



**Oregon School Facilities Management Association
Regular Board Meeting**

March 10, 2023 10:00 am to 11:00 am
Virtual Meeting via Zoom

Attendees

Clay Swanson, Vonnie Good, Robyn Stolin, Jon von Behren, Jason Beam, John Gilbert, Anne Birky, Alan Crapser

Staff

Jackie Olsen, Josie Hummert

1. Welcome, meeting called to order at 10:00 am
2. Consent Agenda
 - a. Approval of Regular Board Minutes, February 10, 2023

John Gilbert motioned to approve the minutes with the addition of Robyn Stolin as an attendee. Anne seconded. Motion passed unanimously.

3. Reports
 - a. The Board reviewed the financial reports. It was noted that revenue is starting to be received for conference and membership.
 - b. Jackie Olsen updated the board on the discussion from the Membership Committee. John Gilbert noted that the list of districts that don't have a member is large and that it would be great to chip away at the list by assigning Board members to reach out to a few on a monthly basis.
4. Discussion Items
 - a. Annual Business Meeting
 - i. Agenda
 - ii. Script
 - iii. Zone Meeting Agenda

The Board reviewed the agenda for the annual business meeting, script for the general session, and the agenda for the Zone Meeting held at the conference. Any additions, changes, updates

to the script should be made by April 3rd.

b. Elections

The board discussed upcoming elections and the need for a candidate for zone 4.

c. Student Scholarship

There were no applications for the student scholarship. The board will review the scholarship process during the summer retreat.

a. Northwest Facilities Expo Booth

The Board discussed the schedule for staffing the OSFMA booth at the Northwest Facilities Expo. Several board members indicated they would be able to attend. Josie will send an email to the conference committee to see if there are others that would also be interested.

5. Upcoming Dates

- a. April 13, 2023: PACE Day
- b. April 19-20, 2023: OSFMA Annual Conference
- c. May 9, 2023: OSFMA Zone Meeting
- d. May 10-11, 2023: NW Facilities Expo
- e. May 12, 2023: OSFMA Conference Committee Meeting
- f. May 12, 2023: OSFMA Board Meeting
- g. May 29, 2023: Memorial Day Holiday
- h. June 13, 2023: OSFMA Zone Meeting
- i. June 19, 2023: Holiday, Office Closed

6. Adjournment

Clay adjourned the meeting at 10:45 am.

Clay Swanson
Clay Swanson (Aug 23, 2023 04:29 PDT)

Clay Swanson

Recorded by Josie Hummert