



## **BOARD OF DIRECTORS MEETING**

October 13, 2010

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

Guest: Debbie Smith, Oklahoma Conference Co-Chair

The Renaissance Hotel is exercising the pre-payment clause in the conference contract. Joyce Smith called a special meeting at which D. Smith provided details about the situation. The OK Society has paid the hotel \$30,000.00 but that does not satisfy the total payment.

Mastro asked if this request is based on room nights or anticipated food. D. Smith explained this is on the room block portion of the contract. The current shortage amount is (\$27,806.00). Mastro asked if an audit had taken place between our registration list and the hotel's registration. D. Smith verified that it is being reviewed but is not a 100% accurate; the discrepancy between the two is appears to be minimal..

Tisdale asked if this request is a result of the poor reference given by the Florida conference hotel. If so, Tisdale is concerned that the Renaissance will provide an unfavorable reference to the Utah conference hotel. D. Smith is hopeful that the Renaissance Hotel will give a good financial reference.

Tisdale asked how much money is needed from the Academy. She explained that the Certificate of Deposit would need to be cashed before it matures on the 19th of October. There is a \$25.00 fee for cashing early.

Mastro made a motion to liquidate the conference fund Certificate of Deposit, transfer the proceeds into the checking account, and provide the OK Society with \$25,000.00 to pay the hotel contract. Seconded by Tisdale. Motion carried unanimously

D. Smith thanked the Board and will provide the conference bank account number to Tisdale for transferring the funds.

J. Smith updated the Board on the Parliamentarian fee for the HOD. We're receiving a discounted rate of \$525.00. A motion was made by Mastro to enter into a contract with Rod Davidson, Registered Parliamentarian, for the upcoming HOD in Oklahoma City at the rate of \$525.00 to be paid from Academy funds. Bourbeau seconded the motion. The motion carried unanimously.

The Board Meeting adjourned 3:45 PM (EST).

For Distribution:

Original Signature on File

Respectfully submitted by:

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Debra A. Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File

Respectfully submitted by:

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Joyce Doakes Smith, CPM, President, AACPM