

**Oregon School Facilities Management Association**  
**MINUTES**

**Regular Board Meeting**

December 9, 2022

In-Person/Virtual Meeting via Zoom

Clay Swanson called the meeting to order at 11:59 am.

1. Welcome
2. Consent Agenda
  - a. Approval of Regular Board Minutes, August 2022 Board Retreat

Walt Norris made a motion to approve the minutes of the August 2022 board retreat. The motion was seconded by John Gilbert. The motion passed unanimously.

3. Reports
  - a. Financial Reports

Jackie Olsen presented the financial reports. Information was shared on flow of funds. Most revenue is received in the spring when member renewals are due and revenue from the annual conference is collected.

- b. Strategic Tasks

Jackie Olsen reported on the progress of staff on the goals the board set at the August retreat.

4. Discussion Items
  - a. Policy Manual Review

Clay went through the policy manual changes suggested by the sub committee. Clay asked the board to review and send questions about changes to him. He noted that the board should be prepared to approve the policy manual with changes at the next board meeting.

- b. Draft Board of Directors Handbook

Jackie Olsen shared the draft of the handbook she created. Clay asked the board to review and make sure it includes all the resources and information a board member needs.

- c. Annual Conference Fees proposal
- The board discussed the fees.

	<b>2023</b>
	Proposed
<b>Exhibit Registration</b>	\$800 early bird registration
	\$875 late registration
<b>Member Registration</b>	\$175 member
	\$220 non-member
	\$100 member single day
	\$145 non-member single day

Walt Norris motioned to approve the suggested registration fees for the conference. Anne Birky seconded the motion. The motion passed unanimously.

d. NSPMA Leadership Academy Summary

A summary of the September conference was shared with the board. Discussion centered around other state affiliates and some of the work they are doing.

The board discussed the creation of an institute to support members new to the profession. The board will need to recruit members for serving on the committee. A meeting will need to be set in January or February to help develop a plan and roadmap for the board to plan and make decisions from.

e. Dates for the Board Retreat

The Board confirmed the dates of August 7-8, 2023. The board would prefer to hold the meeting and stay at Eagle Crest if space is available.

f. Evaluation Template for OASBO

The board reviewed the evaluation template outline. They didn't have any changes or additions. They would like to use this template this year and will review ahead of the next year again to ensure it matches the needs of the board.

g. Northwest Facilities Booth: May 10-11

The board would like to continue hosting a booth at the conference. Josie will create a schedule to share with the board for signing up to staff the booth.

h. Washington WAMOA state, offering free registration for annual conference

Josie Hummert asked the board if they would be willing to extend a free registration to the Director of WAMOA for attendance at our annual conference. This is an olive branch to create a strong relationship between the states. She also indicated that other WAMOA members are willing to attend to present a topic to members. The board discussed extending a free registration to any speaker willing to attend from Washington.

Jon moved to approve a free registration for the director and any presenter that is accepted for a workshop. Clay seconded the motion. The motion passed unanimously.

5. Information Items

- a. Annual Calendar

6. Upcoming Dates

- a. January 13, 2023: OSFMA Conference Committee Meeting
- b. January 13, 2023: OSFMA Board Meeting
- c. January 16, 2023: Holiday, Office Closed
- d. February 10, 2023: OSFMA Conference Committee Meeting
- e. February 10, 2023: OSFMA Board Meeting
- f. March 10, 2023: OSFMA Conference Committee Meeting
- g. March 10, 2023: OSFMA Board Meeting
- h. April 19-20, 2023: OSFMA Annual Conference

Other Items: Jon von Behren is serving on a workgroup run by the Department of Agriculture on rules for spraying.

Vonnie updated the board on the work of a group monitoring the work of an outside group asking for changes to the IPM laws.

7. Adjournment

Clay adjourned the meeting at 1:20 pm.



Clay Swanson (Mar 11, 2023 05:56 PST)

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Clay Swanson, President

Recorded by Josie Hummert