



## **BOARD OF DIRECTORS MEETING**

March 2, 2010

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

The teleconference was convened by President Joyce Doakes Smith at 1:03 P.M. Eastern Standard Time.

- Board Minutes

A motion was made by Bourbeau to accept the minutes from the February 17, 2010 teleconference call. Jefferson seconded the motion. The motion carried unanimously. Bourbeau is completing the January mid-year Board Meeting Minutes. The House of Delegates Meeting from 2009 have been approved by the delegates and will be posted on the website.

- Treasurer's Update

Tisdale forwarded the year ending 2009 financial report for review. A motion was made by Bourbeau to accept. Mastro seconded the motion. The motion carried unanimously.

Society Annual Assessment fees have been received for all Societies. Virginia has returned their \$500.00 grant money. The Florida Conference Committee has sent their repayments and financial close out report for the conference. Tisdale will confirm with the Committee Chair that everything has been received. The current balance in the checking account is \$10,704.00. First Quarter membership information is being received.

- Conference Reports

Orlando Conference documentation has been received. Tisdale is in receipt of all the files and will confirm with the Conference Chair that the conference close out is final. Mastro received documentation from the Florida Society President that allows us to close out the Florida fiscal issues.

The Board has reviewed the Utah Hotel Contract. The main concern is a \$2,000.00 payment at the time the contract is finalized. Smith will follow up with the hotel on this item. Kramer would like clarification on the liability insurance for conferences. Tisdale explained liability insurance is a conference expense and is available through the Academy's conference policy. The cost of the conference liability insurance is paid by the Academy and reimbursed from the conference proceeds.

Utah will be requesting their conference advance in April 2010. Smith asked about the hotel and the \$2,000.00 deposit indicated in the hotel contact. Clarification was discussed as to the

\$2,000.00 conference advance and if the hotel requires \$2,000.00 is this one in the same? The conference committee would need to provide the hotel with a \$2,000.00 deposit if required.

Kramer has received information from the Oklahoma Conference Committee Chair, Debbie Smith. The majority of the presenters have been selected at this time. The main concern is the number of room nights that must be filled to meet the contract requirements. The Committee has exercised the twenty percent room night reduction as well as an additional ten percent room reduction by working with the hotel on future business with the Oklahoma Society. The save the date card will be mailed in April. The on-line registration system and conference website will be available at the end of April. At this time, the draft budget shows a \$96,000.00 conference expense and a \$116,000.00 revenue. Kramer will send this documentation to Board Members.

Smith asked Board Members about a silent auction that the Oklahoma Society would like to hold. The proceeds would be shared with a local charity and the Utah Conference Committee as seed money. The Board agreed that this would be something different to try and state baskets received would be put into the silent auction. In the past, the Oklahoma Society has held silent auctions that have been very successful.

The South Carolina Conference Committee is planning their first meeting. Kramer has been in contact with Carl Chase Conference Chair. Chase informed Kramer that two hotel site visits are to be set up in the near future. A logo and theme have been posted on their website. Kramer will be in contact with Chase to inform him that the Board has final approval of theme and logo for conferences. Chase has also been in contact with Herb Lanford who was Co-Chair for the 2003 South Carolina Conference. Lanford has agreed to assist Chase with this conference as well.

- Communications

Pepper reminded Board Members that articles for the spring newsletter are due March 10<sup>th</sup>. She is also going to remove the 2008 Board Meeting Minutes and 2008 House of Delegates minutes from the website.

- Member Affairs

Jefferson and Debbie Smith have been coordinating their efforts on 2009 membership information. To date four membership lists have been received for 2010. Jefferson has received the embosser from Greg Hyland. Jefferson will also forward the membership directories to Pepper. Pepper posts the membership lists on the web at the end of the quarter.

- Mentoring

Michigan is reviewing their bylaws and resubmitting with final edits. Nevada is struggling with geographic issues and Mastro will remain in contact with them. Mastro has not heard from Alabama regarding rechartering their Society. Mastro will be in attendance at the Consortium meeting as will Smith and they will speak with Consortium Members about interests the societies.

- Membership Guidelines

Mastro has completed the application for unaffiliated to be forwarded to CPM® Program Managers in regions without a chartered society. Mastro suggested that Societies have retiree rates that may create more interest and participation from our retirees. Mastro will provide a newsletter article to Pepper for the spring newsletter defining the five membership classes. The descriptions will need to be inserted into SOP 19 and Mastro will coordinate with Jefferson.

- Texas

Smith has Texas Board Officers and their counterparts in Oklahoma City working together to help the Texas Society Board with questions. Naomi Hines (TX) will send a graduate list to Smith for inviting to the Professional Development Conference in October.

- SOP Henning Travel

Debbie Smith will update the SOP for Henning Travel and provide a draft for review to the Board.

- Board Liaisons

Smith asked the Board Members for feedback concerning board liaisons to State Societies. Pepper voiced a concern that if a question arose on a specific item that a Board Member is responsible for, the liaison should refer the question to the correct Board Member or make them aware of the question and response. Kramer is concerned that as the organization grows, the time commitment may become an issue. However, he is in favor of giving this a try. Smith will send to Board Members a list of Societies and contact information.

The next teleconference is scheduled for April 6, 2010 at 1:00 PM (EST)

The Board Meeting adjourned at 2:00 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