**Arkansas Association of School Business Officials**

**Board of Directors Meeting**

**December 7, 2017**

**ASBA Building, Little Rock, AR**

The meeting was called to order by President Zinnia Clanton at 12:56pm.

Roll was taken by Charles Warren. Members present were Zinnia Clanton, Jake Haak, Debbie Harrell, Charles Warren, Shawn Higginbotham, Tina Wiley, Cristy Dunnahoe, Sharon Chuculate, Frankie Sullivan, Kevin Luck and Robyn Keene. Members absent were Donna Adkins, Lesa Bell, Kathleen Crain, Greg Rogers, Mike Mertens and Richard Abernathy. A quorum was established.

The minutes from the board meeting held on November 2, 2017 were presented. Cristy Dunnahoe moved to approve the minutes, with a second by Shawn Higginbotham. The motion was approved.

The treasurer’s report through November 30, 2017 was presented. Kevin Luck moved to approve the treasurer’s report, with a second by Tina Wiley. The motion was approved.

The membership report through November 28, 2017 was presented and reviewed.

Jake Haak gave a report on the 2018 AASBO Conference to be held on February 28, 2018 and March 1, 2018. The conference schedule was reviewed and a few edits were recommended.

Amendments to the AASBO Constitution were presented by Zinnia Clanton. Jake Haak moved to approve the amendments and direct President Clanton to present the amendments to the AASBO membership for ratification at the 2018 AASBO Conference. After a second by Shawn Higginbotham, the motion was approved.

Christy Dunnahoe moved to send Sharon Chuculate, Stacy Hopkins and three other AASBO board members, with officers given priority, to the 2018 SASBO Leadership Conference in Florida at AASBO expense.

Robyn Keene lead a discussion regarding the spring CASBO classes to be held on April 24th and 25th of 2018 at the Crown Plaza in Little Rock. Shawn Higginbotham moved, with a second by Tina Wiley, to approve the following classes:

* HR101 – Intro to HR presented by Shawn Higginbotham
* HR102 – Employee Compensation presented by Jake Haak
* SMxxx – Managing Your District’s Financial Message presented by Kelly Hayes
* SFxxx – Revenue, Collections & Budgeting presented by Charles Warren
* SFxxx – Federal Funds Finance presented by ADE
* SFxxx – Special Ed Finance presented by ADE

The motion was approved and Robyn Keene was instructed to find alternative classes if these could not be confirmed.

Robyn Keene presented an update on the AAEA computer lab and discussed upcoming events.

At 2:22pm, Charles Warren moved to adjourn, with a second by Jake Haak. The motion was approved.