Oregon have already subscribed.

B. Presentation: Blue Chalk Media

OSBA Director of Communication Services Alex Pulaski introduced Greg Moyer of Blue Chalk who shared the history of OSBA's public interest campaign that began in 2014. Greg shared a seven-minute video of the making of the Promise of Oregon campaign. Rob Finch, one of the first four people hired at Blue Chalk, introduced other team members who each shared one of their favorite moments of the campaign.

C. Board Operating Agreement

LeeAnn Larsen referred to the Board Operating Agreement in the board packet. With new members on the board now is a good time to make sure everyone is on the same page.

**Motion: Betty Reynolds moved the OSBA board adopt the Operating Agreement as presented. Seconded by Craig Prewitt**

**The board voted and the motion passed unanimously.**

D. Board goal

LeeAnn reported that the Executive Committee met to go over her vision for the direction of the board this year. She outlined her five goals of revenue reform, continued work on the Four Bold Steps, board professional development, board level work through an equity lense, and encouraging Jim in management of his staff.

E. Board committees

LeeAnn encouraged board members to let her know if they are interested in serving on an OSBA committee. She outlined the purpose and role of the Governance Committee and the Executive Director Evaluation, Board Professional Development, and Officer Succession Planning sub-committees.

F. OSBA Board of Directors' self-assessment

Jim indicated he and Mary Paulson investigated online self-assessment tools. It has been several years since the board's last self-evaluation. The board's consensus was that a self-evaluation would be valuable. Mary will send options to LeeAnn for consideration. The goal is to have it completed by the March meeting so the board can have a discussion at that time.

**The meeting recessed at 9:27 a.m.**

**The meeting reconvened at 9:44 a.m.**

G. Roundtable department mid-year reports

1. Litigation Services, Haley Percell
2. PACE Administration, Dave Harvey
3. Labor Services, Peggy Stock
4. Legislative Services, Lori Sattenspiel
5. Policy Services, Peggy Holstedt
6. Board Development, Steve Kelley
7. Finance and Operations, Jon Greeley
8. Communication Services, Alex Pulaski

Mid-year department reports were provided verbally to board members by OSBA directors on a small group, rotating basis.

**President LeeAnn Larsen adjourned the meeting at 12:04 p.m.**