

# OSFMA Board of Directors Meeting Minutes

February 5, 2021

*Virtual | 1:00 - 3:00 pm*

The meeting was called to order at 1:04 pm by Vonnie Good.

Participating were Vonnie Good, Jon von Behren, Rod Maynard, Walt Norris, Anne Birky, Alan Crapser, Angie Peterman, Tracy Grauf, Clay Swanson, and Josie Hummert.

Absent were Paul Raines and Rich Long.

All board members shared how they were doing and what status they were in regarding bringing students back.

Angie reviewed the financial statement through December 31, 2020. She indicated that 2020 saw a cash positive position given that participation was relatively the same as previous years. Angie noted the statements reflect otherwise because OSFMA works from a cash basis and in the current budget year we have yet to collect fees for conference. However, the association has continued to grow its ending balance and be in a good financial position.

The board discussed the budget and what they'd like to do for the remainder of the 20-21 budget year. Vonnie asked if there would be any benefit to modifying the budget to reflect the 2021 expectations for revenue and expenditures. Angie indicated that there may not be a benefit given the temporary nature of the pandemic and that in 2022 we could expect revenue and expenditures to return to normal. Clay motioned to roll the 19-20 budget forward without changes. Walt seconded the motion. No additional discussion was had. The motion passed unanimously.

The board discussed the annual conference, structure, and timing. The April dates currently scheduled will not be able to be in-person due to rules in place. They discussed holding a conference in October in 2021 instead given that in-person events may be able to take place by then. Other formats and structures were discussed. Ultimately, the board determined they did not want to hold a virtual conference in April. They would like to pull together a one day event in October on the in-service date that would be virtual but potentially have a hybrid option for individuals or zones to get together. The board would like the conference committee to plan the content of the conference.

To maintain association business and report to members, the Board will still hold a business meeting during the April dates for organization tasks and Zone meeting breakouts. They scheduled the business meeting for April 16, Friday, 9 am - 11 am. In conjunction with the meeting, Zoom breakouts will be utilized to host zone meetings where zone business can be conducted and the first zone meeting of the year can take place.

Josie will send a doodle poll for the conference committee to set a meeting to plan the October conference.

The board reviewed the finalized information for the new business partner program. Rod motioned motion to approve the partner program handbook and structure. Walt seconded the motion. The motion passed unanimously.

The board reviewed the strategic plan as it stands from the end of 2019. Most work was put on hold during 2020. The board agreed to discuss this plan and develop goals at the board retreat likely scheduled in August.

Josie asked the board to review the deadlines for the next issues of the magazine. She also asked the board for ideas about content and that if they had ideas they should send them to her. Anne suggested asking members a series of questions about what they are doing related to covid planning and then publish the answers. Josie asked board members to send her the questions they think should be asked in the survey and she'd compile and get them back to the board so they can approve them.

Zone directors discussed what they'd like to do for zone meetings throughout 2021.

Zone 1 would like to host monthly meetings. Alan will coordinate with Josie to set up those dates and set up registration and the meeting platform.

Zone 4 would like to do 3-4 a year. Anne will coordinate with Josie the schedule.

Zone 3 would like to host 3 more after the April meeting. Tracy will contact Josie for help with the meeting platform and setting the dates.

The board discussed the positions open and needing to be filled. Zone 1, 2, and 5 terms are ending. Zone 2, Paul Raines has indicated he does not want to serve again. Vonnie will seek out potential candidates. Zone 1, Alan Crapser has indicated he wants to continue serving in the position. Walt will call Rich Long from Zone 5 to determine if he would like to continue in the position. Additionally, once we know potential candidates, Josie will send a notice out to each zone opening nominations and indicating the candidates who have already expressed interest.

It appears that the partner member position will need to be filled. While a formal resignation has not been received, Jennifer has accepted a position outside of Oregon. Josie will reach out to her.

The board discussed the executive committee positions and how they would like to handle an election of a vice president. They were in agreement that they'd like to extend the term of each position another year while planning and activities are in upheaval.

The next board meeting has been scheduled for March 17, from 1 - 3 pm.

Meeting adjourned at 3:00 pm

Submitted,

Josie Hummert  
Executive Assistant

# OSFMA Board Meeting Minutes

**March 17, 2021**

*Virtual | 1:00 - 3:00 pm*

The meeting was called to order at 1:06 pm by Vonnie Good.

The board talked about where they all stand with kids back to school.

The board reviewed the minutes from the February 5 meeting. Rod moved to approve the minutes as approved. Clay seconded the motion. There was no discussion. The minutes were approved unanimously.

The board discussed the JG award and decided to announce the recipient of the award in April 2022 to allow for maximum celebration.

The board discussed the questions they wanted to send to the membership to crowdsource an article for the June edition of the magazine. Josie will wordsmith and prepare the questionnaire and send it to membership. No other topics were suggested for the June issue.

Zone 1 will be holding a monthly meeting, likely the second tuesday of the month. The final date will be determined at the April zone meeting so the first meeting would take place in May.

Zone 3 will hold their zone meetings May 14, July 14, September 15 at 11 am for all. Registration will run ahead of time with a link sent out in the confirmation emails once members register.

Zone 4 will hold something early June and maybe September.

Zone 5 and 2 will be determined once a new zone director takes office in April.

The board discussed open zone director positions. Vonnie will send an email asking for nominations from zone 2 for that position. Josie will contact a couple of people in Zone 5 and send an email asking for nominations from that zone.

The board reviewed the process for recruiting a partner member. Josie will send an announcement asking for applications to business members with a deadline of April 16. The board will review all applications and rank them and then interviews will be scheduled the first of May.

The board discussed whether a retreat should be scheduled in August. All members were in agreement that they would like to meet if at all possible. Josie will get quotes from Eagle Crest and Riverhouse for a meeting the second week of August for a two day retreat with bookend travel time. The board will decide based on the quotes where they would like to host the meeting.

In other business, Tracy asked about scholarships for students. The board was in consensus that they would like to continue funding a scholarship for each zone in 2021. Josie will post the information and timeline and send a message out to membership to pass along to their high school guidance counselors.

No other business was discussed. The meeting was adjourned at 2:30 pm.

Respectfully submitted,

Josie Hummert  
Executive Assistant

# OSFMA Board Meeting Minutes

**May 21, 2021**

*Virtual | 10:15 am - 12:00 pm*

Vonnie Good called the meeting to order at 10:24 am.

Participating was Vonnie Good, Alan Crapser, Jon von Behren, Rod Maynard, John Gilbert, Clay Swanson, Josie Hummert. Angie Peterman joined for the first portion of the meeting. Anne Birky and Tracy Grauf joined the meeting about 11:00 am.

Angie spoke to the board before the formal agenda started about her decision to retire by December 30, 2021. She indicated that the OASBO board was reviewing position descriptions and working through the needs of OASBO. She requested that OSFMA determine if they would like to participate in the interview process and to let her know so that she can pass that information to the hiring committee.

The board reviewed the questions for interviewing the partner member candidates and the process for the meeting and interviews.

The board interviewed the first candidate from 10:30 - 10:45 am.

The board reviewed the minutes from the March 17 meeting. Jon von Behren motioned to accept the minutes as presented. Clay seconded the motion. No other discussion was held. The motion passed unanimously.

Vonnie asked the board to brainstorm topics for the president's message for the June issue of OSFMA News. The board landed on graduation and end of year changes and the toll that has taken on students and staff.

The board interviewed the second candidate from 11:00 - 11:15 am.

The board reviewed the rates of the applicants for partner position. They discussed how the interviews went.

John Gilbert motioned to appoint Jason Beam as the partner representative to the board. Clay seconded the motion. The motion passed unanimously. Vonnie will reach out to Jason and offer the position. Once that process has been completed, Josie will reach out to Kelly Tellegen to share that the position was offered to another candidate.

Vonnie tabled the discussion on the policy manual until both of the new board members could be present.

Vonnie opened discussion about the interview process for the OASBO executive director. She will participate in the committee and if she needs to step away one of the other executive committee will step in.

Clay reported on the conference committee meeting held earlier in the week. He noted that the committee really struggled to come up with topics that would warrant holding an in-person meeting. The board would like to hold the event and spend some more time working through how the event would work being both virtual and in person.

The board would like to participate in the NW Facilities Expo in September. Alan offered to staff the booth for part of the time. The board would like to ask other committee members to help when it gets closer.

The board would like to meet every other month after the conference committee.

The meeting adjourned at 12:22 pm.

Respectfully submitted,

Josie Hummert  
Executive Assistant

# OSFMA Board Meeting Minutes

*Monday, August 9, 2021*

Vonnie called the meeting to order at 12:25 pm.

In attendance was Vonnie Good, John Gilbert, Clay Swanson, Jason Beam, Anne Birky, Rod Maynard, Allen Crapser, Martie McQuain, Walt Norris, Angie Peterman, and Josie Hummert.

Vonnie asked the board to review the minutes from the last meeting. John Gilbert moved to accept the minutes. Walt Norris seconded the motion. There was no further discussion. The motion passed unanimously.

The board reviewed the policy manual.

#102 - Officers and Directors: Add paragraph addressing the business partner position - "The Business Partner representative appointed by the Board is an ex-officio member of the executive committee. This same explanation was also added to the business partner job description in the appendices.

The board discussed having an audit scheduled on a regular basis either through OASBO's audit committee or a third party. They would like a review to be completed in 2022.

The board requested the financial process that is followed when receiving and disbursing funds be written and included in the internal controls section of the policy manual. Angie will write and provide the procedure to the board.

The board added the scholarship committee under the Ad-Hoc committee section #200. It was also added to board responsibilities in the zone director job description. Procedures and committee charges will be written and added to the committee handbook to be developed.

John Gilbert moved to accept the changes made to the policy manual. Martie McQuain seconded the motion. There was no further discussion. The motion to approve the changes to the policy manual passed unanimously.

The board discussed the listserv etiquette and professionalism. Staff reminded the board that the public school members' email is public record and by extension then, the OSFMA listserv contents could be shared publicly. The board did not have any changes to the etiquette posted on the OSFMA website.

The board took a break for 10 minutes.

Vonnie pulled the board back together at 2:15.

The board reviewed the partner program and outline. Jason will review the document and provide feedback to Josie. Jason will also identify businesses that should be on the short list of contact by him and board member. The board should understand and familiarize themselves with the program so that when they are in contact with business partner members.

The board discussed the annual conference and trade show structure. They determined they did not want to reduce the size of the trade show.

There were no committee reports as committee activities have largely been paused during the pandemic. Josie noted that the communication committee is charged with the magazine production and that article ideas and content are much appreciated.

The board reviewed and discussed the contract with OASBO. They discussed terms in anticipation of the renewal in 2022.

The board suggested an additional way to further develop the relationship between OSFMA and OASBO would be to offer ex-officio positions on each board. The OSFMA Board will discuss further at future meetings.

The board recessed the meeting at 5:00 pm.

The board reconvened at 8:05 am on August 10.

The board started the morning with a review of the strategic plan as it exists. They discussed whether there were any goals that could be removed. Then the board discussed each goal in detail.

### **Goal 1**

The board reviewed the committee manual and each committee charge. More details will be added and written by staff to be reviewed again at the January 2022 meeting.

Dates of completion were added for each action item.

For *Objective 3: Develop Board Orientation program*, Angie will draft a program outline for review at the October board meeting.

### **Goal 2**

The board removed Item A in Objective 1 because development of partner program materials has been completed.

For Item B: Market to Business Members, Jason, the new partner member, was added to the responsible parties and the date for completion is February 2022 with an update on progress provided at the October meeting.

### **Goal 3**

Added an Objective 2: Member retention and engagement. The items

The board reviewed the two marketing pieces used currently. Some changes were made to wording but the material is ready for use.

Then the board discussed how to reach non-members. They developed a plan to identify non-members, identify targeted districts or individuals. Zone Directors will reach out personally to these people.

John Gilbert motioned that we not charge a registration fee for new, never attended people, to the mini-conference in 2021. The free registration is limited to one person per district. Seconded by Jon von Behren. Motion passed unanimously.

Membership survey to go out October 18. Closed by the middle of November. Results will be shared with the board and the board will determine if a meeting in December to discuss the results is necessary. The meeting was scheduled for December 2 from 10 am - 12 pm.

### **Goal 4**

The board felt Goal 4 should be a goal but that capacity and energy to develop such a program in the coming year was not feasible. This goal should remain, but is part of the long term strategy for the association.

Walt moved to adopt the goals as amended during the meeting. Rod seconded the motion. The motion to adopt the 2021-22 strategic plan as amended passed unanimously.

Vonnie moved the discussion to development of the budget. Angie shared the draft budget showing actual numbers for the 2019-2020 year and the beginning of 2021. She recommended the board not change the budget from the previous years in any significant way given the pause on programs and events. The board was in agreement and did not have any significant discussion about particular line items.

John moved to adopt the 2021-22 budget as presented. Anne seconded the motion. The motion to adopt the budget as presented by staff passed unanimously.

The board directed Angie to get an updated quote on officers and directors insurance coverage.

Jon moved to name Angie Peterman as an honorary member of OSFMA. Anne seconded the motion. The motion passed unanimously.

Vonnie adjourned the meeting at 1:25 pm.

Respectfully submitted,

Josie Hummert  
Executive Assistant

## OSFMA Board Meeting

# Minutes

October 1, 2021

*Virtual | 12:00 - 2:00 pm*

Vonnie called the meeting to order at 12:20 pm.

In attendance was Vonnie Good, Anne Birky, Alan Crapser, Walt Norris, Jon von Behren, Clay Swanson, Rod Maynard, Martie McQuain.

Rod moved to approve the minutes as presented. Clay seconded the motion. The motion to approve the minutes was approved unanimously.

The board had identified potential ideas for solidifying the relationship between OASBO and OSFMA. One of those ideas was to establish a regular board meeting representation. The board determined they did not want to establish a regular ex officio position for a member of the OASBO Board at this time but would revisit in the future as needed.

Vonnie shared that she would be unable to serve as the representative on the interview committee for the open OASBO executive director position. She asked if there was anybody else who would like to participate. The Board would like Jon von Behren to serve in this capacity. In suggesting questions to be asked during the interview, the board would like to have the applicant respond to their experience with school facilities and the relationship between OSFMA and OASBO. Josie will pass along the change in representation and the topic for interview questions.

The board reviewed the draft survey questions and added additional topics. They brainstormed the multiple choice answers. Josie will word smith and create the draft survey for final board review before sending the survey out the week of October 11. The survey will be open for a couple weeks and then results will be reviewed by the board electronically. If a meeting needs to be held to discuss the results, the board has already scheduled December 2 for that review and a virtual meeting.

There was no other business.

The meeting adjourned at 1:20 pm.

Respectfully submitted,

Josie Hummert  
Executive Assistant

OSFMA Board Meeting

# Minutes

December 2, 2021

*Virtual Meeting*

Vonnie Good called the meeting to order at 10:06 am.

Participating was Vonnie Good, Anne Birky, Clay Swanson, Angie Peterman, Jason Beam, Jon von Behren, Alan Crapser, Walt Norris, Tracy Grauf, Rod Maynard, and Martie McQuain.

The board reviewed the minutes of the last board meeting October 1. Jon moved to approve the minutes of the October minutes as presented. Clay seconded the motion. The motion passed unanimously.

OSFMA Board reviewed access to the bank account.

Jon moved to authorize a debit card to be issued in Josie's name. Rod seconded the motion. Motion passed unanimously.

The board reviewed the results from the membership survey. Vonnie asked the board to point out any comments or results they found of interest.

- Share in the magazine what the listserv is and how to use it.
- Make it more visible on the listserv.

Add the survey results to each agenda to be able to review. Josie will create a top 10 or executive summary for the board to review and make sure the document incorporates.

Angie updated the board on the executive search status and what the next six months will look like in terms of staffing.

Brainstormed topics for OSFMA Zone Meeting

- Jan - Grounds - prepping equipment, pre-emergents, planning projects (pacific sports turf, OSU)
- Feb - Hiring seasonal workers and hiring in general
- Mar - Planning your summer projects
- May - Listserv/website how to use training
- June - hazmat and disposal of hazardous materials and summer cleaning (vonnie presents)
- July - smoke and heat while working
- Aug - Radon/Water testing prep for Oct-Nov (Vonnie present)
- Sept - Prepping HVAC for winter - servicing, handling outside air intake, filters, new regs
- Nov - Winter prep
- Dec - Fire proofing for winter break, fire inspections, shutting buildings down for winter break, turning equipment off

Josie will post the topics and schedule to the website and send to the membership. Topics will be shared in the magazine in January as well. Josie will create a tracking document with the topics, facilitator and any speakers that need to be brought in.

The board reviewed future meeting dates and set meetings for the conference committee and board for the first part of 2022.

The board reviewed the conference registration fees and increased the three day fee to \$150 and the one day registration to \$75.

No other business was brought forward.

Meeting adjourned at 12:08 pm.

Respectfully submitted,

Josie Hummert  
Executive Assistant

**Minutes**  
**OSFMA Board Meeting**  
**April 15, 2022**

The meeting was called to order at 10:47 am.

In attendance were Clay Swanson, Anne Birky, Alan Crapser, Vonnie Good, Walt Norris, Jon von Behren, John Gilbert and Josie Hummert.

John motioned to approve the minutes of the December 2021 meeting as submitted. Walt seconded the motion. The motion passed unanimously with no discussion.

The board reviewed the draft schedule of meetings for the conference committee and board meetings for the 22-23 year. They would like to hold all meetings at the COSA offices.

The Board discussed possible locations for the Board retreat and asked Josie to follow up on locations in central Oregon as the first option. Josie will check: Sunriver, Mt. Bachelor Village, Elk Lake, and Camp Sherman. The board would like to incorporate team building or social activities such as an outdoor activity or an escape room or something of that nature.

The board discussed how the monthly Zone Meeting discussions are going. They are gaining in popularity and members are happy. Zone directors decided to find a way to host an in person meeting in their zone within 2022 to supplement the virtual discussions.

John thanked the board for the John Grossnicklaus Award.

The board discussed the opportunity presented through partnership with the National School Plant Management Association. Their executive director attended the annual conference and spoke with board members as he works to expand and develop relationships with more state associations. The board and staff were invited to attend a leadership conference in September. Three invitations were extended to OSFMA. Hotel and conference registration would be covered, OSFMA would cover travel expenses. The board asked Josie to gather more information and they will discuss at the next meeting.

There was no further business.

The meeting adjourned at 11:45 am.

Respectfully submitted,

Josie Hummert  
Executive Assistant