



BOARD OF DIRECTORS TELECONFERENCE

April 9, 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;

Absent: Deborah J. (Debbie) Smith, Member-at-Large

The teleconference was convened by President Greg Hyland at 2:03 P.M. Eastern Daylight Savings Time.

OLD BUSINESS:

- Approval of March 5, 2008 Teleconference Minutes

A motion was made by Buchholz to accept the minutes from the March 5, 2008 teleconference call. Gordon seconded the motion. The motion carried unanimously.

- February 2008 Board of Directors (BOD) Meeting Minutes

Bourbeau updated the board that the minutes of the first day of the BOD Meeting have been completed and proofread and her goal is to complete day two of the meeting within the next few weeks.

- 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	Greg has spoken with 50% of the Society Presidents and will continue to contact the remaining Societies.
5	Retention Policy Process check with: Ron – Registry to Deeds WI Greg – City Clerk	Ron & Greg	Greg to follow up with City Clerk. Ron did verify information with Registry of Deeds
8	Contact Michelle regarding price for electronic format of integrated marketing catalog for society use, generic.	Becky	Becky received information from Michelle for the generic brochures. To print 3,000 brochures would cost \$625.00 and last about 3- 5 years. Board decided to not proceed with a generic brochure and to skip printing any brochures for 2008. It was noted that there will most likely be between 1 and 3 new Societies joining

			the Academy, which will require additional updating of the brochure. Once the Board positions are filled after the election in September and the 2009 Board is known, a 2009 Brochure will be printed. The number of copies to be printed will be limited to the number requested by the Member Societies plus a few hundred more in reserve. The brochure would follow the format of those most recently used and will include the names and contact information of the 2009 Board Members.
9	Contact Scott (Web) regarding price for library set up on AACPM website.	Becky	Greg and Becky have a conference call with Scott on 4/16/08
10	Contact Scott (Web) regarding calendar set up – recommended month by month with a link of activities	Becky	Greg and Becky have a conference call with Scott on 4/16/08.
14	Scott (Web) Content Management System	Becky	Greg and Becky have a conference call with Scott on 4/16/08.
15	Scott (Web) List Serve Service Available?	Becky	Greg and Becky have a conference call with Scott on 4/16/08.
18	Contact YTB travel regarding payment (?) to AACPM for use of company.	Larry	To verify if \$2.50 payment has been received.

- Discussion on SOP & By Law Changes

Update on Bylaws Committee Progress

Buchholz updated the Board that he mailed out the draft proposed Bylaws changes to the By Law & Ethics Committee Members. These changes came from the 2007 HOD Meeting and the 2008 BOD Meeting. He has requested the committee to review the information and make suggestions regarding any changes to the proposals that are need and to suggest any additional changes for Committee consideration. Buchholz would like to have a teleconference with the By Law & Ethics Committee to review, consider and discuss the suggested changes.

Buchholz informed the Board that an account has been set up previously for ByLaws and Ethics Committee teleconferences at a cost of approx. \$150.00/year. Teleconferences are a legitimate Board expense. Hyland told the Board about a website www.freeconference.com. Calls are \$.10 per minute, 6 people on the committee would be \$.60 per minute or \$36.00 for call. Free conference recording is also included in the fee. Buchholz indicated that he would be willing to use that service and requested that Hyland forward additional information to him.

Hyland would like the By-Laws & Ethics Committee to review and considered possible additional sanctions for Member Societies, which have not paid their individual membership dues or Society assessment fees. Sanctions listed in the current by-laws are not to seat delegates from those Societies at the HOD Meeting and not to accept applicants for the Henning Award, President's Award or Wilkinson Scholarships from those Committees. In addition, permitted use of the term "Certified Public Manager®" is limited to those Societies which are recognized and approved by the Academy. Hyland indicated that the new sanction could be the suspension of the Society Charter until all individual member dues and Society assessment fees (current and past due) are paid in full. Buchholz indicated that he would forward this recommendation to the Bylaws and Ethics Committee as well.

Another related issue the Board discussed is Societies reporting higher membership numbers in Society Annual Reports and other documents than the individual Society membership fees paid to the Academy. Mastro requested Gordon to prepare a membership report quarterly of all memberships paid for the year by Society and which Societies have outstanding assessment fees and dues. Information would be sent to all Society Presidents. Bryant and Hyland suggested the information all be posted in the newsletter. Bourbeau suggested that board members be liaisons to Societies, each Board Member could be the contact person for Societies to contact with questions or concerns.

- Henning Committee

Bryant reviewed the proposed changes to the Henning Award Nomination Form and Evaluation Criteria suggested by the current Henning Award Committee Chair with the Board. One goal of the changes proposed by the current Committee Chair is to have the activities and more descriptive information listed rather than just titles. Bryant informed the Board that she had no problems with these proposed changes. Hyland indicated that the Academy is now in violation of the SOP since the Nomination Form/Evaluation Criteria already distributed to the Society Presidents and posted on the Web Site is not consistent with the Nomination Form/Evaluation Criteria found in the current SOP.

A motion was made by Bryant to approve changes to the current SOP to use the new, updated Nomination Form/Evaluation Criteria changed and sent out by the Henning Award Committee Chair.. This motion would require that the template Nomination Form and Evaluation Criteria in the current SOP for the Henning Award be changed. Gordon seconded the motion.

Mastro noted the need for emergency action by the Board and requested that the Board approve the motion to adopt the changes submitted by the Henning Committee Chair. Bryant suggested that the new AACPM President should meet with the Committee Chairs to review forms, SOPS and information prior to the beginning of the new calendar year. The motion passed on a unanimous vote.

The Henning SOP is clear that the Henning Award Committee consists of five members – the Chair and four Members. This year's Henning Committee was proposed to include six members – the Chair and five Members. Hyland notified the Henning Committee Chair that one of t this year's committee members would need to be dropped and suggested that this member could serve on next year's Henning Committee. Buchholz informed the Board that the Henning Award SOP is very clear that this is an empowered Committee of the Academy and that the selection of the committee members is up to the Chair of the Henning Committee for that year (previous year's Henning Award recipient). Neither the current 2008 Board of Directors nor the 2008 Henning Award Committee Chair has the authority to name the members of the 2009 Henning Award Committee. Mastro will contact the Henning Award committee member, who was requested to step down this year and inform them of the situation. Mastro will also contact the Henning Award Chair regarding this situation and the SOP requirements regarding the requirements for Henning Committee Members.

- 2008 Conference Status

The Ohio Society is in the recruitment stages for their speakers. Currently, they have one spot left to fill. The Ohio Society is also reviewing options for on-line registration and may decide to

do the registration in-house rather than using the vendor from previous conferences. 'Hold the date' reminder post cards are ready to be mailed out to members informing them of the conference date and location. Gordon informed the Board that the Ohio Society made a request for their \$2,000.00 Conference advance to help with conference expenses. Gordon will prepare the check and send out to Gina. Mastro will contact Gina for an updated conference budget.

- New Society Formation Status Update

Buchholz has followed up with Nebraska, Nevada and Iowa, the three States, which made inquiries in forming societies. He also noted that one of this year's Iowa Program graduates is working on the formation of the Iowa Society By-Laws. Nevada currently has three graduate CPM's working on their By-Laws. Nebraska is graduating its first class in December and a Board Member will be in attendance at their graduation this coming December. Buchholz communicated with Nebraska CPM Program Director, Mary Hamilton, and forwarded information to her regarding the formation of a new Society. Mary is working with and encouraging members of the first graduation class to form a Nebraska Society

Mastro volunteered to assist the Nevada CPM's with a face-to-face meeting if they felt it was needed. Steve lives within driving distance (four hours) from Carson City where the Nevada CPM Program is located.

- Update on Document Scanning

Smith contacted Buchholz with an update on the scanning project. The scanning of documents should be completed in the next couple of weeks. Smith indicated that there are no conference close out reports for the 2000, 2001 and 2002 conferences in the Archives.

Buchholz also indicated that he and Bill Herman are preparing a Conference information spreadsheet, including registration, expense/revenue and other Conference-related information for conferences from 2000 to current.

- Discussion regarding designating a charity for Academy Support

Tabled until the May teleconference call.

NEW BUSINESS:

- Integrated Marketing Committee Update

Bryant has heard back from three committee members that they would like to have a means to do a generic template for the Marketing Catalog for downloading by each society. Each society would then need to add their own Society logos as appropriate. Bryant also asked the committee if they wanted to provide a give away at the conference this year as has been done for the last several Conferences. The members felt it was a waste of money and to not provide a give away at this time.

- CPM Education Foundation Board Bylaws

Buchholz and Bill Herman are working with other Foundation Board Members on the CPM Education Foundation ByLaws. Sharon Kelly (2007 Wilkinson Scholarship recipient) is doing a

capstone project for her Masters Degree and working on a paper for securing IRS Section 501 (c) (3) entity status for the CPM Education Foundation. The paper could be used as a guide by other non-profit organizations. The Foundation By-Laws and SOP's being developed at this time will not have a great deal of specificity. The goal is to establish the basic framework for the Foundation and allow the future Foundation Board Members (rather than the current interim Members) to develop the details and specifics of the Bylaws. In September, one of the Foundation Board Members will be replaced by selection of the Society Presidents. Mastro correctly envisioned that a separate set of SOPS and By-Laws will exist for this organization. The Foundation will be a totally separate entity from the Academy, as required by IRS rules and will have separate Bylaws.. It was clarified that due to the IRS required separation between the Academy and the Foundation, the Academy's Finance Committee has no responsibility or involvement with the activities of the Education Foundation Board. The Foundation By-Laws will need to address some of the operational issues and costs of operation of the foundation.

- Conference Committee Items

The Board reviewed the request by the Florida Society to have their conference logo approved.

A motion was made by Bryant to accept the logo. Buchholz seconded the motion. The motion carried unanimously.

Mastro will inform Joanne Robertson that the Board has approved the logo for the 2009 Conference in Orlando, Florida.

- Statistical Data from Past Conference

Mastro is compiling information from the 2000 conferences forward regarding room nights, meeting room sizes, number of participants, etc. This information will also be combined with the information that Buchholz and Bill Herman are compiling. The tool will be valuable to future conference planners.

- Discussion on Speaker Database

Mastro is working on updating the speaker database for future conferences as a resource for speaker and presenter information. Mastro is hoping the database will be updated with two years of information. Two years of information will be provided to the conference planner. Mastro will review the SOPS to ensure that they are current with any changes.

Buchholz would like to add a requirement into the SOPS that once the conference is completed, the Conference information spreadsheet be updated as soon as possible after each future Conference to keep the spreadsheet document current and viable.

- Conference Logistical Information Preparation

Mastro and Buchholz have been working on gathering this information. The information gathered will assist the future conference planners with market and economy trends.

- Other Issues

Hyland spoke at the Arizona graduation downtown program, which had seventeen graduates. Arizona held an Alumni day recently with forty attendees

Hyland made a motion requesting the Board giving the President sole discretion on nominating a person for the President's Award. Buchholz seconded the motion. Motion passed unanimously.

SOP 25.00 will need to be changed to reflect this decision. Buchholz will review and prepare the needed text changes to update the SOP and then forward it to the Board Members and for updating the SOP posted on the Academy's Web Page.

Mastro provided an update on the Leadership Institute that is moving slowly but forward. He is hoping to have a program to submit to the Board before the September conference.

Gordon indicated that eight Societies have paid their 2008 dues and nine Societies have paid their assessment fees, which were due on March 31st. Of those eight member societies we have 469 paid members to date.

Buchholz for Smith informed the Board that the 2010 Oklahoma Society Conference Committee is finalizing bid proposals with several downtown hotels in Oklahoma City.

Buchholz told the Board that he has already received nominations for open Board Member Seats beginning in February.

The May conference call is scheduled for May 7, 2008 11:00 a.m. (MST)

The teleconference adjourned at 3:35 P.M. Eastern Daylight Savings 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