



## **BOARD OF DIRECTORS MEETING**

November 1, 2011

Attendees: President Jeffrey (Jeff) Kramer; Member-at-Large Michael Shoemaker; Secretary Debra (Deb) Bourbeau; Past President Joyce Doakes Smith; President-Elect Keith Heaton, Member at Large Linda Jefferson.

Absent: Treasurer Reva Tisdale

Guest: 2012 Secretary Debbie Smith, left the call at 1:42 P.M Eastern Time

The meeting was convened by President Jeff Kramer at 1:00 P.M. Eastern Time.

- Board Minutes - A motion was made by Jefferson to accept the minutes from the October 12, 2011 Board Meeting. J. Smith seconded the motion. The motion carried.
- Treasurer's Report - The checking account balance is at \$47,830.66. This amount includes repayment of conference advancements by the Utah Conference Committee. There are receivables of \$248.00 for Askew Awards. A motion was made by Bourbeau to accept the Treasurer's report. Jefferson seconded the motion. The motion carried.

### CONTINUING BUSINESS:

- Utah Conference Closeout – Heaton updated the Board that within sixty days at the latest, the conference closeout report should be completed. The conference looks like it will end up with a profit.
- South Carolina Conference Planning – Heaton was able to connect with Carl Chase, Conference Chair for South Carolina, while in Utah. The team is doing well and moving forward with the conference planning.
- Idaho Conference Planning – Reva Tisdale, Conference Chair, is reviewing the hotel contract and room nights. When the Utah Conference Closeout Report is received, additional discussions on hosting the conference will be reviewed. The Grove Hotel appears to be open to negotiating the close out of the contract if we were to decide to not go forward with hosting the event.
- Future Conferences – The 2014 Arizona proposal has been tabled for the interim. A casual conversation was held with a few members from the Arkansas and

Mississippi Societies on possibly jointly hosting a Professional Development Conference in the future.

- SOP Update – Kramer completed making the edits on the SOP updates. Board members are requested to review and make recommendations prior to our December Board Meeting. Edits should be done using track changes and returned to Kramer for updating the document.
- Newsletter articles are due to Michael Shoemaker by November 3, 2011. Kramer and Heaton are authoring an article on Committees and what each does. Heaton will be conducting a call for Committee members for the 2012 year. Kramer will write an HOD wrap up and the President's message. Heaton will write a conference summary and Kramer will provide conference photos. Shoemaker will contact the Committee Chairs for newsletter articles for Askew, Wilkinson and Henning Award information and winners.

#### NEW BUSINESS:

- Nebraska Program has requested a speaker for its upcoming graduation. The graduation is scheduled for December 9, 2011. The Academy would need to pay for the airfare; the Nebraska Society will pay for one night lodging, ground transportation and meals. A motion was made by Bourbeau to send Joyce Smith to Nebraska to attend the December 9, 2011 graduation with the Academy, paying her airfare. Seconded by Jefferson. The motion carried.
- Mid-Year Board Meeting - Kramer discussed the 2012 Mid-Year board meeting to be held February 2 – 3, 2012. Meetings will be held at the Gilbert Town Offices at no cost to the Academy. The hotel will shuttle us to and from our meeting location at no cost. Shoemaker asked that Kramer speak with Sharon about preparing a contract for the 2012 newsletter and the Board will review it at the meeting.
- ASPA Discussion – The Committee will be putting together an initial issues discussion list. The Society Presidents will be contacted for their input. The Committee hopes to complete the list and have it to ASPA in early December. ASPA has developed their Committee, which consists of two members from the National Council, two past members from their National Council, and Erik Bergrud as an ex-officio member.

Jefferson asked what should tell our members regarding ASPA. Kramer will summarize the House of Delegates discussion. No changes will occur in membership for 2012. Any changes would be in the 2013 membership year at the earliest.

The Board Meeting adjourned at 1:42 PM (EST).

The Board entered into an Executive Session.

The Board ended the Executive Session at 2:13 PM (EST)

For Distribution:

Original Signature on File:

Respectfully submitted by:

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Debra Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File:

Respectfully submitted by:

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Jeffrey A. Kramer, CPM, President, AACPM