



## BOARD OF DIRECTORS TELECONFERENCE

March 5, 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

### OLD BUSINESS:

- Changing duties of President Elect and Past President – Hyland/Buchholz

This proposed changes, which affect both the Bylaws and SOP, need action by the HOD at the HOD meeting in September. If approved by the HOD, the changes would take effect either immediately after the HOD Meeting or at the beginning of the next calendar year as determined by the HOD. Smith pointed out that the changes could be implemented earlier if the special vote by the HOD were requested.

A short explanation of the process to change the Bylaws ensued. It was noted that the Board could make recommendations to the Bylaws & Ethics committee for that Committee's review and action. Buchholz would like to compile the changes proposed by the Board and send them to the Bylaws and Ethics Committee so they could begin their review. Buchholz has the draft SOPS ready to be sent to the Board and then to the By-Law and Ethics Committee pending any changes made today. Any changes made by the Board today would be included in an updated document that would be sent to the Board and to the Bylaws and Ethics Committee. Smith requested that the word DRAFT be on all documents.

- Discussion on SOP & By Laws Changes

Mastro would like to discuss his concerns regarding the naming and duties of the two proposed committees as identified in the SOP changes from the Board Meeting in San Diego.

Mastro made a motion to split the duties between the ballot counting and the nominations committees different than what is shown on the current proposal. The President and not the Past President will be in charge of the ballot counting. The President Elect will be in charge of the nominations committee. Bryant seconded the motion.

Motion Carried Unanimously

Buchholz made a motion to change the two names of the two committees to the following: Board of Elections – Ballot Counting Committee & Board of Elections – Nominations Committee

Hyland seconded the motion. Motion Carried Unanimously

Ron will make the modifications in the draft Bylaws and SOPS relative to changing the chair of the Ballot Counting Committee and the Committee name changes.

- Discussion/Confirmation on Henning Award Criteria Change

The Henning Award SOP changes involving the splitting of the 50 points for Academy/Society activities (20 points maximum for Academy activities; 30 points maximum for Society activities) have been made per our vote at the Board meeting in San Diego. The 2007 Henning Award winner (2008 Henning Award Committee Chair) has the information and has been made aware of the changes in the scoring of the 2008 Henning Nominee criteria. The information has been posted on the Academy's website with as part of the updated Nomination Form for this year's Henning Award. Hyland requested that Bryant write an article for the newsletter informing Academy members of the changes in the Award evaluation criteria.

During the "Discussion/Confirmation on Henning Award Criteria Change" part of the teleconference, the Board also discussed that we had no article for the Spring Edition of the Newsletter from Kay for the Henning Award or from Barbara Taft for the Wilkinson Scholarship. A discussion about a Special Edition of the Newsletter to get the information out to Members ensued. It was decided that Becky would draft a short article for the Spring Edition of the Newsletter reminding Members to consider submitting both Henning Award and Wilkinson Scholarship nominations. Becky would provide a link in the article to the updated nomination forms for both.

- Review of Action Items Developed in San Diego

Bourbeau reviewed the open Action Item List with the Board.

3	Discontinue of Presidents Lunch. Notice to Presidents of Societies.	Greg	Becky to send Greg and Board Members the President list. Greg will then send out a notice to affected persons.
8	Contact Michelle regarding price for electronic format of integrated marketing catalog for society use, generic.	Becky	Becky waiting for information from Michelle.
9	Contact Scott (Web) regarding price for library set up on AACPM website.	Becky	\$1,500 set up fee – Greg to conference call w/ Becky and Scott. Greg wants to take all the information and documents currently posted on the Web Page (but not all the archive documents currently being scanned) and put in one location on the site
10	Contact Scott (Web) regarding calendar set up – recommended month by month with a link of activities	Becky	A calendar would cost about \$25 - \$30 per month and that doesn't include updating monthly, Scott would need to do this. Greg- CMS for updating calendars? Becky – Scott said we would have to rebuild the entire website to incorporate CMS. Most people that have tried it; don't like the calendar, per Scott.
13	Hard copies of newsletters, Bill to mail to societies?	Becky	Action Item Closed since hard copies of <i>The Public Manager</i> magazine will be mailed to the Societies this year. The hard copies of the Newsletter will be included in that mailing.

14	Scott (Web) Content Management System	Becky	See Action Item #10
15	Scott (Web) List Serve Service Available?	Becky	Currently, many receive list serve emails and do not read them. To have the entire Academy receive would cost \$45 for the initial set up and \$30 for each 100 names. Should the list serve only be HOD members, Presidents, Board Members, etc? Mastro – how does the board communicate w/ the HOD? Communications during the year are done on an “As Need” basis (either E-Mail or hard copy letter). Prior to the Annual Conference/HOD Meeting, a comprehensive package of information for the HOD Meeting is prepared, assembled and sent out by Bryant, including the HOD Meeting Agenda, HOD/BOD Meeting Minutes, Committee Reports, Financial Reports, etc. Mastro – suggested preparing a budget proposal as Finance Committee Chair, laying out the costs for the HOD to review and assist the Board in making determinations on spending.
18	Contact YTB travel regarding payment (?) to AACPM for use of company.	Becky	YTB sent a \$2.50 payment on 2/21. The Board agreed to keep the service, as it doesn't cost the AACPM any money to continue to offer the service. Hyland asked Smith to write an article informing members of service.

- 2008 Conference Status

Hyland received an email from Gina Mee this past week. The Call for Presenters has been sent out and the submittal deadline date is near. The Ohio Conference Committee is currently working on the Save the Date reminder card.

Mastro requested an update on the conference budget and when the board should approve. Hyland will contact Gina Mee for an updated budget by March 31<sup>st</sup>. The board will then review and have time for recommendations and/or approval.

Smith indicated that she would distribute the master speaker database via email, after the Board Teleconference. Question was asked if Larry Totten is still maintaining the database or if this task should be given to someone on the current Board. Mastro volunteered to contact Larry Totten for an update and also for maintaining the Speaker Database. Once the database is updated, it will be shared with the Florida Society for their 2009 conference.

The Board discussed the email sent out this week to the Board Members from the Florida Conference Committee Chair, Joanne Robertson, regarding the proposed 2009 Conference Theme and Logo. Overall, the Board thought the logo and slogan were fine. Board members suggested that the shadowing of the text be removed for easier reading. Other suggestions included the colors be changed to add a little more visual “pop”, the planet be made more identifiable with a color tint and the Academy and Florida Society Logos be a little more prominent.

A motion was made by Smith the board that we agree on the concept of the design. However, the Board would like to see the clarity of the planet, the colors, and the shading be adjusted as well as the Academy and Florida Logo's be more prominently displayed. Bourbeau seconded the motion Motion Carried Unanimously

Bryant will contact the Florida Society with this information.

- New Society Formation Status

Buchholz has been in direct contact with Iowa, Nebraska and Nevada. Nevada's goal is to receive their charter in Columbus, Ohio this fall. Ron has sent them the SOPS and information to assist them in becoming a Society. Nebraska and Iowa are moving ahead. A board member will go to Omaha Nebraska to the graduation in December. Hyland currently has this on his calendar to attend.

- Update on Document Scanning

Smith advised the Board that the three boxes have arrived in Oklahoma from Utah. She will start the scanning process of the Academy documents in the near future.

Bryant informed the Board that she has provided the graphic designer with information to update the generic Academy Brochure. Hyland stated that the brochure could state the Academy's Board Positions and for further information contact the Academy Website where email links are provided.

#### **NEW BUSINESS:**

- Discussion regarding designating a charity for Academy Support

Tabled at this time for discussion at the next Teleconference.

- Issues for discussion from other Board Members

Mastro – Proposed the idea of changing the title and duties of the Member at Large for Conferences and Committees by eliminating the reference and duties related to Conferences. in time for the upcoming election. Hyland – this proposal would require both an SOP and Bylaws change. All Bylaws changes require HOD approval before implementation so the change. Board discussed the proposed changes, and noted that people will need to be recruited to run for the position this year as the current Bylaws and SOP describe the position and duties. n. Smith-Suggested that the person elected this year serve out their term and implement the change, if approved with the next person elected to that position. Hyland – The Board discussed in January 2007 the idea adding one Board Member and taking the Conference duties from the At Large Board Member position and assigning it to the new position. That proposal was not approved. It was suggested that the idea be explored this year in conversations with the Board. Mastro The Finance Committee could look at the cost implications of adding another position to the Board. Due to the current budget situation, Buchholz indicated that the Board would need to be prepared to fully explain the rationale for the proposal and its financial impact to the HOD. It was noted that increased revenues from new Members, new societies, and a dues increase might be able to support a new Board position.

- Scheduling Confirmation for next Teleconference

The April conference call is scheduled for April 2, 2008 11:00 a.m. (MST) Note: Daylight Savings Time will have gone into effect prior to this date. Greg will send out agenda and telephone number prior to this date.

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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Gregory D. Hyland, CPM, President, AACPM