



ANNUAL BOARD OF DIRECTORS MEETING

Oklahoma City, OK

January 25-26, 2010

Attendees: President; Joyce Doakes Smith; Secretary Debra A. (Deb) Bourbeau; Member-at-Large Barbara Pepper; Treasurer Reva Tisdale; Past President Stephen J. (Steve) Mastro; President Elect; Jeffrey A. (Jeff) Kramer Member-at-Large Linda Jefferson

Guest: Lisa Fortier, Consortium Representative, Paula Printerup-Porter, Oklahoma Society President, Debbie Smith, Oklahoma Society, Past AACPM Board Member

DAY 1: January 25, 2010

CALL TO ORDER

AACPM President Joyce Doakes Smith called to order the annual Board of Directors meeting at 8:30 a.m. on January 25, 2010 at the Oklahoma School of Science and Mathematics Oklahoma City, Oklahoma.

PRESENTATION OF MINUTES/TRANSFER OF INFORMATION

President Smith opened the meeting by welcoming everyone to Oklahoma City and is looking forward to her year as President.

Bourbeau presented the 2009 Board Meeting Minutes to Past President Mastro for signature. Signed minutes were then passed on to D. Smith to be archived.

Bourbeau provided an update to the Board on September 2009 House of Delegate Minutes. Bourbeau will send the minutes to the House of Delegates by January 31st for their review. Any comments must be received from the House of Delegates by February 12th. Once all comments are received and revisions are made to the minutes, they will be sent out to the House of Delegates on February 19th and a vote will be called. The votes are due to Bourbeau no later than February 26th.

The Academy has two embossers for use on certificates and charters. Mastro currently has one and one will be given to Jefferson for membership packets.

TREASURER'S REPORT:

Tisdale provided an update to the Board on the financial status of the organization. The current balance in the checking account is \$6,780.00. The tax return for year ending 2009 is being prepared.

We did not tap into the Certificate of Deposits. The Georgia Society currently has a Certificate of deposit and \$660.00 will be withdrawn for the 2009 and 2010 membership dues for each year. Tisdale is requesting Board approval on when to remove these annual payments from the Georgia Society. A motion was made by Mastro to remove the funding from the Certificate of Deposit to pay the 33 members, membership dues. Bourbeau seconded the motion. The motion carried.

In 2009, Academy membership decreased by 149 members. Kramer questioned the income from Amazon listed on the financial report. Two amounts are shown. Tisdale reported the correct amount is \$151.05 and will correct the report.

The Florida Conference reimbursement of \$1,200.00 from Event Pros is outstanding. Once the payment has been received, the final conference report will be submitted. Mastro requested Board Approval for the Budget Comparison Statement.

Mastro made a motion as Past President and Finance Committee Chair, to move money within the budget to fund conference expenses and the unplanned legal expense. These budget revisions were approved by the Board in the 2009 budget. By completing this now, we will be in time for the final 2009 financial statements. Seconded by Bourbeau. Motion carried.

Tisdale would like to continue with the liability coverage with the same company, which provides the coverage for the Treasurer's Bond and the liability coverage for conferences as required in the SOP. At this time an invoice of \$100.00 is due to the insurance company and a \$30.00 check to the Georgia Secretary of State.

Pepper made a motion to pay the \$100.00 Treasurer's Bond and \$30.00 Georgia Secretary of State invoices. Bourbeau seconded the motion. The motion carried unanimously.

No new bank signature cards are needed at this time. Signature authority remains with Mastro, Smith and Tisdale.

Tisdale is going to research the use of a credit or debit card for our monthly board teleconferences through Wells Fargo. A card will need to be on file to cover the teleconference expenses.

A line item that is not in the budget is for the shipment of the inventory and the flags from the ending conference to the next conference. Mastro explained that it is a conference expense. Smith will review and suggest a line item for this be added to the budget.

CONSORTIUM UPDATE:

Lisa Fortier is attending the meeting as the representative for the Consortium on behalf of J.J. Acker, the current Consortium Chair.

The mid-year Board Meeting is going to be held in San Jose California at the ASPA conference. The dates are April 9th and 10th.

The Consortium is reviewing and updating its SOPs. The programs are both state and academically run. Michael Waters, vice-chair is reviewing the rules that a potential Consortium member would need to meet in order to become a member of the Consortium.

The Consortium is working on the development of their website, which will no longer be part of the University of Texas. The Consortium has thirty-eight programs. Oregon is currently in the program accreditation process.

Tisdale asked about the Virginia Program. Fortier explained that the program is in limbo at this time and the Consortium is looking to see what they can do to assist the program. Smith will contact Jack Lemmons to see where discussions are with the state of Vermont.

AACPM BUDGET:

The proposed budget is based on membership of 1,410 members. Discussion is on-going regarding how Societies promote the Academy to their membership, graduates and students to recruit and retain members. The SOPs provide the Board with authority to move the money between line items and stay within 10 percent of the approved HOD budget.

EDUCATIONAL FOUNDATION:

Mastro provided an overview of the Educational Foundation that is incorporated in the State of New Hampshire with a five-member board. The Academy, the President and Treasurer fill two seats annually. In 2009, the foundation discussed setting standards regarding what types of funding can be accepted. The 2010 Oklahoma Conference Committee has used the Educational Foundation to secure presenters at reduced speaking fees. The foundation, a 501(c)(3), can issue a tax-deductible letter. The foundation is a wonderful opportunity for the Academy, however it is still in the developmental stage. The Foundation is a separate entity, per the IRS guidelines.

COMMITTEE REPORTS:

Smith requested the committee chairs review the suggested committee members for 2010 and provide her with comments or final approval.

The Election Committee Report was submitted for board approval as amended and accepted by the Board.

The By Laws & Ethics report was submitted for approval as amended and accepted by the Board.

Finance Committee report was submitted for approval and accepted by the Board.

Henning Committee report was submitted for approval as amended and accepted by the Board.

The Wilkinson Scholarship was submitted for approval as amended and accepted by the Board.

The Communications & Publications report was submitted for approval as amended and accepted by the Board.

Pepper provided an update on calendar year 2009 activities and provided the board with a draft 2010 calendar of activities. To keep postage and mailing costs to a minimum Pepper uses e-mail 99% of the time. The Academy currently mails 20 newsletters to members. As requested by the House of Delegate Members this past September, the Conference Edition of the CPM Connection, was sent out as an adobe attachment.

The NetGain contract is automatically renewed unless we choose to cancel. Pepper does the majority of the up-front work to save money and provides the direct link and code to NetGain. There is no formal contract with Michelle Pratt of Pratt Designs.

The recommendations listed below are from the Communications & Publications Report and require Board consideration. Due to funding concerns, some of these recommendations may take longer to implement.

- Determine feasibility and source of funding for color brochure to be developed for promoting CPM successes in government entities across the country.
- Engage Pratt Designs only for preparing the on-line version of all 2010 newsletters; committee chair will convert the final Word version of each newsletter into an Acrobat file for posting to the website.
- Continue using NetGain for website support. The current contract renews automatically. Written notice to terminate is required.
- Delay cost-based website enhancements and additions until revenue streams are more reliable.
- Update SOP sections pertaining to specific colors, papers, and formats for various Academy printed materials. Examples: brochure, newsletter, letterhead
- Continue to restrict communications directly with NetGain to the committee chairperson.
- Review summary of committee suggestions to determine what – if anything – can be implemented within the current operating budget.
- Review 2010 activity calendar and set activity dates for possible posting to our website.

Pepper would like to make recommendations on ease of locating information in the SOPs. It may be easier to navigate if each SOP section were a separate document.

Currently, the SOP's are one document and must be reposted each time a change is made to an SOP.

The joint brochure between the Consortium and Academy is to be used for recruitment purposes for future societies. A major question that still remains is who is going to take the lead on the development of the brochure? The Consortium has a recruitment committee. Fortier stated that it maybe difficult to capture all the various state programs into one brochure, because as the programs in states are different. Pepper suggested researching success stories from programs and using these to promote the mission of the programs. The thought behind the brochure was to be a testimonial brochure to explain the Academy and Consortium. Once completed, the brochure could also be used to provide the state legislature with information on why this program is important.

The Management Practices committee has requested to put together a catalog of Askew Award winners. Funding is a concern for the development of this catalog. After further discussion the Board decided to table the joint brochure at this time and move forward with the Management Practices Committee catalog. The membership is aware of the importance of the Askew Awards and they are our target audience. The Board continued discussion regarding who should be provided information on the Askew Award Projects within their state.

Smith requested recommendations and Tisdale recommends we put the joint brochure on hold until we have a committee who would review the recommendation and create the brochure. A motion was made by Tisdale to table the joint brochure until we can take further action on the development. Kramer seconded the motion. The motion carried.

Pepper is working on contact information for conference presenters. This file will serve as a source for locating speakers. This would be a good tool for many state societies and also for conference planners. Societies want to go to the website and have information that is easily available to them. Tisdale suggested once this is completed, an article in a newsletter be sent for informational purposes on this file.

The Ken Henning video is not feasible to be put on the web due to storage capabilities. All societies have a copy of the video. It is also located in the Academy's archives.

Bourbeau asked if it was possible for Board Members to have an email address for web mail purposes? Pepper will check with NetGain; this may not be possible due to space limitations.

Oscar Jackson, Administrator of the Oklahoma Office of Personnel Management and Cabinet Secretary for Human Resources and Deputy Hank Batty, Office of Personnel Management joined the meeting for a few minutes and welcomed us back to Oklahoma City. Jackson is a strong supporter of the program and the quality of managers it produces. He shared a publication with us that included an article about Joyce Smith, CPM. Jackson and Batty shared with us their views of the positiveness that our organization provides to Government entities.

The Evolution Committee report was submitted for approval and accepted by the Board.

This committee was formed based on remarks made by Dennis McGee in 2008 in Columbus, Ohio. Mastro provided a committee charge at the inception of the committee. Kramer updated the Board on the data which was gathered from other organizations on what benefits are provided to their membership. The organizations were not very forthcoming with information and the committee gathered most of their information from websites.

The Academy Evolution Committee and the Strategic Planning Committee will segway into one at a point in time when their structures are in line. Kramer stated that we need to do a better job on selling ourselves as CPM's and creating the value to be a CPM in an organization.

Grant Writing Committee

Smith realizes times are hard and we should review all funding avenues available. This came about when talking with the Florida Conference Chair, Joanne Robertson. Robertson is interested in assisting the organization with grant writing. Tisdale suggested that we search for to assist with technical upgrades for our website.

A motion was made by Tisdale to establish a Grant Writing Committee as a committee of the board. Kramer seconded the motion. The motion carried.

Leadership Institute Committee

The Leadership Committee report that was provided to the House of Delegates in 2009 had many recommendations that conflicted with the academy's abilities versus the Consortium abilities. The revised report needs to be sent to the sitting House of Delegates for their approval. The Leadership Institute is continuing, but slowly.

Mastro suggests reviewing the first three pages, which is the summary report to the Board of Directors. Ada Barnett is seeking budget approval that will require House of Delegates action. In 2002, the concept was one track to provide competence training in leadership positions and to provide tools on how to be a Society or Academy board member or to serve on an external community board. The report was not accepted as presented and will go back to the Leadership Institute Committee, as it does not meet the charge of the committee.

Smith suggested that we tap into our Program Directors to serve on the Leadership Institute. Smith will formulate the committee and get back to the Board with recommendations.

Management Practices Committee

The Management Practices Committee report was submitted for approval and accepted by the Board.

A recommendation by the Board is Askew Award recipients being recognized on their name badge at the Oklahoma City Conference and future conferences. Mastro will discuss this suggestion with the chair of the Management Practices Committee who will work with the Consortium members to educate them on the importance of this award.

Member Affairs

The Member Affairs Committee report was submitted for approval and accepted by the Board.

Jefferson shared her thoughts with the Board on enhancing the value and benefits to our members. Looking at different social networking sites such as LinkedIn, Facebook and Twitter these may be sites we could use to keep members involved and for idea sharing.

Mastro shared a draft membership application with the Board. There are four general classes Fellows, Member-At-Large, Associate Members and Consortium Members plus the Honorary class available to the board. The last three allow for membership in the Academy without going through a society if the criteria are met.

Fellows of the American Academy of Certified Public Managers possess a valid certification as a Certified Public Manager issued by a program accredited by the National Certified Public Manager Consortium. Fellows are also members of a CPM society that is chartered as a member of the AACPM. Fellows have all the rights and privileges of full membership.

Members-At-Large of the American Academy of Certified Public Managers a valid certification as a Certified Public Manager issued by a program accredited by the National Certified Public Manager Consortium but are not members of a CPM Society chartered by AACPM. Have all the rights and privileges of full membership.

Associate Members may be any person who is not a Certified Public Manager but wishes to be a member of the American Academy of Certified Public Managers. Associate members may serve on Academy committees but cannot be appointed a committee chair, or hold elected office in the Academy.

Consortium Members are any member of the National Certified Public Manager Consortium who wishes to be a member of AACPM. Consortium Members may serve on Academy committees but cannot be appointed a committee chair, or hold elected office in the Academy if they do not qualify as a Fellow.

A concern was raised related to geographical area and how it will apply to an unaffiliated member. Mastro believes the best solution is to refer the member back to the state society. Kramer asked how is a geographical area defined? An example would be Texas as activities are in Houston. Other states are not as large or spread out. How do we address the situation where a member does have a society in their state and chooses to register as an unaffiliated member?

A motion was made by Tisdale to accept the membership criteria. Seconded by Pepper. Debbie Smith asked if this needs to go before the House of Delegates? Pepper explained that we do not need to go before the House of Delegates for approval because our bylaws give the Board the authority to establish membership guidelines. However, we should share this information with them. Pepper suggested a cover letter be drafted to the House of Delegates explaining the affiliations. Motion carried.

Pepper suggested that the Board member names be removed from the membership application to allow for more information about the Academy. The website information would direct individuals to Academy Officers. The application would be generic and not need to be updated as often.

Mentoring Committee

Mentoring Committee report was submitted for approval as amended and accepted by the Board

Mastro reviewed the report that was submitted by Greg Hyland, Past-President. Mastro would like to move forward with providing the charter to National Capital Region Society.

Mastro reviewed the bylaws for Washington DC and stated they are in good order. A motion was made by Bourbeau to approve the National Capital Region charter submission. Tisdale seconded the motion. The motion carried.

Mastro will contact Jeremy Bockelman who is the acting President for the Michigan Society on their bylaws and review with him.

Mastro and Smith received e-mail and bylaws from the Texas Society. Texas was currently chartered as a member of the Academy. Over the years, it looked as though the Texas Society was chartered and sponsored by Texas State University. Howard Balanhoff, through Texas State University, paid the membership dues to the Academy for each of the graduating classes. Texas has decided that they would like to be a more traditional society and Naomi Hines has undertaken the responsibility for pulling the new structure of the Society together. They have Howard's approval and Naomi and Fred Levinson have been in discussions about starting the first chapter in Texas in Houston. The new By-Laws have been received and will be reviewed after this meeting. They are in the hands of the mentoring committee for their review and comments. Smith will be at a pre-society meeting in February.

Mastro questioned how to re-charter a society? Mastro has reviewed the old bylaws and the new bylaws and completed the comparison of both. Our SOPs do not cover the way to re-charter a society. Do they need to be re-charted?

J. Smith explained that Howard Ballanhoff has agreed to assist the Texas Society financially with start up fees and anything else they need.

The existing bylaws on record are established in accordance with being a member of the Academy. D. Smith suggested to Mastro to share the original bylaws with Naomi Hines and he and his committee will mentor as needed.

The Committee focus will be on Alaska, Nevada and the completion of Michigan. Charter. Communication is also ongoing with Alabama, Iowa and Nebraska.

Orientation Committee

The Orientation Committee report was submitted for approval and accepted by the Board.

Strategic Planning Report

The Strategic Planning Committee report was submitted for approval and accepted by the Board.

This committee was formed as an ad hoc committee, however we need them to continue their work. Smith asked if we want to make this a committee of the Board or leave as an ad hoc committee?

A motion was made by Bourbeau to make the Strategic Planning Committee a committee of the board. Jefferson seconded the motion. The motion carried.

Smith recognized the committee and stated they did a fantastic job and covered all the charges assigned to them. Tisdale suggested that we hold a special teleconference call to discuss only this report. Bourbeau suggested inviting Charlene Cutting on the call as well.

Conference Update

Florida Conference Committee Report is being finalized and will be sent to the Board once completed.

Utah Conference

Mastro provided an update on the conference informing the Board that he has not heard from Utah. The contract is for 275 room nights and \$15,000 food and beverage. The contract is still the same with the new hotel management. Kramer will follow up with Utah to find out the status. Happi Hansen will be the contact for the Utah conference. The conference dates are October 9 – 12, 2011.

South Carolina Conference

Smith spoke with Carl Chase who is now retired and is remaining as the conference planner. Columbia South Carolina is the site of the 2012 conference. Smith asked for a written summary report on the status of what has been happening. The conference dates are October 14-17, 2012

Idaho Conference

Tisdale signed the Idaho hotel contract as co-chair of the conference committee. The committee is in the process of developing the conference logo. The logo will be submitted to the Board for approval. The conference dates are September 22 – 25, 2013.

Conference History Data Document

Bill Herman and Ron Buchholz compiled the history of academy conferences. Should this be part of SOP 11.70? Bourbeau asked who is responsible for maintaining and updating the worksheet to keep it current? Smith suggested that the Archivist Committee and the Conference Committee work together to keep this document updated. The Archivist would receive this information from the close out reports to update the sheet. A motion was made by Mastro to have the history data document be maintained and archived by the Archive Committee and housed with SOP 11.70 for review of information on conference planning. Tisdale seconded the motion. The motion carried.

A motion was made by Tisdale to adjourn Day One of the Board meeting. Seconded by Bourbeau. Motion carried.

Day One Meeting adjourned at 5:24 PM.

DAY 2: January 26, 2010

CALL TO ORDER

AACPM President Joyce Doakes Smith called to order the annual Board of Directors meeting at 8:30 a.m. on January 25, 2010 at the Oklahoma School of Science and Mathematics Oklahoma City, Oklahoma.

D. Smith updated the Board on the changes and updates to the Policy and Procedures Manual:

Review of the 2009 Board Minutes.

Changes were made to 9.5 and 11.3 Tisdale requested the word *audit* be changed to the word *review*. Board approved this request in August 2009, and the SOPs were 8/09.

Discussion took place on 9.2 Greg Hyland regarding changes in roles of President Elect to Past President. A review of workload and the elections process was discussed. No action was taken as no vote occurred.

SOP 11.20 Bylaw Committee members establish six members plus the board chair for a total of seven members. Board vote on July 8, 2009 confirmed this change. The SOP has been updated.

11.70 no action required as no roles were changed in 9.2.

9.40 Annual Society Reports submission date was changed and no annual report is due to the House of Delegates, annual reports are due for Board review in January of the following year.

A motion was made by Tisdale to change the submission date of the society annual report due to the secretary from January 31 to January 10th. Seconded by Mastro. Motion carried.

ByLaw 9.1 – Election Board

The bylaw ethics committee should change the bylaws to incorporate the wording – where possible as the report was changed during the 2009 House of Delegates meeting. Mastro would like the 2009 House of Delegates to vote on this change.

Responsibilities, Authorities of the Board of Directors section 9.0

Powers and Functions - The Board has the responsibility to update and add to the SOPs as necessary for effective operation of the Academy.

A motion was made by Tisdale to change this language. Seconded by Bourbeau. Motion carried.

Oklahoma City Conference 2010

The Oklahoma Conference Committee has reduced the 485 required room nights to 388-room nights; this is a 20 percent reduction. The committee is working on another 10percent reduction to 348 room nights. The committee is meeting this week to offer the hotel local society business as an exchange for the additional reduction of room nights. The current room rate with taxes will be approximately \$159.00.

The committee is also trying to have the room rate reduced, but not having much success. There are other hotels in the proximity of the conference hotel and are all Marriott related properties. The \$24,000.00 food and beverage requirement will not be an issue as both lunches and breaks will be in the hotel.

The economy is a major concern for the committee. The committee is encouraging all conference registrants to register at the conference hotel. What happens if a conference registrant registers to stay at another hotel? Would the Board consider endorsing a non-CPM perk. Perhaps the same registration fee for CPM members? How do we balance and educate to ensure the conference hotel is used as first choice? Suggestions or questions should be directed to Debbie Smith, Conference Chair.

Tisdale requested that the lunches be reviewed as well as any bar set-up fees. In Florida a concern regarding bar set up was raised due to the minimum bar tab requirement.

The target goal is 400 registrants; the contract is set up for attendance of 300. Conference marketing will be underway soon and all public sector employees are welcome to register, not just CPM designee's.

D. Smith shared the conference schedule and information on presenters with the Board. The schedule shows eight tracks and all presenters availability have been confirmed.

The Meet the Candidates session will be offered twice so that registrants can attend one or both of the sessions as their schedule allows.

Tisdale shared with the Board that no funds have been requested from the Oklahoma Conference Committee to date. The conference checking account was established with the seed money from Florida from the sales of the state baskets. The insurance policy is up for renewal in April and the cost is approximately \$542.00. Tisdale will take care of this and inform the conference committee.

The Oklahoma State Society voted to give the conference committee \$5,000.00 as a donation that would not need to be paid back to the Society. The funds will be used to help offset the presenter costs. D. Smith stated that the Oklahoma Society is a wonderful group of people to partnership on a conference.

The Oklahoma Conference Committee is currently discussing a new system for registrations. The Florida Conference Committee recommends that Oklahoma not use the current registration system as they had many issues with the system.

Kramer suggested the conference committee put together guidelines for when a society would like to host the national conference. The guidelines should include financial position of society, how long has the society been in existence, how many members and other pertinent information regarding stability. Currently, a letter is submitted to the Board requesting acceptance to host a conference. Smith asked Kramer if he could take the lead on this with the conference committee in place this year. Tisdale also suggesting reviewing the conference SOP, as it needs updating.

Archivists Report

The Archivists Committee report was submitted for approval as amended and accepted by the Board

Academy Restructuring Committee

D. Smith provided an overview of the restructuring committee who are anxious to review the strategic planning committee report.

Pepper shared that all committee reports will be posted on the website.

Mastro thanked Smith for her time and energy in co-chairing the committee. He appreciates her time and efforts and getting this committee off the ground.

D. Smith will share the transcripts with the Board from the teleconferences.

Ad hoc Technology and Continuous Learning Committee

This committee is an ad hoc committee recommended to the board by Smith. This concept came from the strategic planning survey. The survey wants webinars and other technical ways to meet and discuss Academy matters. Michael Shoemaker (UT) will be Chair and Mark Evans has agreed to assist on this committee. The Grant Writing Committee will be a good resource and maybe able to assist with funding.

A motion was made by Bourbeau to accept the Ad hoc Technology and Continuous Learning Committee for the year of 2010. Seconded by Tisdale. Motion carried.

Ways & Means Committee

The Ways & Means Committee report was submitted for approval as amended and accepted by the Board

Tisdale reviewed the new items that were sold at the Florida Conference. The pre-order of shirts was positive as members could choose their color and size and the shirt was waiting for them when they arrived at the conference. A good deal of the old inventory was also sold. New items such as the aprons and thumb drives were good sellers.

Tisdale asked if the Secretary could purchase a tape recorder for use. Jefferson suggested that this maybe a request to the foundation as an item for the Academy.

NEW BUSINESS:

Tisdale updated the Board on the cost for the teleconference plan. One member will have the access code to the call and be on to start the conference call and then all other participants can join the call at \$.06 per minute, per person. There are no monthly subscription or minimums and no contract is required. The cost is approximately \$25.00 an hour for seven members. There is also no cost for having the call recorded for assistance with minutes.

Board Teleconference Calls will be scheduled on the first Tuesday of the month at 1:00 EST. The February Board Meeting will be on February 17th at 1:00 EST.

Board Travel

Smith shared that at this time there are no graduations scheduled that she is aware. Board Members should plan to attend their state graduations as representation of the Academy. Be active in your state as opportunities arise.

Mastro asked if the proclamation written last year was useful? Would the program Directors like to have the proclamation to read at their graduations? Pepper will make nametags at no expense to the Academy for Board Members.

Smith has been invited to the Texas ASPA/CPM conference on February 12th and the registration fee has been waived.

A motion was made by Bourbeau to reimburse Smith for the cost of mileage. Seconded by Tisdale. Motion carried.

Mastro will be in Washington D.C. on business in February and will deliver the charter for the National Capital Region Society to George Nichols at no cost to the Academy.

Mid Year Consortium Meeting is scheduled in April. Smith has requested travel funding from her agency to attend.

A motion was made by Bourbeau to approve payment for travel reimbursement for mid-year meeting expenses for approximately \$3,000.00. Seconded by Mastro. Motion carried.

A motion was made by Tisdale to adjourn the AACPM Annual Board Meeting adjourned at 11:00 a.m. Seconded by Bourbeau. Motion carried.

For Distribution:

Original Signature on File

Respectfully submitted by:

Debra A. Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File

Respectfully submitted by:

Joyce Doakes Smith, CPM, President, AACPM