



PASBO Board of Directors Meeting

Friday, April 19, 2024

8:30 a.m.

PASBO Office, Harrisburg

MEETING MINUTES

1. **CALL TO ORDER**, Jeff Mummert, PCSBA, President, called the meeting to order at 8:26am.

2. **APPOINTMENT OF SECRETARY**,

A motion was made by Director Kirk and second made by Director Stabile to approve Diane Richards, PCSBA, CPA, Immediate Past President, to serve as board secretary for the April 19, 2024, board of directors meeting. The motion passed unanimously.

3. **ROLL CALL**

Immediate Past President Richards called the roll. All Directors and Officers were present except for President-Elect Ciaciulli.

4. **APPROVAL OF AGENDA**

A motion was made by Director Stabile and second made by Director Pawling to approve the agenda for the April 19, 2024 board of directors meeting. The motion passed unanimously.

5. **ANNUAL CONFERENCE DEBRIEF**

Hannah Barrick reviewed the Annual Conference survey responses and the group discussed opportunities for improvement in 2025. The group discussed the need to increase booth prices to allow for exhibitors to be included in the attendee lunch.

A motion was made by Director Kirk and second made by Director Pawling to 2025 exhibit booth fees and conference sponsorship fees as presented. The motion passed unanimously (Director Todd was not present).

6. **EXECUTIVE DIRECTOR'S REPORT**

Hannah Barrick provided an update regarding staffing and operations, including work to update and shift job responsibilities, ongoing software transition updates, and professional development program updates. She also discussed the 24-25 sponsorship program along with the ongoing budget development process. She also shared a brief legislative update, highlighted the upcoming advocacy day.

She also noted a pension compliance issue and discussed the need to amend contract language to ensure compliance with IRS regulations. A motion was made by Director Cooney and a second made by Director Stabile to approve an amendment to the executive director's contract to maintain total compensation but move a portion of the pension contribution to salary to meet compliance as a highly compensated employee. The motion passed unanimously (Director Todd was not present).

7. PRESIDENT'S REPORT

Jeff Mummert, PCSBA, President, shared information about the June Board meeting (June 7-9, 2024, Gettysburg).

8. CONSENT ACTION ITEMS

A motion was made by Director Shields and a second by Director Cooney to approve the items listed below. The motion passed unanimously (Director Todd was not present).

- a. Action Item: Approval of [Minutes of March 5, 2024 Board of Directors meeting](#)
- b. Action Item: Approval of [Minutes of March 6, 2024 annual meeting](#)
- c. Action Item: Approval of [Minutes of March 8, 2024 annual meeting](#)
- d. Action Item: Approval of [Treasurer's Report](#)
- e. Action Item: Approval of [Membership Report](#)
- f. Action Item: Approval of [Interim Services Report](#)
- g. Action Item: Approval of [Mentorship Program Report](#)
- h. Action Item: Approval of [Professional Development Report](#)

9. ROUNDTABLE DISCUSSION

Members had an opportunity to share any other items for discussion. None were presented.

10. ADJOURNMENT

A motion was made by Director Kirk and a second made by Director Stabile, to adjourn the April 19, 2024 board of directors meeting. The motion was approved unanimously.