



BOARD OF DIRECTORS TELECONFERENCE

November 18, 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 and Joyce Doakes-Smith, President Elect 2009 joined the conference call at 11:15 AM Eastern Standard Time

The teleconference was convened by President Greg Hyland at 11:08 A.M. Eastern Standard Time.

OLD BUSINESS:

- Approval of Minutes from the September 10, 2008 Board of Director's Meeting held in Columbus Ohio

A motion was made by Bryant to accept the minutes from the September 10, 2008 Annual Board of Directors Meeting. Seconded by Buchholz. The motion carried unanimously

- Approval of October 9, 2008 Board Teleconference Minutes

A motion was made by Buchholz to accept the minutes from the October 9, 2008 Board Teleconference. Seconded by Bryant. The motion carried unanimously.

- Semi-Final 2008 Conference Wrap-up

Gordon reviewed the preliminary financial close report from the Ohio Conference. The profit from the conference looks to be \$124.00. Gordon and Buchholz found a couple of financial issues. Gordon identified a \$390.00 revenue that was not initially included in the prior report that changed the bottom line from a loss to a \$226.00 profit. The current report also indicates a contribution of \$5,000 to offset the cost of one of the keynote speakers with comments included in a footnote. The donation and payment needs to be reflected as a revenue and an expense to accurately portray the Conference budget. The reporting change will not impact the bottom line. The second item was reporting a \$12.40 loss from the Ohio Village event as a Conference loss. Social Event revenues and costs should remain separate in the budget spreadsheet. This item should be shown as a special event loss, not a conference loss. Mastro asked if these items should be handled separately from the conference expenses. The answer provided was yes. The past

practice has been to utilize the social event profits, if any, to offset the Conference costs. Hyland indicated that Gordon's room was covered by the conference and no fees were charged to the Academy for Board Travel for the room.

- Henning Award Presentation

Hyland shared with the Board that Ron Buchholz received an e-mail from Gail Gibson regarding the plans for the presentation of her Henning Award. Buchholz forwarded the inquiry to Hyland. Hyland responded to Gail that he is interested in presenting the award to her but was waiting to hear from Tom Patterson, Louisiana Society President regarding the plan to present the award in Gail's home state. Previous discussions with Patterson led Hyland to believe that Patterson was to take the lead in organizing the presentation of the award in Louisiana. Hyland indicated that it might be difficult to schedule the presentation between now and the end of the year due to the short time frame and the upcoming holidays. Hyland requested that Mastro present the award to Gibson. Buchholz informed the Board that Paulette Laubsch (NJ) took the Henning Trophy with her to New Jersey to pass along to Gibson during a trip Gibson was planning to New Jersey after the conference. The location of the Henning Trophy is not known at this time and Hyland asked Gibson in his recent e- to her. As of the teleconference, Hyland has not heard back from anyone in Louisiana regarding a plan or date for the presentation. It was suggested that a Board Member located closer to Louisiana should make the presentation. Joyce Smith was suggested. Once a date is scheduled the Board will review who should present the award.

- Discussion on SOP Changes

HOD Delegation Form and Template e- Mail: Buchholz has the template e-mail completed, which provides the notification by the Academy President to the Member Society Presidents and serves as the cover document for sending out the HOD Certification Form. Mastro likes the consistency of using a template e-mail and the draft document looks good to him. Smith appreciates the idea of the template. Mastro would like to provide it in the SOP as a suggested template that can be adjusted by future Boards, as needed. Hyland made a motion to accept the template e-Mail and HOD Delegate Certification Form and include them in the Academy SOP together with requisite text changes. Seconded by Mastro. The motion carried unanimously. Buchholz was asked to prepare the needed SOP change and forward it for processing to Becky Bryant, Debbie Smith and Barbara Pepper.

Conference Refund Policy: Mastro's Conference Committee made a recommendation for the conference refund policy to be added to the Academy's SOP. A motion to accept the recommendation by the Conference Committee was made by Bryant. Seconded by Smith. The motion carried unanimously. Again, Buchholz was asked to prepare the needed SOP change and forward it for processing to Becky Bryant, Debbie Smith and Barbara Pepper.

In addition to these two SOP changes, the Board previously approved a new SOP regarding Academy Flags (SOP 21.50). The HOD at the 2008 HOD Meeting approved two Bylaws changes recommended by the Bylaws and Ethics Committee. These two changes and the \$5.00 membership fee increase approved at the 2007 HOD Meeting also needed to be included when the Academy SOP posted on the Web Site is updated.

- Newsletter/Website Issues

Bryant explained that there are now both electronic and PDF (html) and PDF versions of the newsletter on the website. The Winter Edition of the newsletter will be posted in an electronic format with the “Printer Friendly” option. The SOPs and Bylaws will be sent to Bryant for posting once updated by Buchholz and forwarded to Smith.

The conference history spreadsheet is waiting information from the 2008 Ohio Conference and the 2010 conference hotel contract. Smith provided electronic copies of the signed 2010 Hotel Contract so the information can be updated. Mastro also provided the spreadsheet to Ohio for updating the 2008 conference information.

Hyland next discussed the 2009 Academy Brochure. Mastro would like to review and verify if this brochure can be done electronically. It was noted that an electronic copy of the 2007 version is still posted on the Academy web site. Bryant suggested that the 2007 brochure can easily be updated to a 2009 edition and posted on the web page. The update can be done by Michelle Pratt very quickly and at little cost since the template already exists.. Mastro would like to see this completed so that it can be posted on the website. Mastro asked who requests the paper copies of the brochures. Bryant explained that she would e-mail the Society Presidents asking how many paper copies they would like to receive. Buchholz suggested that Mastro e-mail the Society Presidents and request how many paper copies they would like to receive, then have that number printed plus a limited number of extra copies for distribution at the HOD Meeting and for use by the Board. That will minimize the cost of printing and continue to provide this member service to the Societies.

Bryant will request the Academy/Website contact information be changed from Hyland to Mastro effective January 1, 2009.

- Upcoming Conferences

2009 Florida Conference Update: The Ohio preliminary closeout financial report is being provided to Florida.

2010 Oklahoma Conference Update: Smith provided electronic copies of the 2010 Hotel Contract for the conference to be held in Oklahoma City.

2011 Utah Conference Update: No information to report at this time.

2012 South Carolina Conference Update: No specific information to report at this time. Conference planners indicate that they will begin working on planning issues including possible conference locations early in 2009.

2013 Idaho Conference Update: Reva Tisdale has sought out conference planning information and negotiations with the conference hotel in Boise are currently underway.

- Model Conference Hotel RFP

Mastro is working on the draft and it should be sent to the Conference Committee members for feedback, shortly. As soon as that is completed, Mastro will share with the Board for review and approval for inclusion in the Academy SOP and for posting on the Academy website.

- Education Foundation

Buchholz shared with the Board that there has been no further action by the Foundation Board since the last teleconference. The IRS 1023 application continues to be processed at this time. The Board anticipates no further action in 2008 unless the Board receives a response from the IRS regarding the application.

Mastro asked when the Education Foundation does receive IRS approval will the foundation provide information to Joanne Robertson in Florida regarding sponsorship. There is interest on behalf of the Florida Society to make use of the Education Foundation in 2009 if the IRS approval is granted. The Foundation has been in existence since its charter was issued by the State of New Hampshire but it does not have IRS 1023 approval at this time. Buchholz indicated that there have been communications with Joanne Robertson and the Foundation Board since last year and that the Foundation Board is aware of Florida's desire to make use of the Education Foundation, if possible for the 2009 Conference.

- Update on New Societies

Buchholz shared that he made contact with representatives from eight possible new CPM Societies (Alaska, California, D.C., Illinois, Iowa, Michigan, Nebraska and Nevada). Buchholz has received information from California, D.C., Nebraska and Iowa as of the teleconference. The new D.C. area Society is being formed by graduates from all three D.C. area CPM programs. They have already drafted their Bylaws and membership documents and application forms. At this time, it is hoped that the D.C. and Iowa Societies will be ready for Academy Member Society Status in 2009, with possible presentations of their Member Society Charters at the 2009 Conference in Orlando. Follow up reports will be passed on to Board Members from Buchholz as he receives them.

- Update on Visit from Indonesian Officials

Hyland spent a day and evening in Yuma with the visitors from Indonesia. Hyland provided them with information on the Certified Public Manager[®] Program and the Academy. They are interested in establishing a public manager training program similar to the CPM Program on the national level in their country. “This was a very cool thing and a benefit of being President,” stated Hyland.

- 2009 Mid-Year Board Meeting

Smith spoke with the Renaissance Hotel where the 2010 conference will be held. The hotel would be able to offer the state rate of \$83.00 per night. The meeting room charge will be discussed with the hotel. January 12th would be the travel date with the meetings held on January 13th and 14th. The meeting will adjourn at noon on January 14th. Gordon will forward to Smith and all the 2009 Board Members the Travel Reimbursement Form with the Oklahoma City per diem rates indicated on the form.

- Transition to the 2009 Board

Mastro would like to ensure that we’re on track for financial signature cards. Gordon will follow up with Tisdale to transfer accounts, if a Wells Fargo Financial Bank is in the Boise area. This would be the easiest way to transfer the account and set up for the new authorized signatures for the account. The three signatures would be Tisdale, Mastro and Smith. If a new bank needs to be located, Gordon recommends letting the Certificates of Deposit mature before transferring them so no penalty fee is imposed. The Certificate of Deposits mature in January 2009. Bryant has followed up with Barbara Pepper on the transition of her position. Bryant has offered to remain on the Communications Committee if Barbara would like her to remain. Hyland suggested that Mastro start to put the 2009 Academy Committees in place ASAP.

- Term Wrap Up

Buchholz asked a question of the 2009 Board Members regarding the submittal deadline date for the Committee Reports since the 2009 BOD Meeting will be held in early January (8 weeks from now). Mastro suggested that the submittal deadline date for the reports be December 15, 2008. These reports will be the wrap up reports for the year focusing on events that occurred since the last reports were prepared in July for the conference in Columbus. Bourbeau will e-mail a reminder to the 2008 Committee Chairs and Society Presidents (for the Society Annual Reports) requesting the information and submittal of the reports.

Buchholz thanked the Board and indicated that it was great working with everyone and it has been an honor to serve. He wishes the 2009 Board all the best and looks forward to seeing everyone in Orlando in 2009. Bryant and Gordon echoed Buchholz’s comments.

The teleconference adjourned at 12:14 P.M. Eastern Standard 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