



BOARD OF DIRECTORS MEETING

October 6, 2009

Attendees: President Stephen J. (Steve) Mastro; Secretary Debra A. (Deb) Bourbeau; President Elect Joyce Doakes Smith; Member-at-Large Deborah J. (Debbie) Smith; Treasurer Reva Tisdale; Member-at-Large Barbara Pepper, Past President Gregory D. (Greg) Hyland

The teleconference was convened by President Steve Mastro at 1:03 P.M. Eastern Standard Time.

- August & September Board Minutes

A motion was made by Hyland to accept the minutes from the August 4, 2009 teleconference call. Tisdale seconded the motion. The motion carried unanimously.

A motion was made by Tisdale to accept the minutes from the September 23, 2009 Board Meeting in Orlando Florida. Hyland seconded the motion. The motion carried unanimously

- Treasurer's Report

Tisdale reported an \$11,251.00 checking account balance. There are two Certificate of Deposits that will be coming due in Mid October. The first is the Georgia CD with a balance of \$10,000.00. At that time, Tisdale will pay the Georgia Society Membership Dues. The second CD has a balance of \$20,000.00 and this CD is from past conference revenue. Membership currently stands at 1,334.

- Florida Conference Update

J. Smith post conference update. Joanne and Diana are wrapping up last minute items at this time. There were 97 full conference registrations, 129 Florida CPM Graduate registrations and four one-day registrations. The conference picked up 447 room nights. The Florida Conference Team is working with the hotel to finalize the hotel invoice.

Members are encouraged to share conference photos for the conference website. Photo's maybe sent to Barbara Pepper for posting. Diana from the Conference Team will work with Barbara on linking the Academy and Conference sties as well as posting speaker presentations. Some of the presentations are copyrighted and Diana is in contact with the presenters for permission prior to posting the presentations.

Pepper suggested that the presentations be listed in the members only section of the Academy site and be accessible by password protection. This may help the presenters fell more confident about their presentations being secure.

- Oklahoma & Utah Conference Update

D. Smith updated the Board on the Oklahoma 2010 conference. Currently the conference team is contacting presenters, which are due at the end of October. Committee meetings are underway and at this time, the conference planning is on-track with the conference timeline.

Mastro asked J. Smith if she has had a response from the Conference Committee regarding the Utah Hotel Conference Contract. Tisdale reviewed the contract and thought the contract was fair and provided approval. Mastro stated if the Committee has no additional comments, he would approve the Utah hotel contract.

- Conference Registration Vendor

D. Smith informed the Board that Oklahoma would look at using a new vendor who could provide additional options for ease of registration and reporting conference registrations. Mastro requested J. Smith to work with the Conference Committee and make a recommendation in the year-end report.

NEW BUSINESS

- Recruitment of Unaffiliated Members

Mastro discussed a process of sending information to an accredited program that does not have a Society. This would allow additional members to join the Academy until their state creates a Society. Tisdale discussed a good point of helping these unaffiliated members to learn about the Academy and hopefully to create a Society in their state. Discussion continued on the con's regarding what do you do if a person does not want to join their state society when or if one is formed? Would the unaffiliated member pay a higher amount if they choose to be outside of their State Society? D. Smith asked about individuals who visit our website and are interested in the Academy, want to be a member and who do not hold a CPM designation. Pepper reviewed the bylaws and at this time there are no unaffiliated members. Mastro, this would open up recruitment for students to be Academy members and hopefully to then become full members when a society is formed.

Pepper discussed the dues structure and we would need to be cautious of this as one would not want to draw revenue from the Society. Mastro would like to contact the Program Directors for addresses and write a letter for them to join the Academy as unaffiliated members. The information would be passed onto D. Smith and memberships would be passed on to Tisdale for tracking purposes. Hyland suggested that the new Board Members be present in the November call, as this task will fall onto Linda Jefferson.

Pepper discussed a special newsletter regarding award winners, elections, awards and highlights of the keynote speakers. This would be information for members who were unable to attend. The newsletter would need to be sent out by the end of the month. J. Smith will update Joanne and Diana regarding links for presentations to the speakers if we have releases. Pepper is looking for photographs for the award winners. Mastro thinks this is a good idea to do a special edition and he would like copies of conference photos.

- Presidents Meeting

Mastro discussed the Society President's meeting held in Orlando Florida and the benefit survey that was discussed during the meeting. He asked the Board if they have comments on this topic.

Pepper asked if the information from the meeting should be posted in the Winter 2009 newsletter?

House of Delegates Follow Up

- Reinvention Committee Report

Mastro asked how could we handle the Reinvention Committee Report? The report was tabled, as the Past Presidents did not receive the report. D. Smith asked if we should poll the Past Presidents for comments and discussion. If none, then we could ask for the House of Delegates to approve the report. If there is discussion, the Board will need to review how to handle this.

- Leadership Institute

Mastro stated that this report will be completed at the end of this year and shared with the Delegates and Board Members

- Parliamentarian for House of Delegates Meeting

Hyland believes that we should have a Parliamentarian to with the order of the House of Delegates. Members agreed. Mastro would like to see this at each conference, with each Host Society securing a Parliamentarian. Tisdale mentioned that this needs to be added to the Conference Checklist. Mastro asked how would we pursue this to make it work? J. Smith suggested the conference committee draft an SOP for guidelines on a Parliamentarian and what their responsibility would be as well as a fee schedule.

- Society Annual Report Cycle

Bourbeau explained the report cycle to the Board and the bi-annual requests for Society and Committee Reports. Tisdale asked if the Society reports are needed for the House of Delegates meeting? Pepper suggested that the reports be posted on the website for Societies to review upon their completion at end of the calendar year. J. Smith also suggested that the reports be posted on the Academy conference website and like the site to the Academy website to free space on the Academy website. Mastro suggested that the Societies add their reports to their own sites. Pepper stated the Academy site links to the state sites. D. Smith agrees that one report at the end of the year would be sufficient. Mastro also agreed as well as the other Board members. Pepper could send out a notice, informing members the information was out there. Society report packet, for year ending and reports due 1/31/xxxx. Committee Reports and Society reports would be available for one year or as long as the current House of Delegates is seated.

- Askew Letters to Award Recipients

Mastro received a suggestion from the Alaska Consortium Member regarding Askew Award Notification to the Program Directors, and the Consortium. Mastro would create a template for the letter. Pepper asked how comprehensive is the information for mailing of the letters. Mastro explained that the Management Practices Committee receives information from the Program Director through the Consortium. Information would need to be included for mailing information. This would need to be a partnership on both sides, as the Consortium would need to provide the addresses and information for mailing of the letters. Tisdale would like to request

additional information from the Consortium for their feedback. Mastro will draft a letter to Jack Lemons stating the Academy is willing to pursue; is the Consortium willing to assist?

- Texas Society

D. Smith provided an updated on the meeting with the Texas representatives. The Academy will work with them to reestablish a formal Texas Society. D. Smith suggested polling the membership to see if they would like to be unaffiliated members until a society is formed. Mastro would like to see us try and resurrect the Society before going to the unaffiliated membership status.

Pepper shared that in Mississippi, one of the Graduates took forming a Society on as their project. Two members were sent to an Academy conference to contact stronger societies to assist Mississippi with forming their Society.

- Flag Stands and Poles

Mastro opened discussion on shipping versus renting flags, poles and bases. D. Smith provided information to the Board on information she received from a Vendor for stating flag and pole rental would cost approximately \$1,600.00. The second company is from California and it would cost about \$885.00 for shipping flags. The Academy has the flags and shipping costs from Orlando to Oklahoma was \$640.00. J. Smith asked if there is a company that would rent flag poles only, as we do have the flags. D. Smith will do additional research on rental of poles. Tisdale also reminded the Board that we might need some new stands as some of them are buckled. Discussion to continue at the November conference call.

OLD BUSINESS

- Chartering of D.C and Michigan Societies

Hyland provided an update on the Chartering of these two new societies. He spoke with Tish and Steve Hagler (NC) about the SOP Contact for the Charters. They will research and contact Hyland with information. on the charters.

Ron Buchholz (WI) has been in contact with Jeremy from Michigan. He was bumped from three different flights and couldn't get to Orlando before Monday evening for the Orlando Conference. Due to the schedule issues, he chose not to attend the conference. Jeremy was bringing the required documents with him to provide to the Academy Board. Hyland will follow up with him and updated the Board on the November conference call

- Virginia Society

Tisdale informed the Board that the Virginia Society has not cashed the \$500.00 check the Academy provided to them for start up funds. J. Smith shared that the Virginia Program is undecided at this time if it is going to continue or disband. Tisdale will contact Christy in Virginia regarding the outstanding check and to update the Board on their status in November at our next Board conference call.

- November Conference Call

J. Smith will provide information in November on location and dates for the Mid Year Board Meeting. Jeff Kramer (AZ) President-Elect and Linda Jefferson (NC) Member-At-Large will be asked to join the conference call. Mastro will send out an agenda to all current and newly elected Board Members prior to the call.

The Board Meeting adjourned at 2:24 PM (EST).

For Distribution:

Original Signature on File
Respectfully submitted by:

Debra A. Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File
Respectfully submitted by:

Stephen J. Mastro, CPM, President, AACPM