

**OSFMA Board
May 13, 2022**

Minutes

1. Call the Meeting to order

Clay called the meeting to order at 11:16 am.

Participating in person was Vonnie Good, Alan Crapser and Josie Hummert. Participating virtually was Jon von Behren, Clay Swanson, Anne Birky, Jon McCalip, Joseph Waite, Jason Beam, Robyn Stolin, and Jackie Olsen.

2. Welcome new board members

a. Google Folder, Policy Manual, Strategic Plan

Josie reviewed where to find documents related to board service in the google drive, shared the board group address, and answered questions about the structure of the files.

3. Review minutes from April 2022 meeting

Jon moved to approve the minutes of the April 15, 2022 meeting. Vonnie seconded the motion. Motion passed unanimously.

4. Annual Conference

a. Budget/Expenditures (Tabled, will send via email when completed)

The board tabled the discussion on the budget and expenditures. Josie will send the budget report as soon as it's finalized.

b. Schedule Changes

The board discussed the recommendation from the conference committee regarding the schedule change for the annual conference. The major change was holding a two day conference with one gathering on the night between the two days. Exhibitors would exhibit the afternoon of the first day and the morning of the second. Workshops will be scheduled throughout. A draft schedule will be developed in the Fall at the Conference Committee retreat.

Vonnie moved to change the schedule of the conference. Alan seconded the motion. Change of conference schedule.

c. 2023 Dates

Josie will confirm the dates for the 2023 conference. The board would like the Tuesday/Wednesday or Wednesday/Thursday of the first or third week of April.

5. Mini-Conference

a. Purpose & Goals

b. Schedule

c. Location(s)

The Conference Committee will create a subcommittee to work on the scheduling and agenda for the Mini-Conference. They will discuss how to deliver the content, whether virtually or in person or a combination would be best. And then what the focus of the professional development should be.

6. National School Plant Management Association

a. Membership/Partnership (Info email)

The board discussed membership and were not ready to become a member yet without more information and a feel for the work NSPMA was doing to expand into other states. They agreed that some of this information would come from participating in events and further conversation.

The question about how participation and membership in NSPMA would benefit OSFMA membership was asked. The board discussed several ways there would be benefit to the growth of the association. Specifically, there is potential in the certification and training program NSPMA is trying to get off the ground. This speaks to a goal the board has had for some time regarding a local facility manager institute that would aid in growing the newest leaders in Oregon. It was pointed out that when meeting and sharing with other states, there are ideas that could be shared and thus improving OSFMAs professional development, conferences, and or services.

b. Leadership Conference in Key West

The board discussed attending the executive leadership conference NSPMA is holding in September. NSPMA invited three people from OSFMA to attend. Hotel and conference costs are covered by NSPMA with only travel needing to be covered.

The board determined that Josie, Jon von Behren, and Alan Crapser should represent the association at the NSPMA Executive Leadership Conference in Key West. The purpose will be to connect with other state associations and to learn about NSPMA. Josie will connect with Alan and Jon to arrange travel.


7. Other business

a. Board Retreat

The board retreat is scheduled for August 8 - 9. Josie is searching for a location and will update the Board with the location as soon as a contract is signed.

8. Adjourn

The meeting adjourned at 11:27 am.


Clay Swanson (Dec 30, 2022 04:47 PST)

Clay Swanson, President

Recorded by:

Josie Hummert