

# PASBO Board of Directors Meeting

September 29, 2022

1:15 p.m.

Kalahari Resorts and Conventions

**1. CALL TO ORDER**, Diane Richards, PCSBA, CPA, President – 1:15 p.m.

Meeting was called to order at 1:15 p.m. by President Richards.

**2. APPOINTMENT OF SECRETARY**, Diane Richards, PCSBA, CPA, President – 1:16 p.m.

- a. Action Item: Approval of Brent Kessler, PCSBA, Immediate Past President, to serve as board secretary for the September 29, 2022 meeting*

A motion was made by Director Ciaciulli, seconded by Vice-President Heverly Flesher. All were in favor, motion passed.

**3. ROLL CALL**, Brent Kessler, PCSBA, Immediate Past President – 1:17 p.m.

- President Richards
- President-Elect Mummert
- Vice-President Heverly Flesher
- Immediate Past President Kessler
- Director Burchill
- Director Ciaciulli
- Director Pawling
- Director Kirk
- Director Reger
- Director Stabile
- Director Billman
- Director Jaffee (absent)
- Director Scott

All were present except for Director Jaffee.

**4. APPROVAL OF AGENDA**, Diane Richards, PCSBA, CPA, President – 1:19 p.m.

A motion was made by President-Elect Mummert, seconded by Director Stabile. All were in favor, motion passed.

**5. CONSENT ACTION ITEMS – 1:20 p.m.**

- a. Action Item: Approval of Minutes of June 2022 Board of Directors meeting*
- b. Action Item: Approval of Treasurer's Report (June, July, August)*
- c. Action Item: Approval of Professional Development Report*
- d. Action Item: Approval of Membership Report*
- e. Action Item: Approval of Professional Certification Report*
- f. Action Item: Approval of Interim Services Report*

Executive Director Barrick provided some additional information and highlights for the presented financial reports, professional development events and more.

A motion was made by Director Pawling, seconded by Director Kirk. All were in favor, motion passed.

**6. REVIEW OF GUIDING PRINCIPLES, Diane Richards, PCSBA, CPA, President – 1:35 p.m.**

President Richards reviewed the Guiding Principles and looks forward to great Board discussion and engagement.

**7. NOMINATIONS & ELECTIONS COMMITTEE DISCUSSION, Brent Kessler, PCSBA, Immediate Past President – 1:40 p.m.**

- a. Discussion of proposed Election Rules for the 2023 election*
- b. Action Item: TBD*

The Board adjourned to Executive Session to discuss a personnel / membership matter.

After executive session ended and the Board returned to public session. Immediate Past President Kessler presented and reviewed the draft proposed election rules. The committee met twice in August-September taking feedback from the August Board Retreat discussions and created the draft document.

The Board discussed and confirmed additional changes and language.

A motion was made by Director Kirk to accept the Election Rules for 2023, motion was seconded by Director Stabile. All were in favor, motion passed. There were two (2) abstentions. Director Ciacuilli and Director Pawling.

**8. PRESIDENT'S REPORT, Diane Richards, PCSBA, CPA, President – 2:10 p.m.**

President Richards provided information about the ASBO annual meeting and promoted current PASBO ASBO Director Wanda Erb in her campaign for ASBO VP.

**9. EXECUTIVE DIRECTOR'S REPORT, Hannah Barrick – 2:25 p.m.**

- a. Membership renewal and next steps
- b. Professional development update
  - i. New member programs
  - ii. Wilkes University classes
- c. Staffing update
- d. AMS transition
- e. Sponsorship investigation process update
- f. Fall conference/PETE conference updates

Executive Director Barrick took the next hour to review all the agenda items listed above and the Board had discussions and feedback on all topics as needed. Great discussions took place and we thank Hannah for all her hard work over the first six months of her term as Executive Director.

**10. PASBO ANNUAL CONFERENCE UPDATES, Hannah Barrick – 3:10 p.m.**

- a. Booth/sponsor sales
- b. Attendee registration opening preparation
- c. Conference Committee preview
- d. Next steps

Executive Director Barrick reviewed updates and provided information on the progress of the annual conference for 2023. Everything is going well and the PASBO staff are doing a great job in preparing for the conference.

**11. ROUNDTABLE DISCUSSION, Diane Richards, PCSBA, CPA, President – 3:30 p.m.**

President Richards went around the table giving all Board Members an opportunity to share any information or thoughts for the good of the order. During this time, Vice-President Heverly Flesher shared some important news with the Board. She announced that she will be leaving school business and starting a new job at PSEA. This will create a vacancy in the Vice President position and Executive Director Barrick will work through the impact and next steps. Everyone congratulated Phyllis and will miss having her on the Board. We thank her for her service and dedication to PASBO and our members!

**12. RECOGNITION, Hannah Barrick – 3:40 p.m.**

Executive Director Barrick took additional time to recognize Phyllis for her service on the Board and announced we will present her with a plaque.

**13. DINNER/FRIDAY EVENTS RECAP, Hannah Barrick – 3:50 p.m.**

Executive Director Barrick reviewed the calendar of events, the timeline for dinner and the information for tomorrow's conference committee planning meeting.

**14. ADJOURNMENT**

A motion was made by Director Stabile to adjourn. Motion was seconded by Vice President Heverly Flesher. All were in favor, motion passed.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brent A. Kessler".

Brent A. Kessler, PCSBA

Immediate Past President / Board Secretary