

**Oregon School Facilities Management Association**  
**Regular Board Meeting**  
January 13, 2023  
Virtual Meeting via Zoom

Board Attendance: Clay Swanson, Anne Birky, Alan Crapser, Joseph Waite, Robyn Stolin, Jon von Behren, Jason Beam, Vonnie Good

Absent: John Gilbert

Staff Attendees: Jackie Olsen, Josie Hummert

Clay Swanson called the meeting to order at 11:44 am.

1. Welcome
2. Consent Agenda
  - a. Approval of Regular Board Minutes, December 9, 2022

Vonnie Good made a motion to approve the minutes as presented. Jon McCalip seconded the motion. The motion passed unanimously.

3. Reports
  - a. Financial Reports

Jon von Behren reported that the Association is in good financial standing. He indicated there are not many transactions during the winter so not many changes or expenditures to report for year end.

Clay Swanson asked whether investing some of the reserved funds was prudent given the fund balance equaled a year of operating expenses. The board felt that they could continue that conversation at future meetings regardless of whether investments were made.

- b. Strategic Tasks

Jackie Olsen shared the work that staff have been doing related to the board strategic plan. She suggested that the board do some work on developing a framework for the facility manager program.

4. Discussion Items
  - a. Policy Manual Review

Jon McCalip moved to approve the Policy Manual with the recommended changes made by the subcommittee. Vonnie seconded the motion. The motion passed unanimously.

- b. Draft Board of Directors Handbook

The board discussed the handbook. They questioned the entitlements section and whether the

board should receive benefits like free conference registration. They decided to table the discussion about benefits to the board. But they accepted the handbook as a working document and toolkit for bringing new board members on board.

- c. Committees
  - i. Updates to Website

Josie Hummert shared the updates made to the website and process for members to sign up for committee service.

- ii. Set Dates
  - 1. Membership Committee

The membership committee will meet March 9 at 9 am for their first planning session.

- 2. Communications Committee


Josie Hummert and Anne Birky will schedule the quarterly meetings around the deadlines for the magazine.

- 3. Professional Growth and Development Committee

Table the schedule of the PGDC meeting until the board looks at and develops a work plan and outline of the program.

- 5. Information Items
  - a. Annual Calendar
- 6. Upcoming Dates
  - a. February 10, 2023: OSFMA Conference Committee Meeting
  - b. February 10, 2023: OSFMA Board Meeting
  - c. February 14, 2023: OSFMA Zone Meeting
  - d. March 10, 2023: OSFMA Conference Committee Meeting
  - e. March 10, 2023: OSFMA Board Meeting
  - f. March 14, 2023: OSFMA Zone Meeting
  - g. April 13, 2023: PACE Day
  - h. April 19-20, 2023: OSFMA Annual Conference
- 7. Adjournment

Clay Swanson adjourned the meeting at 12:15 pm.

  
Clay Swanson (Mar 11, 2023 05:55 PST)

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Clay Swanson, President

Recorded by Josie Hummert