



## **BOARD OF DIRECTORS MEETING**

April 6, 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 Tisdale to accept the minutes from the March 2, 2010 teleconference call. Kramer seconded the motion. The motion carried unanimously. Bourbeau completed the January mid-year Board Meeting Minutes and sent out for Board Member review.

- **Treasurer's Update**

Tisdale provided the Board with an update on our financial status. We currently have a checking account balance of \$18,491.11. We have an invoice for our annual insurance premium in the amount of \$1,637.00 to pay. Of this \$562.00 is for the conference insurance. The Georgia Society dues for 2009 and 2010 are \$1,320.00, \$660.00 per year. Tisdale will transfer the dues from the Georgia CD when it matures on April 20<sup>th</sup> to the checking account. Membership reports for DC, Kentucky, Louisiana, Ohio and Texas have not been submitted to date. Smith will speak with Fred Levinson on April 7 regarding the Florida membership roster. Membership for the Academy is at 657 members, which does not include Florida. Pepper is missing some society reports and Tisdale and Jefferson will coordinate with her on reports she is missing.

Motion to accept the financial report presented by Tisdale was made by Jefferson. Seconded by Kramer. Motion carried.

- **Conference Reports**

Kramer provided a conference update on upcoming conferences. The Utah hotel contract is signed with the hotel. The conference committee paid the \$2,000.00 deposit to the hotel and will be requesting a financial advance from the Academy in this amount. The theme and logo is being developed and will be shared with the Board for approval. Conference Chair for Utah is Steve Wrigley, President-Elect for Utah. South Carolina has developed their conference theme and logo and the conference committee is currently reviewing. The Idaho hotel contract is signed.

The Oklahoma Conference Committee is hard at work finalizing plans for the October conference. A draft budget along with registration fees is almost complete as well as the proposed program. They are moving forward with finalizing presenters and registration materials. A save the date mailer will be sent out in the month of April. Debbie Smith,

Conference Chair is working with the Oklahoma University on development of the conference on-line registration system. The cost for the system is \$200.00 less than our current vendor. Tisdale asked if this system could be used for future conferences as well. Debbie Smith will ask that question. Once the details are confirmed she will request Board approval before committing to the new registration system.

The committee is also reviewing plans for social activities in the Oklahoma City area. No planned Monday evening activity, however, information on local area attractions will be provided to conference registrants. The awards dinner will remain on Tuesday evening. The committee had discussions regarding moving the dinner to Monday night but chose to leave it on Tuesday evening.

- Conference Flags

Smith asked if this should be a conference expense or a board expense? At our January Board meeting we decided that this should be an Academy expense as the flag ceremony is part of the Academy's protocol for the conference. This is not a line item expense in this year's budget, however Smith will have it added for next year.

- Communications

Pepper will post the conference history document on the website for the conference committee to review and use when they are planning their conference. The document will be a PDF that will be printable. Kramer will send this document to Pepper.

Debbie Smith (OK) is working on a document that will list all SOP changes chronologically. J. Smith will follow up with Smith on the status of this document.

- Member Affairs

On April 1<sup>st</sup> the Membership Affairs Committee met chaired by Linda Jefferson. The committee would like to continue to meet by conference call. Holly Granillo (AZ) who is a member of this committee shared that the City of Chandler, Arizona has approved the use of their phone system at no charge. The Board approves of this request. Smith will send Granillo a thank you note on behalf of the AACPM.

The committee is also compiling a list of member benefits. Jefferson will categorize this information and bring the list to the House of Delegates in October. Jefferson is also working on the membership list for Pepper. New member certificates are being issued. Smith will send her electronic signature to Jefferson for use on the certificates. Jefferson and Mastro need to discuss the membership categories and update the SOP with the new description.

- Mentoring

Mastro is waiting for the final bylaw submittal from Michigan. This is the last outstanding item that needs to be submitted before the charter may be issued. Conversations are ongoing with Nevada. Mastro advised that due to geographical issues they are pulling back a bit. Mastro sent information on the unaffiliated membership information as another option for them to have membership in the Academy. California,

Alaska, Iowa, Nebraska and Virginia have also been sent information on the unaffiliated membership.

Jack Lemons also received the unaffiliated information requesting that he share this information with Consortium and the certified Consortium Programs that do not have chartered societies asking him to send onto Program Managers.

On the website, the information will be listed in the link section. Mastro will forward the information onto Pepper for posting as a PDF.

Mastro and Smith will attend the Consortium Meeting and will bring the unaffiliated information with them and follow up on Society Development.

- SOP Henning Travel

Debbie Smith is in the process of updating the SOP for Henning Travel and will provide a draft to the Board for review. Smith will follow up with D. Smith for a copy of the draft. J. Smith will inform Julie Felice, Henning Committee Chair, of the SOP changes on the timeline for Henning nomination review. The Academy President notifies the Henning Award winner.

- Advanced Board Travel for OKC

Tisdale informed the Board that airfares are on the rise and requested that if we need to be reimbursed from the Academy for October travel to Oklahoma City, to please book now. Kramer asked for a clear arrival and departure time for Board members. Smith advised that we will have our Board meeting on Wednesday after the House of Delegate and to please remain for the meeting.

- Society Report Template

Bourbeau and Becky Bryant (AR) reviewed the criteria for the society report template. This template will be used for annual reporting to the Board. The template will be available on the website along with instructions to complete and definitions of what is required in each section.

The criteria will include the following:

- Society Name and Address (website if applicable)
- Society Logo
- New Year Officers & Executive Board Members  
For Year Ending and New Year Beginning  
Board Members would be for next calendar year.
- Total Membership Number For Year
- Activities and Accomplishments
- Goals & Objectives
- Society Issues of Concern
- Academy Issues of Concern

- Other

Smith asked the Board for feedback on requests from committees who would like to use the phone system for teleconference calls. This item will continue to be discussed and reviewed for policy development at our next conference call.

The next teleconference is scheduled for May 4, 2010 at 1:00 PM (EST)

The Board Meeting adjourned at 2:08 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