



BOARD OF DIRECTORS TELECONFERENCE

October 9, 2008

Attendees: President Gregory D. (Greg) Hyland; Secretary Debra A. (Deb) Bourbeau; Member-at-Large Becky J. Bryant; Treasurer Laurence E. (Larry) Gordon; Past President Ronald L. (Ron) Buchholz; President Elect Stephen J. (Steve) Mastro; Member-at-Large Deborah J. (Debbie) Smith; Joyce Doakes-Smith, President Elect 2009

The teleconference was convened by President Greg Hyland at 1:40 P.M. Eastern Daylight Savings Time.

OLD BUSINESS:

- President's Meeting Minutes

Hyland opened the discussion by stating the intent of the President's Meeting was to be an informal communication meeting with the Society Presidents with minutes to be a summary of the major points discussed during the meeting. Therefore, no vote is required to approve the meeting minutes.

- House of Delegates Minutes

Bourbeau informed the Board the HOD Meeting Minutes are in progress and will be posted on the website by end of the calendar year after review by the Board Members. The minutes will be emailed as a draft for review to the HOD Delegates and a vote will be requested from the Delegates to approve the minutes prior to having the minutes posted on the Academy website.

- Ohio Conference Wrap-Up

Gordon explained the financial aspects of closing out a conference. Gordon will invoice the Ohio Society for the AACPM Conference Advance of \$2,000.00 as well as the amount of the conference insurance premium of \$2,152.00. Based upon the preliminary financial information provided by the Ohio Society, the conference sustained a total loss of \$1,159.77 of which the Academy will assume 75% (\$869.83) and the Ohio Society will assume 25% (\$289.94). Gordon will issue a check to the Ohio Society in the amount of \$869.83 once the payments for the Conference

advance and insurance premium payment have been received. The conference close out report is due 30 days after the last day of the conference.

The City of Yuma provided \$2,300.00 worth of in-kind donations for the conference (materials for the First Time Orientation Session).

- SOP Changes

Buchholz reviewed two outstanding SOP changes with the Board. The first being, a standardized House of Delegate Certification Form as stated in SOP 10.00. This form goes out to the Society Presidents. Buchholz has a template cover email from the Academy President to the Member Society Presidents together with the Delegate Certification form for completion by the Society Presidents. The Delegate Certification form will be generic so that information can easily be inserted each year to update the form. If the Board approves this change, SOP 10.00 will need to be amended accordingly and the two generic template documents be added at the end of SOP 10.00. A motion was made by Buchholz to complete this task and change the SOP. The motion was seconded by Hyland and passed unanimously.

The second SOP change is a modification to section SOP 11.70 to address the issues of conference reimbursement/cancellation process. Mastro and the Conference Committee provided the following proposal for Board Action in the September 2008 Conference Committee Report:

We recommend a standardization of conference registration refund procedures. The recommendation is based on the understanding that fees paid to Pay Pal (3%) and/or credit card would be refunded through the system/card that was used. This allows for a 100% refund if the conference planning team is properly notified in writing that a person cannot attend. With less than two weeks NO refund is provided unless there are extraordinary circumstances (natural disaster or family emergency). Substitution of the registered member by another attendee is strongly encouraged in lieu of refunds.

A motion was made by Buchholz to change the SOP to reflect the recommendation made by Mastro and the Conference Committee as stated in the above paragraph. Second Hyland. Motion carried unanimously.

- Newsletter/Website Issues

Hyland led a discussion on the website and newsletter concerns. Bryant will check to see if the Website can handle the posting of the Henning Video on the website and, if so, in what format. As a result of requests by some members who like to print the newsletter, the Board decided to make the newsletter available on the website in both an electronic version and a “printer friendly” version. Bryant will also see that this is done and will check with Michelle Pratt to see if a link can be added to the electronic version that will take the reader to a pdf format for printing.

- 2010 Conference & Hotel Contract

Smith informed the Board that the Oklahoma Society was successful in moving the Conference dates to October 15 – 21, 2010. The contract still includes fees (increased from \$5.00 to \$10.00/box) for handling of boxes shipped to the hotel. No previous Hotel Contract has included such a provision and a concern was raised about the cost implications. The Oklahoma Society Members will have alternate shipping and delivery arrangements of items for the 2010 Conference to minimize this cost as much as possible. The food and refreshment cost in the contract was reduced from \$26000 to \$24000 primarily in response to reducing the number of breakfasts ordered for the Wednesday morning before the HOD Meeting. The food costs are still considerably higher than those of previous Conferences, but were in line with recent costs incurred by the Oklahoma Society for the State Conference they host. It was noted that the Conference Room Rate had been increased from \$144.00/night to \$149.00/night.

A Motion was made by Hyland for Smith to proceed with negotiations with the Hotel on behalf of the Academy to finalize the Contract proposal. Negotiations should attempt to get the Conference Room Rate reduced to that offered in the first draft proposal (\$144.00/night). Second by Mastro. During discussion, it was noted that the contract signature page needs to be amended to provide signatures for the Academy President, the Oklahoma Host Society representative and the Hotel Representative. Once the final draft is completed, Debbie Smith will forward it to the Board Members for review and then signature by the Board President. Motion passed unanimously.

- Model Conference RFP

Mastro is working on this item and will update the Board as soon as possible.

- Update on CPM Education Foundation

Buchholz indicated that subsequent to the Conference, he provided an update to the current Foundation Board Members on the Foundation related activities that occurred during the President's Meeting and the HOD Meeting. He also provided Tony Smith with all the back up information as the new incoming Foundation Board member. He will also make sure that Mastro and Reva Tisdale have the information as well.

NEW BUSINESS

- Restructuring Committee

Hyland received responses from the following individuals who are interested in being on the Review/Restructuring Committee for the Academy: Tom Patterson (LA), Ron Buchholz (WI), Bill Herman (AZ), Larry Totten (KY), Dennis Magee (FL), Greg Hyland (AZ), Nancy Dewitt (LA), George Askew (GA), Bobby Ann Clark (LA), Debbie Smith (OK), Jeff Kramer (AZ), Keith Heaton (UT), Jerry McCarthy (FL), Charlene Cutting

(NH), Fred Levinson (FL), David Osborne (NC), Becky Bryant (AR), and Deb Bourbeau (NH). Hyland asked if Mastro would like to oversee this project during his Presidency. Mastro agreed that he would oversee this project. He would like to appoint Magee a Co-Chair to the Committee and will give additional thought to the other person he would like to appoint as the second Co-Chair of the Committee.

- 2009 Mid Year Board Meeting

Hyland updated the Board on hosting the Mid Year 2009 Board Meeting in Yuma. Unfortunately, that is peak time for the hotels in Arizona and the rates are higher than normal. Smith & Smith will look into hotel pricing for the time period of January 12 & 13, 2009 for Oklahoma City to host the 2009 Mid Year Board Meetings. Dates are flexible if they need to be adjusted.

- Transition 2009 Board of Directors

Hyland & Gordon have discussed with Reva Tisdale, 2009 Treasurer, the transition of the Academy financial documents. The bank signature cards will need to be updated for signature authority on the financial accounts effective January 1, 2009. It was suggested that the signature cards for the new bank accounts be set up for Steve Mastro, Joyce Smith and Reva Tisdale, as this would allow the signature cards to stay in effect for two years.

- Year End Issues/Wrap Up

Mastro requested that Board members review all Committee Reports submitted to the HOD for Board Action. The current Board may recommend actions to the 2009 Board for further review and follow up.

- Conference Calls for Remainder of Year

The Board cancelled the December 11, 2008 conference call. Our next conference call will be on November 13, 2008.

- New Societies

Buchholz reported that he has spoken with Mary Hamilton from Nebraska. Both she and the Graduation Class of 2008 are very interested in meeting with Buchholz after their Graduation Ceremony in December to discuss the establishment of a Nebraska CPM Society. Buchholz shared that the three Washington DC area CPM Program Directors are interested in moving forward with re-establishing the Washington DC Society. The new Society will serve the graduates of the three DC area CPM programs (DC, Metropolitan Council of Governments and the USDA Graduate School). The Academy Board has not received any additional information from Nevada, Iowa or California at this time. Buchholz will follow-up on their status.

Hyland has received a request from an individual in Indonesia who will be meeting with the Consortium Members Ann Cobb and Jack Lemons regarding establishing a CPM Program in that country. Once he has completed meeting with Jack and Ann in North Carolina, he will be flying to Arizona to meet with Hyland for information about the Academy.

The teleconference adjourned at 2:45 P.M. Eastern Daylight Savings Time.

For Distribution:

Original Signature on File

Respectfully submitted by:

Debra A. Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File

Respectfully submitted by:

Gregory D. Hyland, CPM, President, AACPM