

Oregon School Facilities Management Association
Board of Directors Meeting
AGENDA

August 8-9, 2022

Eagle Crest Resort: Redmond, Oregon

Monday, August 8 - 10:00 - 5:00 pm & Tuesday, August 9 - 8:00 am - 3:00 pm

Monday, August 8, 2022

1. Call to Order

Called to order at 10:10 am.

In-person attendance included Clay Swanson, Walt Norris, Jon von Behren, Joseph Waite, Jason Beam, Anne Birky, Alan Crapser, John Gilbert, Jon Mccalip, Josie Hummert, and Jackie Olsen.

Virtual attendance included

2. Consent Agenda

- a. Review minutes from May 13, 2022 meeting
- b. Financial Reports
- c. Resolution 2022-01

John Gilbert moved to approve the minutes of the May 13, 2022 meeting. Jon von Behren seconded the motion. Motion passed unanimously.

Jon von Behren moved to approve Resolution 2022-01 stating OSFMA authorizes Jackie Olsen to serve as the executive for OSFMA. Alan Crapser seconded the motion. The motion passed unanimously.

3. Board Planning

- a. Meeting format

Jackie Olsen shared a proposed template for meeting agendas and topics to be discussed at each meeting over the course of a year. The board supported the format and did not have any additional items to add at this time.

- b. Review Meeting Dates/Times

- c. Identify in-person, zoom, or other location if needed
- d. Annual Calendar Review

The board discussed the meeting dates and whether they should all be in person. They would like to decide about each meeting and whether it is virtual or in person a few weeks before the meeting date. The decision will be made in enough time to arrange for lunch and a meeting room.

4. Activity
5. 2022-2023 Budget
 - a. Dues
 - b. Review
 - c. Adoption

Jackie Olsen presented the draft budget. She proposed an increase in membership dues for the member types but all other line items remained at current levels.

The board discussed the dues increase and how much of an increase should actually be made in the first year. They discussed options ranging from \$5 - \$15 and whether they should create a schedule for future increases. Consensus landed on a modest increase this first round and then continuing discussions about implementing a regular increase.

John Gilbert made a motion to raise all dues by \$10 for the 2023-2024 membership year. Walt seconded the motion. The motion passed unanimously.

The board reviewed the rest of the budget and did not have any other adjustments or discussions about particular line items.

Joseph Waite moved to approve the budget with the revision to the dues increase of \$10. John Gilbert seconded the motion. The motion passed unanimously.

6. Lunch, 12:00 pm to 12:45 pm
7. Bylaws Review

The board reviewed the Bylaws.

- The board reviewed the board of directors section. They briefly discussed the statement regarding the term of secretary treasurer and whether a limit should be added. The board did not feel a limit necessarily needed to be added.

- Article IV, Section C - The Board agreed that a notice to membership about a meeting needs only a notice of two days and the bylaws should be adjusted.
- Article V - Nominating committee - The board expressed desire to have candidates for vice president with experience working with OSFMA through committees or as a zone director.
- Article XIV - Remove the in person vote option to allow all members to vote in all elections.

The board discussed creating a sub committee to review and recommend any additional changes to the Bylaws. Jackie Olsen will draft these changes and have an attorney review the bylaws for any other changes that need to be made based on law changes.

The board recessed for lunch at 11:45 am. The board reconvened at 12:30 pm.

8. Break/Activity
9. Policy Manual review
 - a. Review section #100 as group
 - b. Conflict of Interest Declaration Form
 - c. Job Descriptions

The board reviewed Section 100 related to the Board in the Policy Manual.

- Section #102 - The board discussed the parameters around the work of zone directors. Consensus was that the zone directors should host at least one zone meeting in their region each year. They agreed the regular virtual meeting for the entire state is working and serves to connect members. The zone directors will meet after the board retreat to discuss plans for what the in person meetings and structure might look like and potential coordinating of topics for all zones.
- Section 104 - The Board determined that they do not need to have minutes and materials available prior to two days before a board meeting.
- Section 105 - This section should be modified to state that board appointments and assignments will be made at the board retreat each year. The section related to vacancies will be combined into one statement that applies to all board positions and updated to not require an application or more onerous process than what is required to be a candidate for a board position.
- Section 109 - Each board member completed the disclosure form required in this section.
- The Zone Director job description was reviewed. The only change will be to update the language around zone meetings when a schedule and/or structure is developed.
- Clay Swanson and Anne Birky agreed to serve on a subcommittee to review the other policy areas with Jackie and make any recommendations necessary.

10. Annual Conference Discussion

- a. Date Confirmation
- b. Theme
- c. Keynote Speaker

The Board discussed having a motivational speaker for the annual conference. Someone who understands the work of the facility and operations departments. They brainstormed theme ideas and Josie Hummert will bring some ideas and graphics back to the board. Jackie Olsen and Josie Hummert will search for a speaker meeting their requirements.

Dinner | 6:00

Tuesday, August 9, 2022

Breakfast | 8:00 - 8:45 am

11. Group Activity (9 am to 11am)
12. Committee Reports/Discussions
 - a. Communications, legislative, conference, scholarship, membership
 - b. Charge, leadership assignments, tasks

The board discussed the committee charges based on the draft provided by Jackie Olsen. Jackie Olsen and Josie Hummert will update the conference committee planning handbook to match current practice. The Board agreed the committee charges encompassed the work of each committee and there was consensus that they be accepted as presented.

The one area of discussion was related to the Professional Growth Committee and the future of the certificate program. Not much effort has been made to update and/or continue this program. The desire of the board seemed to indicate that the program should be removed from action until it could be reviewed or brought into line with board goals of creating a facility manager program for incoming or staff who aspired to be a facility manager. The change in the purpose of the committee was reflected in the committee charge.

The Board indicated their desire to chair each committee and determined that a board member should chair each committee. For those committees where a chair is not already identified through a job description, the following appointments were made:

- Vonnie Good will chair the Legislative Committee.

- Alan Crapser will chair the Membership Committee. John Gilbert and Jon McCalip would also like to serve on this committee.
- Anne Birky will chair the Communications Committee.
- Jon von Behren will chair the Professional Growth.

13. Discuss contract with OASBO

Jackie Olsen presented the proposed contract with OASBO to continue staff service. She indicated the only change to the contract was the rate OASBO would charge.

Anne Birky moved to approve the contract as presented. Joseph Waite seconded the motion. The motion passed unanimously.

14. Lunch, 12:00 pm to 12:45 pm

15. Strategic Plan Development Strategic Plan

- a. Review goals and objectives
- b. Review member survey
- c. Brainstorm goals
- d. Modify objectives as necessary to meet goals

The board reviewed the goals. Modifications are reflected in the draft plan. The discussion about goals revolved around the development of membership outreach and the development of more professional development and a facility manager program designed to support new and incoming managers.

16. Other business

Josie Hummert asked the board whether they would like to continue to evaluate OASBO on an annual basis as started prior to the pandemic. They indicated a desire to provide feedback and requested a copy of the evaluation tool used for the last evaluation by the next board meeting so that they can review and make modifications prior to an evaluation being completed at the next board retreat in a year.

The Board discussed future dates and identified the preferred dates for the board retreat. August 7-8, 2023 is preferred but they would like to wait until December to finalize dates.

Robyn Stolin suggested that OSFMA gather data to determine the diversity of the membership and to consider whether there are areas that OSFMA could create opportunity. The Board felt that this work could be started with the Membership Committee. Robyn Stolin indicated he would participate on the

membership committee. Additionally, the Conference Committee will discuss and review workshops that could address diversity and leadership. Robyn Stolin shared a resource for a speaker for workshops.

17. Adjourn

The meeting adjourned at 1:55 pm.



[Clay Swanson \(Dec 30, 2022 04:48 PST\)](#)

Clay Swanson, President

Recorded by:

Josie Hummert