



## **BOARD OF DIRECTORS MEETING**

March 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, Past President Gregory D. (Greg) Hyland, Member-at-Large Barbara Pepper

Absent: Treasurer Reva Tisdale

The teleconference was convened by President Steve Mastro at 1:02 P.M. Eastern Standard Time.

### **Approval of Teleconference Minutes**

A motion was made by J. Smith to accept the minutes from the February 19, 2009 teleconference call. D. Smith seconded the motion. The motion carried unanimously.

Hyland was absent during the teleconference call and did not vote.

A motion was made by J. Smith to accept the minutes from the February 26, 2009 teleconference call. D. Smith seconded the motion. The motion carried unanimously.

Hyland & Pepper were absent during the teleconference call and did not vote.

### **Florida Conference**

Mastro asked if the Board has made a decision to move forward with the 2009 conference or delay for a future year. Mastro has heard from Board members that they would like to renegotiate.

Hyland made a motion that we should move forward and try to renegotiate contract with the hotel. Bourbeau seconded the motion. The motion carried unanimously.

Pepper is concerned that we will have a loss and we should speak with our HOD, first. They have not been included in our discussion. Hyland explained that they (HOD) voted us into office as a representative form of government and we need to take responsibility. D. Smith shares Pepper's concerns. Minimally, we need to prepare information for the HOD of the facts and how we arrived at this decision. Hyland and J Smith agree we need to communicate with the HOD.

Mastro stated if we were to find ourselves in a loss of \$30,000 to \$40,000 then we have an issue. Hyland shared if we do not move forward with the conference we have a \$100,000 loss with the hotel.

Bourbeau asked if we have anything in writing from the hotel regarding future penalties for moving the conference to a future date.

Decision: Do we want to pursue a reduced contract with the hotel for room night's. J. Smith is hopeful that the hotel will negotiate with us now versus three years from now.

Mastro made the motion to move forward with 275 room nights; \$23,000 food and a beverage and 125 attendees Bourbeau seconded the motion. The motion carried unanimously.

Mastro asked the Board members what the timeline on is moving forward. J. Smith replied the sooner the better. We're hoping for confirmation of information about renegotiation of contract by March 8<sup>th</sup>. Mastro asked J. Smith to contact Joanne and pass along the information to her to move forward with the Board's approval.

Hyland made a suggestion that the Board make a decision and put a Special Committee in place, don't have the AACPM Board micro manage this. Mastro does agree with Hyland. He wanted to wait for the first vote and this is the exact way to approach it. The subcommittee would be Hyland, Bourbeau, J. Smith, G. Mee, B. Herman, R. Buchholz, M. Evans, R. Tisdale, H. Hanson, J. Robertson and the Florida Conference Team. The people on the conference committee are those with experience in conference planning.

Mastro informed the Board of a call on 3/2/09 with J. McCarthy from Florida. The Florida Board would allow the AACPM Board to take the lead and interact directly with the Florida Conference Committee. MCCarthy again stated the Florida Board would support the conference and assist in promoting the conference.

Mastro asked about the Florida Societies offer and taking the \$4,000.00? What if the conference is successful, can the Academy offer the 50% split to the Suncoast chapter? Hyland believes we can as the Florida Board backed out.

Mastro asked about the financial process for the conference. There is a current bank account set up that Joanne, and the Florida Society Treasurer has signature authority on. Do we want to set up a bank account with Academy oversight?

Bourbeau suggested removing the Florida Treasurer from the account as signature authority and adding the AACPM Treasurer. Each check would require two signatures.

Hyland discussed the registration and utilizing the on-line registration system. D. Smith will be sending Joanne the most current SOP. D. Weiss from Washington, DC contacted Hyland regarding an account that the Washington, DC Society had set up to accept credit card payments. Hyland asked if this is something the Board would like to pursue? If not, Weiss is going to cancel the account. The registration system is set up. We would not have to establish a PayPal account annually. We would have this one system already set up to use. Mastro asked if anyone recalled the registration fees. If we paid the \$200.00 activation fee, how much would we save in fees? J. Smith is going to contact D. Weiss for additional information. We will also check to see if a PayPal account is more feasible.

Mastro asked if there were any additional issues to be discussed today? None at this time, we need to wait to hear back from Joanne on the negotiation.

Mastro explained that we have a situation with Florida and would like to hold off at the moment for signing of the Utah contract. They have agreed to hold off for a few months and we will review their contract in a few months. Hyland provided guidance to modify the SOPs on how far

out we should go on accepting bids on conferences. Do we need to require that Societies post a bond to hold a conference?

D. Smith provided an update on the Oklahoma Conference; the team is doing great. They're working on the development of a logo. She also would like to request the Board to review OK room numbers after we settle the Florida Conference Issues.

J. Smith asked if conversations with Carl Chase (SC) should be postponed until the Florida issues are settled? Mastro explained that we could move the conference in 2012 to Florida, if it has to be postponed. South Carolina's Society Board was surprised to learn that it had volunteered to host a conference in 2012. The new South Carolina Board has agreed to support the conference. The conference site will be Columbia.

Hyland stated, at times we need to take a risk to move forward at times. If we're an organization that would like to host a conference, we need to take a risk. Hyland reminded the Board that we do have the Georgia CD as an investment, if needed. Mastro would like to not use the money until discussing with the HOD, and not use that money unless needed.

### **Newsletter & Web Information**

Mastro asked Pepper about the newsletter. She replied the committee has until March 4 to respond with edits. The newsletter will be out on time and is looking good. We did not receive as many articles as she would have liked from the Societies. She has the details worked out with NetGain and Michelle Pratt to publish.

The generic brochure is being developed. She will email to the Board within a week for review. She is not sure the information is captured, but would like the Board to review and comment. The brochure will be in a Word document for all to access. Michelle Pratt is reviewing a request from Barbara on printing and the cost to print 2,000 brochures. Pepper needs to call the Ogden Publishing Company in Utah for an invoice. The website has been updated and the updated conference locations are on the site. She would like to know when we can post the current SOPs as they are not updated and our members do research. D. Smith is making the final changes on the Flag SOP for posting.

Hyland will be writing an article for the settlement with Lynda's Lyrics. J. Smith suggested we rerun Joanne Robertson's article from the fall issue.

Hyland purchased a subscription to constant contact if the Board or Florida Team would like to use this program for sending to member's information on the upcoming conference.

Hyland made a motion to adjourn the meeting at 2:03 PM. Bourbeau seconded the motion. The motion carried unanimously.

The Annual Board Meeting adjourned at 2:03 PM (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