



## **BOARD OF DIRECTORS MEETING**

November 3, 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

Guests: Jeff Kramer, President Elect 2010, Linda Jefferson, Member-at-Large 2010

The teleconference was convened by President Steve Mastro at 1:05 P.M. Eastern Standard Time.

- October Board Minutes

A motion was made by Hyland to accept the minutes from the October 6, 2009 teleconference call. Tisdale seconded the motion. The motion carried unanimously.

Bourbeau requested Board Members thoughts on a synopsis of the House of Delegates Committee Reports being included in the minutes. Board consensus was the committee reports would be posted on the Academy website and should be included in the minutes as a reference point if discussion centered on a report.

- Treasurer's Report

Tisdale reported a \$4,158.58 checking account balance. Membership currently stands at 1,386. We're waiting for the third quarter membership report from Florida, which will increase the revenue as well as the membership.

- Florida Conference Update

J. Smith spoke with Joanne regarding finalization of the financial report. Tisdale sent a check to Diana for \$7,905, which includes the amount the Academy owes for conference fees and HOD fees. It also includes an advance to the conference committee of \$6,000.00, which should allow them to pay the hotel in full. The amount owed to the hotel is due to an overage in food and beverage. Mastro explained that this year has been a frugal year and at year-end the Academy will receive approximately \$4,000.00 less in membership fees. However, in 2010 we should have a balance of \$5,000.00 as we move forward. We will not be outside the 10% of the budget requiring us to inform the House of Delegates.

- Utah and Oklahoma Conference Update

Mastro updated the Board that we were close to signing the Utah Contract. The Utah Conference Teams hotel contact is no longer employed at the hotel. A new hotel representative is working with the conference team and a new contract is being negotiated. Mastro is waiting for an update from the Utah Conference Committee.

D. Smith updated the Board on the planning of the 2010 conference in Oklahoma City. The conference team is in the process of reviewing the calls for presentations. A meeting with the marketing team has been scheduled for next week to review the conference website. The registration team will be working with Florida to review the vendor for the on-line registration system. The hospitality group is reviewing events and venues in the area for the conference participants.

## **NEW BUSINESS**

- Mid Year Board Meeting 2010

J. Smith updated the Board with information that The Mid Year Board Meeting will be held in Oklahoma City. The Board Members agreed that anytime after January 15, 2010 would work for their schedules. J. Smith will contact the hotel for date and pricing availability.

- Consortium Issues

The Consortium agreed to participate in the idea of the Academy sending letters to the supervisors and directors of Askew Award winners. Mastro asked the Consortium Program Managers if they would be willing to share their students contact information with the Academy for pursuit of membership where no society exists. There was agreement to share or forward information on behalf of the AACPM to students and graduates.

- Membership Recruitment

The AACPM bylaws indicate five levels of membership classes of which three are potential for recruitment directly by the Academy. They are: a Member at Large, Associate Member and Consortium Member. The Associate Member is defined as a non-Certified Public Manager. J. Smith and Mastro will design an application, criteria for the various membership types and cover letter for Board approval. Once approved, it will be sent to the Consortium Program Managers for distribution to their graduates and their current students. Pepper will update the website to be inline with the SOPS and Bylaws.

Mastro would like the Board to agree upon membership guidelines and adopt them so that we can begin direct recruitment of AACPM members from States, which do not currently have AACPM, chartered Societies.

Tisdale asked if this would discourage the forming of new societies? Mastro suggested as this maybe a way to form new Societies. Once a few members-at-large join from a state without a society and the Mentoring Committee then work with them to form a society to be chartered by AACPM. J. Smith explained that if the Academy had the names of the graduates and students networking could be implemented and hopefully a Society would be formed.

Mastro will work on the criteria and a membership application that will include three classes of members: Consortium Member, Member at Large and Associate Member.

- House of Delegates Feedback

Mastro sent an email to the House of Delegates on October 27, 2009 requesting feedback on the following three questions.

1. A suggestion was made at the Orlando HOD Meeting that the Board consider having a parliamentarian present at our annual HOD meeting to ensure we are conducting business according to Roberts Rules of Order, Newly Revised, as stated in our Bylaws Article 12.

The consensus from the House of Delegates is that we should have a Parliamentarian at the House of Delegates. The Parliamentarian should not be a voting delegate and should be an Academy Member. This position would be an appointed position by the Board. A call would be sent out to members who would be willing to serve in this capacity and are planning to attend the conference. The position is not a paid position and no compensation would be provided for registration or travel fees. J. Smith agrees that applicants should submit a resume for the Board to review. The Board agrees that we do not need a Sergeant at Arms Position. Pepper suggested a newsletter article as well as posting the information on our website to inform members of this new position.

2. SOP 9.40 e) States that the Academy Secretary will receive reports on prior year activities from Society Presidents for HOD meeting. The Board believes this text is a holdover from the past when the annual conference and HOD meeting were in the spring and annual reports from the previous year were submitted.

Annual reports will be due from Societies on January 31, following the year ended. The reports will be sent to the Academy Secretary who will compile them and send them to the Member at Large/C&C for posting to the website.

Becky Bryant (AR) suggested a standardized Annual Reports format to include the following items, numbers 1 - 6. Mastro suggested items number 7-9. Bourbeau will develop a template for the Board to review for approval and implementation.

1. Previous/Current year Officers
2. Standing committees and chairs
3. Society Meeting Dates and Meeting Summaries
4. Society Events and Highlights
5. Society and AACPM award nominees and winners
6. Financial and Membership Data
7. Concerns at the State and National Level
8. Goals & Strategic Plans
9. Other

3. Our bylaws require the HOD vote to approve any changes to the Bylaws presented by the bylaws and Ethics Committee. The BOD has made the needed changes to the SOPs based on these bylaw changes, other actions voted on by the HOD, and process improvements to Academy practices. This has resulted in the current practice where the Board has discussed and voted to add or modify a SOP based on bylaws section 8.1 Powers and Functions; which states that between meetings of the HOD the BOD may perform any action consistent with actions taken by the HOD. The Board does this as an administrative duty to maintain best practices and business processes for the Academy. The current Board has made changes and is planning to discuss additional changes to several SOP's. These changes are documented in our monthly BOD meeting minutes.

- 1) Is there any concern about the BOD continuing this practice or if it is consistent with Bylaws Section 8.1? – The responses received indicated no issue or concern.
- 2) Is the current practice of reporting these SOP edits in the BOD meetings sufficient, or does the HOD need some sort of annual report for review from the Board of all corrections and changes approved to the SOP's?

Mastro and J. Smith discussed using a tracking log indicating the history of changes and the date the changes were made. The SOP could also have the revised date on the form. Mastro asked if we could list the updates on our website and for questions, contact the Member at Large for Member Services. Discussion resulted in consensus to post the date of an SOP update on the web version of the SOP.

## **OLD BUSINESS**

- Chartering of D.C and Michigan Societies

Hyland is waiting for information from Steve & Tish Haglar (NC) regarding the contact for the charter. Hyland is waiting to receive the final documents from Jeremy in Michigan. Once received, Michigan can be chartered into the Academy.

- Virginia Society

Tisdale has spoken with Christy in Virginia and currently there is no state program in Virginia. Any Virginia graduate who is interested in being a member of the Academy will be classified as Members at Large. Tisdale verified that we have not received an assessment fee for 2009 as well as no memberships. Mastro would like the Board to take action before the end of the year in placing the Society on inactive status. A motion was made by Tisdale to put the Virginia Society on inactive status. J. Smith seconded the motion. The motion passed six to one.

The Board continued discussion on the \$500.00 Grant check given to Virginia last year. Tisdale would like to reimburse Christy for the assessment fees she personally paid for 2007 and 2008. It was agreed that Christy will be asked to return the \$500.00 grant check, which has not been cashed. She will then be issued a check to cover expenses she personally paid.

- Flag Stands and Poles

The consensus is to continue to ship the poles and stands. Kramer provided history from the Arizona Conference as they had rented the poles and stands. Due to conformity, the Academy chose to purchase poles, stands and flags. J. Smith asked if lighter weight crates would help with the shipping costs? D. Smith provided history on the packaging for the flags and poles for protecting the items. Mastro asked if this is a topic that should be listed on the conference checklist. Tisdale would like to see this as a conference expense and not an Academy expense and included in the budget as such. Oklahoma will be using the flags and stands and Utah can decide if they need them. D. Smith stated that this should be a line item on the Academy budget as it is a cost to the Academy. Mastro suggested that this be a line item when we meet in January.

- Texas

D. Smith and J. Kramer provided an update to the Board on the teleconference call with Naomi Hines from Texas. Kramer explained that the discussion centered on

membership, communications and marketing. Hines would like to request a grant from the Academy for website development. Mastro directed Kramer to the SOP's and the process for requesting grants. He also shared we need to be cost conscious due to finances being tough at this time. J. Smith suggested Naomi also contact Howard for assistance as he has mentioned making funds available to Texas for their Society.

December teleconference is scheduled for December 1 at 1:00 PM (EST). If the call is not required, Mastro will send an email.

The Board Meeting adjourned at 2:32PM (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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Stephen J. Mastro, CPM, President, AACPM