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HOUSE OF DELEGATES (HOD) ANNUAL MEETING

September 21, 2005

Manchester, New Hampshire

CALL TO ORDER

AACPM President, Deborah J. (Debbie) Smith, called to order the annual meeting of the House of Delegates at 9:12 a.m. on September 21, 2005, at the Radisson Hotel Manchester in Manchester, New Hampshire. Delegates were welcomed and AACPM Board Members were introduced. Board members in attendance were President-Elect, William G. (Bill) Herman; Secretary, Julie R. Felice; Treasurer, Laurence E. (Larry) Gordon; Member-at-Large (MAL), Gregory D. (Greg) Hyland; Member-at-Large (MAL), Robinil H. Jameson; and Past-President, Ronald L. (Ron) Buchholz. Two former AACPM Presidents with Past President voting status (Larry P. Totten and Thomas (Tom) H. Patterson) also attended.

President Debbie Smith stated the first order of business was the roll call and collection of ballots. To improve meeting time efficiency, as Delegates entered the meeting room, the Delegates representing Member Societies signed the Academy's official roll call sign-in sheets, and members of the Board of Elections Committee, chaired by Ron Buchholz, collected official ballots from the Delegates. The Delegates in attendance representing Societies were:

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|-----------------------|--|
| Alabama: | Paula Lansdon, Betty Wood |
| Arizona: | Jeff Kramer, Michelle Lowman, Cynthia Mercurio |
| Arkansas: | Becky Bryant, Barbara Mohoney, Cynthia Nixon |
| District of Columbia: | Deborah Crain, Nancy Hapeman, Danny Weiss |
| Florida: | Dr. Ada Burnette, Chris Grasso, Teresa Wood |
| Georgia: | No Delegates Present |
| Idaho: | Dr. Annette Wilkinson |
| Kansas: | Rita Barnard, Shirley Hollis, Sandy Powell |
| Kentucky: | Janice Earnest, Helen Koger, Glenn Thomas |
| Louisiana: | Nancy DeWitt |
| Mississippi: | Barbara Pepper |
| New Hampshire: | Kathy Carr, Charlene Farmer, Kathy Gallagher |
| New Jersey: | Robert Daniello, Janis Geary, Paulette Laubsch |
| North Carolina: | Beverly Hall, Amy Sawyer, Sarah Smith |
| Ohio: | Gina Mee |
| Oklahoma: | Paula Green, Joyce Smith, Judy Dennis |
| South Carolina: | Sam Jones, Robert Boland |
| Texas: | Naomi Hines |
| Utah: | Craig Coulson, Happi Hansen |
| Virginia: | No Delegates Present |
| Washington: | No Delegates Present |
| Wisconsin: | Mark Evans, Dianne Hughes, Jeff Roemer |

Another individual in attendance was: Pat Writt (KS)

Those in attendance were reminded by Debbie Smith to use the microphone set up in the middle of the room when communicating with the Board members during the proceedings.

Ken Henning CD

Debbie Smith stated one of the Academy's goals was to record the words, vision and guidance of our founder Ken Henning. Each Society should have received one CD with the words of Ken Henning and other noted speakers from the 2003 Conference. If any of the CDs do not work, please contact Debbie Smith. Furthermore, Debbie Smith stated that achieving this long time Academy goal of capturing the words, along with the mission and vision that Ken had for the Academy was made possible by the dedication and efforts of Greg Hyland. Greg Hyland was recognized by all HOD members for his efforts.

Sharing of Information

Debbie Smith stated the Academy heard that more time was needed to be created for information sharing at AACPM Conferences. Therefore, two time opportunities were created at this year's Conference for the Society Presidents to get together and discuss current issues and share information where they might learn from one another. The first opportunity was on Sunday afternoon right after the Orientation Session and the second opportunity was at the Presidents Lunch Meeting.

Debbie Smith stated common themes the Academy Board keeps hearing about are concerns over membership retention, funding, and motivation of membership. These are not unique topics. We need to talk about them and discover if there is anything that is working for one Society that maybe another Society can try.

This year the Academy Board prior to the Conference, Societies were asked to share information with other Societies. A group from Oklahoma spoke about how they were putting CPM to work within their agency and getting additional value out of it. Gina Mee (OH) spoke about what was working for them in setting up additional subchapters within their Society. Smith stated that another issue is fiscal stability. The Academy Board was asked to look into considering alliances or mergers with other professional organizations. There were questions about the Academy's current IRS filing status. There are questions about where the agencies are in control of all of the training dollars versus situations where members have control of their agencies training dollars. Also, the Academy Board learned that it needs to do a better job of updating the Academy's website. These issues are where the Board will focus its efforts this next year.

Debbie Smith stated in addition to the issues listed above, for additional research work and presentation to the Academy Board, Member Societies discussed positive actions they have taken to improve their current situations. The Wisconsin Society talked about how they are able to bring creative funds into their Society by creating a speaker's bureau and then have a Society member go out and speak and a portion of the funds generated come back to the Society and how funds are generated for their Society. Also, the Wisconsin Society discussed the contracted services that they provide to the Oneida Indian tribe. Debbie Smith stated it has been rewarding to hear about the creativity of Societies and how they are using the tools in their tool bags to overcome obstacles currently in their paths.

Challenges Regarding the HOD Meeting

Debbie Smith stated that before we move into the agenda of today's business, HOD members need to be made aware that we have experienced challenges before us that may or may not allow us to complete that business for which we have gathered today. With the recent course of external forces, some of those being the timely completion of Committee reports; timely submission of Society reports, assessments, and individual membership dues; HOD representative designations and last minute changes; major system viruses; and external forces of natural disaster

prevented the required advance delivery HOD information to each of the representatives validated for attending today's business meeting. Even with the concessions made by the Board to ensure that everyone had a packet of information to review before the meeting today, the Academy Board was not 100% successful with our effort. Since the Board was not 100% successful with its effort, we are in a dilemma of whether or not we can proceed with today's meeting. Debbie Smith stated that she was looking to the wisdom of those who had gone before her and is asking do we have enough of a quorum today to possibly proceed with the members who are here or can we proceed with any portion of the business at all.

Julie Felice, Academy Secretary, indicated AACPM 10.00 states that a quorum shall consist of seated delegates from at least half the current Member Societies of the Academy and four (4) of the current Board of Directors. Debbie Smith stated that it has been confirmed that we have a quorum for today's meeting.

Nancy DeWitt (LA), AACPM Past President, stated that not all Delegates received their packets in the prescribed 30-day time frame prior to the meeting. This would be the only issue that she sees.

Ron Buchholz, Election Committee Chair, stated the election ballots and the HOD materials were distributed separately. All Delegates should have received election ballots within the required 30-day time frame. There were several exceptions to this because of Hurricane Katrina. As a result of the hurricane, an emergency ballot situation was set up by the Election Committee, after discussions with the Academy Board members, for Delegates who did not receive the ballot or were left in their homes when they had to evacuate were allotted opportunity to vote either by E-mail or by telephone call directly to the Election Committee Chair. Ron stated he has those absentee ballots from Delegates who elected to vote in this manner.

Tom Patterson (LA), AACPM Past President, stated that as Nancy DeWitt and he discussed and concurred, the HOD members can vote to waive its own 30-day requirement.

Gina Mee (OH) motioned that we suspend the AACPM Bylaws. The motion was seconded by Joyce Smith (OK). A clarification to the motion was made by Danny Weiss (DC). Danny stated we only want to suspend a particular rule and not all of the Bylaws. Tom Patterson requested an amendment to the motion that we suspend the requirement for the 30-day notice to be given to the HOD members in order to conduct the business of the HOD. The amendment to the motion was accepted by Gina Mee and Joyce Smith. The question was called by Debbie Smith. The motion passed. Debbie Smith thanked the Delegates for their assistance.

Ron Buchholz stated that the Election Committee would now retire to count the election ballots and when they are finished, he will report back to the HOD the results of the election.

Agenda Format/Consent Agenda Process

Debbie Smith stated before we move into today's agenda she wanted to explain the presentation of the agenda. The discussion has been organized by the primary goals as enumerated by the Academy's strategic plan. This is an attempt to focus our discussions by strategic goals rather than a recitation of Committee reports, old business and new business. Another thing to keep in mind, we will continue to use the concept of common consent to approve those items not requiring discussion or action using a simple motion to accept committee reports. As we move into each Section, I will request for the Delegates to specify any Committee report they want removed from this process. In some cases where the need for discussion or voting is known it will not be included under the common consent and will be addressed separately for appropriate HOD action. However, Delegates were asked to feel free to exercise their right to discuss any Committee report.

PRESENTATION OF MINUTES

A motion was made by Larry Totten (KY), AACPM Past President, to accept the minutes from the 2004 House Delegates Meeting (June 23, 2004). The motion was seconded by Happi Hansen (UT). No discussion was held. The motion carried.

A motion was made by Larry Totten (KY), AACPM Past President, to accept the minutes from the 2004 Academy Board Meeting (November 8 and 9, 2004). The motion was seconded by Kathy Carr (NH). No discussion was held. The motion carried.

A motion was made by Jeff Roemer (WI) to accept the minutes from the 2005 Academy Board Meeting (January 31 and February 1, 2005). The motion was seconded by Shirley Hollis (KS). No discussion was held. The motion carried.

Governance

Debbie Smith stated the following Committee Reports would be considered in the common consent agenda: The Elections, Mentoring, Ways and Means, and Bylaws and Ethics Committees.

Board of Elections Committee

The Board of Elections Committee report states:

The Nomination process has been successfully completed according to the requirements of the Bylaws and the SOP 11.10. Ballots and candidate biographical information have been created and will be distributed to the eligible voting members per SOP 11.10. The election will be held at the HOD Meeting on Wednesday, September 21, 2005.

Mentoring Committee

The Mentoring Committee report states:

The Committee has focused its primary attention this last year on the three new Member Societies admitted to the Academy (Idaho, Virginia and Washington) and on continued communication with the Iowa Society in hopes of completing their membership application. In addition, the Committee has been active in communicating with current AACPM Societies as well as CPM programs with pending graduates.

Ways and Means Committee

The Ways and Means Committee reports indicates:

The Committee will continue having organizational meetings on possible ways to implement better ways to "revenue share" between the AACPM and the Member Societies.

Bylaws and Ethics Committee

The Bylaws and Ethics Committee reports states:

The Committee Chair reviewed the Academy's Constitution, Bylaws and Code of Ethics. No suggested changes to the Constitution, Bylaws or Code of Ethics were submitted for Committee consideration and the Chair determined that no changes were warranted to any of these documents.

There was no request to have any of these Committee Reports be removed from the common consent agenda. A motion was made by Larry Totten (KY), AACPM Past President, to accept the reports, as presented. The motion was seconded by Becky Bryant (AR). No discussion was held. The motion carried.

Finance Committee

2004 Financial Summary and 2004 Review

Debbie Smith stated we will deal with the report of the Finance Committee in two parts: 1) FY 2004; and 2) the current year (2005) to date. Debbie recognized Larry Gordon, AACPM Treasurer. Larry stated the 2004 books were reviewed by the CPA firm Holcomb & Shreeve of Gilbert, AZ. The 2004 report was prepared by former AACPM Treasurer Ed Burt. The accounting firm recommended no changes in the accounting method or internal control. The books balanced. Larry asked if there were any questions. No questions were asked at this time.

The Finance Committee report states:

The Finance Committee focused its efforts in a number of areas of interest and responsibility during the past year in order to work towards some longer-term goals of the Academy.

However, of primary responsibility, the Committee's first area of activity per the AACPM SOPs is preparing of the Academy's annual budget and the audit of the Academy's financial records.

With the Board of Director's concurrence at its Annual Meeting in January 2005, the Committee focused attention and effort towards longer-term efforts of the Academy in terms of program funding and the potential of establishing a companion non-profit entity to accept and receive funds separate from the Academy's general fund.

Another activity was securing the services of a Certified Public Accountant to review the financial records of the Academy. For the past several years, J.D. Cox and Associates Company, Inc., of Cary, NC was selected to provide the service. But with the change in Academy Treasurer from North Carolina to Arizona, it became operationally necessary to secure the services of an individual or firm physically closer to the Academy's financial records. Kristopher K. Holcomb, CPA of Holcomb & Shreeve, CPAs of Gilbert, Arizona was selected for this task.

The Committee will also be active and involved with the Conference Committee activities related to the finances of past, current and future conferences.

A motion was made by Becky Bryant (AK) to accept the Finance Committee report. The motion was seconded by Paula Green (OK). No discussion was held. The motion carried.

Strategic Plan

Debbie Smith stated the plan was updated at the 2005 spring AACPM Board Meeting and it was decided to work with a consultant in September 2005 to review; revamp, if needed; and reorganize, if needed. The Board will be considering changes beginning next year for the 2006-update plan. An electronic version of the Strategic Plan can be found at the Academy's web page. HOD members were asked to review the plan can consider any needed changes or updates. Please submit this information to Bill Herman or Debbie Smith for review and consideration in the upcoming year.

Communications

Debbie Smith asked HOD members to consider the Communications and Integrated Marketing and Resource Catalog Committee reports for the common consent agenda.

Tom Patterson (LA), AACPM Past President, asked that the Communications Committee report be removed from the common consent agenda. The motion was seconded by Larry Totten (KY), AACPM Past President. No discussion was held. The motion carried.

Debbie Smith stated that the Communications Committee report would be dealt with right now.

Communications Committee

The Committee report states:

The Communications Committee has worked with the AACPM Board of Directors and the Academy membership to continue the publication of the Academy newsletter, “The CPM Connection” and enhance the web presence of the Academy via our website – www.cpmacademy.org.

Since the 2004 House of Delegates, five editions of “The CPM Connection” have been published, two under the 2004 Communications Committee and three under the 2005 Committee. The final 2005 edition is scheduled to be published in mid-December.

The Academy’s website continues to be updated with the latest information for our members coming out of the State Societies and the Academy Board of Directors.

Tom Patterson (LA), AACPM Past President, stated that within the Committee report under recommendations requiring HOD consideration it states: “To offer a sense of the meeting on maintaining the revised electronic version of “The CPM Connection”, as represented by the March & June 2004 editions.” Tom asked how this recommendation is to be carried out, or asked someone to explain what this recommendation is. Greg Hyland, Publications Committee Chair stated, the intent was to get a consensus from the HOD if that is how we want to continue to move in the direction we have moved this past year with an electronic version of “The CPM Connection” in the version, the style and the look that it is. Greg’s recommendation is to continue in the direction that we are currently going. The Committee is getting a lot of excellent comments back that it looks good, and that members like the way it is now.

Tom Patterson (LA), AACPM Past President, stated that if there were no further discussion, he offered a motion to accept the Committee report. The motion was seconded by Jeff Roemer (WI). No further discussion was held. The motion carried.

Integrated Marketing and Resource Catalog Committee

The Integrated Marketing and Resource Catalog Committee report states that:

During the past year the Integrated Marketing and Resource Catalog Committee published a significant project, which focused on the return on investment of the CPM credential.

The Committee hosted a workshop presentation of this project by the CPM project Team at the 2004 AACPM Professional Development Conference in Topeka, Kansas.

The Committee as a result of the information contained in the project will continue to develop further branding of the “CPM” credential and marketing tools for the Academy and its Member Societies.

A motion was made by Nancy DeWitt (LA), AACPM Past President, to accept the Integrated Marketing and Resource Catalog Committee report. The motion was seconded by Sam Jones (SC). No discussion was held. The motion carried.

Membership

Debbie Smith asked HOD members to consider the Henning and Management Practices Committee reports for the common consent agenda. No requests were made to remove either report from the consent agenda.

Henning Committee

The Committee report states:

The Committee conducted the award process according to the requirements of the Bylaws and SOP 11.40. Seven (7) nominations were received by the required deadline from the following Academy Fellows:

- *Arizona – Jeffrey A. Kramer, CPM*
- *Florida – Teresa Wood, CPM*
- *Kentucky – Robinil H. Jameson, CPM*
- *North Carolina – Edward R. Burt, III, CPM*
- *Oklahoma – Judy Dennis, CPM*
- *Utah – Julie R. Felice, CPM*
- *Wisconsin – Ronald L. Buchholz, CPM*

Narratives were screened for overt identifiers, assigned a blind ID letter, copied, and mailed to the Committee members, along with a scoring sheet and a prepaid return envelope. Committee members were also assigned a blind ID number. Scoring was done on a weighted average basis, ranking all nominees in each of the five specific evaluation categories. Scoring sheet sheets were submitted to the Chair who tallied the scoring on a master sheet. This sheet was re-circulated to the Committee by email for concurrence as to the winner. The winner would be announced at the Awards Banquet in Manchester, New Hampshire.

As a result of the scoring, the Committee submitted the following individual as 2005 AACPM Henning Award Winner: Ronald L. Buchholz, CPM.

Management Practices Committee

The Committee report states:

The Committee recognized exceptional CPM projects that utilized management practices exemplifying the philosophy of the AACPM.

A motion was made by Paula Landson (AL) to accept Henning and Management Practices Committee reports under the consent agenda. The motion was seconded by Becky Bryant (AR).

Tom Patterson (LA), AACPM Past President, stated that some of the Past Academy Presidents and some of the people on the past Henning Committees see the need for some type of primer to assist the Societies in writing Henning nominations. Tom Patterson and Nancy Dewitt volunteered to do this and would like to have anyone else involved who would like to help. Debbie Smith stated that the Academy Board accepts Tom Patterson and Nancy DeWitt to take the lead in this endeavor.

The question was called by Debbie Smith. The motion carried.

Member Services

For the consent agenda, Debbie Smith asked HOD members consider the following Committee reports: The Wilkinson Scholarship Committee report, the Conference Committee report, the Leadership Institute Committee report, and the Orientation Committee report. No requests were made to remove any of the reports from the consent agenda.

Wilkinson Scholarship Committee

The Committee report states:

The committee completed its work of solicitations and evaluating applications for the two authorized \$750 Wilkinson scholarships which are available annually. The committee was expanded from three to five members in 2005. Applicants are evaluated using the committee Policy and Procedure 11.60. One scholarship will be awarded at the September meeting in New Hampshire.

Conference Committee

The Committee report states:

The Conference Committee focus and primary responsibility is to plan, develop and produce the Annual Professional Development Conference sponsored by the Academy and hosted by a local Society. During the past year, the Committee continued to work closely with the Academy Board of Directors, the AACPM Finance Committee and the host societies in undertaking its activities. These activities occur at both the host society level and at the Committee level making communication, understanding and cooperation essential for the success of the Committee and the Conferences. The enhanced scope and breadth of communication and information exchange between the Academy and host societies remains strong.

The AACPM President, on behalf of the Committee, has concentrated her efforts with the New Hampshire Association of Certified Public Managers® in preparation for the 2005 AACPM Professional Development Conference to be held in Manchester, while the Committee Chair has focused attention on the current planning for the 2006 Conference to be held in Louisville, KY and 2007 in Madison, Wisconsin. Significant detail and attention was paid to lessons learned from previous conferences and to the importance of utilizing the SOP guidelines and directions early in the current and future planning stages. Learning from past lessons is delivering success with current and future conferences.

Member Affairs Committee

The Committee report states:

The Member Affairs position acts as a conduit for communication among the Member Societies by encouraging the society presidents to share information, successes, and challenges with each other in order to strengthen both our local and national organizations. No Membership Directory has been printed for the past couple of years; however, the online membership directory is posted on the webpage.

Orientation Committee

The Committee report states:

The First Time Participants Orientation Committee has been coordinating via conference calls and emails. We are reviewing the evaluation comments from last year's presentation and will make changes accordingly. Our presentation will take on Sunday, September 18th. For the most part, the program outline will be very similar to last year's program.

Leadership Institute Committee

The Committee report states:

*The AACPM Leadership Institute Committee Co-Chairs were provided the presenters and their course content and, with this report, the Leadership Institute continues into its fourth year. The approval of the presenters was requested of the Committee Co-Chairs and *LI (noted) presenters are now included in the offerings for the 2005 Conference in Manchester.*

A motion was made by Jeff Roemer (WI) to accept the Wilkinson Scholarship, Conference, Member Affairs, and Orientation Committee reports by common consent. The motion was seconded by Shirley Hollis (KS). No discussion was held. The motion carried.

AACPM Trademark and Logo Update

Debbie Smith stated at last year's HOD meeting the Academy Board was instructed to proceed with protecting our corporate name "The American Academy of Certified Public Managers®." The HOD members thanked and recognized Tom Patterson's efforts to protect the Academy's name.

Debbie Smith recognized Tom Patterson (LA), AACPM Past President. Tom reported that the name "The American Academy of Certified Public Managers®, Inc." has been successfully trade marked protected. The next task, as directed by the Academy Board is to protect the Academy's logo. Tom will pursue this in LA with legal counsel. If there is a reason not to do what he has indicated, he will report back the Academy Board. Tom may approach the Board if additional resources are needed. The fee for this will be under \$400.00. Debbie Smith stated that pursuing a trademark is like a labor of love. It takes a long time to get it moved through the system.

Election Results

Debbie Smith recognized Ron Buchholz, Election Committee Chair. Ron Buchholz stated it is with great pleasure that he announce the results of the elections. The results are as follows: Julie Felice, President-Elect; Judy Dennis, Secretary; and Robinil Jameson, Member-at-Large (MA). The President-Elect position is a three-year position (President-Elect, President, Past President). The Secretary and Member-at-Large positions are a two-year term. All terms of office are to begin January 1, 2006. Chris Grasso (FL) was encouraged to run again for office. Also, other HOD members and Society Presidents were asked to encourage others to run for Academy Office.

Larry Totten (KY), AACPM Past President, stated as required and allowed he would be destroying the ballots from last year's election.

American Society of Public Administration (ASPA) – Membership Opportunity Reminder

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Debbie Smith reminded HOD members that ASPA offers reduced membership for individuals who are members of the Academy. There is information about this at the Academy's website.

Amazon.com

Debbie Smith encouraged HOD members to have Societies use the Amazon.com link at the Academy's website when ordering materials from Amazon.com. This generates extra funds for the Academy.

AACPM Officer Installation

Debbie Smith stated we are installing officers for terms beginning January 1, 2006. Debbie Smith asked the new officers to raise their right hands. Debbie stated: "As newly elected members of the Board of Directors of the American Academy of Certified Public Managers®, will you: Agree to faithfully execute the duties of the office to

which you were elected?” Julie, Judy, and Robinil, respond, “I will.” Debbie stated: “Abide by the provisions of the Academy’s Constitution and By-Laws?” Julie, Judy, and Robinil respond, “I will”. Debbie stated: “Uphold the professional principles of public managers as espoused in our Organization’s Code of Ethics?” Julie, Judy, and Robinil respond, “I will”. Debbie stated: “Having publicly committed to these duties and obligations, it is my pleasure and honor to confirm your installation to the Board of Directors of the Academy.” Debbie asked members of the HOD to join her in welcoming the new Board members for 2006.

Metrics

Annual Report Update

Debbie Smith reported that the 2004 Annual Report of the American Academy of Certified Public Managers® has been completed and copies were provided to members of the HOD. The 2004 Annual Report is also posted on the Academy web page.

New Business

2006 Conference

Debbie Smith stated that this Conference would be held in the fall (September) in Louisville, Kentucky. The 2007 Conference will be held in Wisconsin. The 2008 Conference will be held in Ohio and the 2009 Conference will be held in Florida.

FY06 Proposed Operating Budget

Debbie Smith recognized Bill Herman, Finance Committee Chair. Bill Herman stated that the Finance Committee was expanded to a five member Committee. Three of the members come from Societies that are hosting the next three Academy conferences. The budget proposed is what the Committee perceives as a business-as-usual budget, except there are some shifting of costs particularly in the area of insurance for the Academy. The Academy's insurance include: 1) a Treasurer’s bond; 2) Director and Officer Liability; 3) a general liability policy; and 4) Terrorism coverage.

The Academy’s exposure for general liability and terrorism is the holding of a Conference. The Committee felt beginning in 2006 that is a Conference expense and not an Academy expense. Conference budgets are separate operations, and the proposed budget puts this expense into the Conference. It has the Academy advancing the money as an added advance to the Conference host states, but the money coming back to the Academy from the Conference budget.

There is an estimated membership of 1750. This is close to what our Academy membership is this year. We added three new societies this year and preparing this year’s budget we had felt we would have a membership of at least 1800 members. We have come in at about 1720 members despite the addition of three new societies. A five-year comparison of Academy membership, entitled “AACPM Membership 2001-2005, was prepared and distributed to HOD members. The three new Societies, collectively, brought in approximately 160 members to the Academy. But 10 of the Member Societies posted decreases in memberships in the past year, while eight Member Societies had increases in memberships. The Academy budget is based largely on membership dues. A conservative approach was taken for 2006 and it was assumed that there will not be a huge increase in memberships. The Committee tried to balance the budget on a conservative estimate.

Annually we have a review by a CPA of the Academy’s financial records. At the Academy Treasurer’s request \$300.00 was added to the budget for 2006 to have them to prepare the AACPM's annual reports to the IRS. One large item in the budget is Board travel. This has been left at \$12,000. We have been fortunate that the travel of two Board members (Debbie Smith and Bill Herman) has largely been covered by their employers. This expense is contingent upon who is elected to office and what support their employers may or may not provide. For budget purposes, we

make the assumption that AACPM is paying for all Board member travel. We also carry \$1,000.00 for the travel costs relating to the Henning recipient. The past several years the recipients' employers have paid those expenses.

There is a \$500.00 item that is new. It is nowhere near the amount of money it should have, but we wanted a balanced budget. The money is for the Leadership Institute. It has never had a budget of its own. It is a recognition that we need to make it a priority item for the Academy. In coming years there has to be some additional funding for the Leadership Institute.

A motion was made by Mark Evans (WI) to accept the FY06 proposed operating budget. The motion was seconded by Larry Totten (KY), AACPM Past President.

Danny Weiss (DC) stated that he had no objection to the funding of travel, but he expressed a concern that with the cost of jet fuel on the rise, the cost for Board travel may be low. Bill Herman stated he believed this would be an accurate figure because he believes that one or two Board members travel will continue to be paid by their employers, or portions thereof. Through August 31, 2005, which does not include travel to the New Hampshire Conference, the Academy had spent approximately \$4,400.00 out of \$12,000.00. Part of this money has provided travel beyond this. The Academy Board has tried this year to get Board members out to some Society functions. Bill stated that he has personally attended the Kentucky and Wisconsin graduations. Debbie Smith has been to Arkansas and Ohio. Also, Debbie Smith will go next month to present the Washington State Society with their AACPM charter.

The question was called by Debbie Smith. The motion carried.

Membership Benefits Offering

Debbie Smith stated that it has been the goal of the Academy Board to find ways to improve the benefits for our membership. Debbie Smith did some research on a company utilized by another organization that she is a member of. What they do is issue a card that has a pin number on it. It offers savings on eight different categories. For example, discounts on travel, hotel rooms, food, and golf trips. Each category has a different cost associated with it. An organization can sign up for any one of the categories. If an organization signed up for all eight categories, it would cost the organization \$15.00 per year per member. At this point in time this particular offering is not possible for the Academy to offer its membership since it would take all of the money that the Academy receives from Societies for its members. The Academy Board is still continuing to research and look for opportunities like this that we could bring to the AACPM membership.

Other Business

Hurricane Relief Effort

A motion was made by Tom Patterson (LA), AACPM Past President, to accept the recommendation of the AACPM Board to match up to \$2,000 of Academy funds to what Societies collect. The motion was seconded by Kathy Carr (NH).

Naomi Hines (TX) asked if Societies would have the opportunity to send money in after they get back home. Debbie Smith replied, "yes."

Tom Patterson (LA), AACPM Past President, stated since there is now a hurricane entering the Gulf of Mexico and no one is certain where it will go can we modify the motion to make the donation to the American Red Cross National Disaster Relief Fund and not specify Katrina. Barbara Pepper (MS) requested an amendment, as identified above, to the previous motion. The amendment to the motion was accepted by Tom Patterson and Kathy Carr agreed to the amended motion.

Happi Hansen (UT) asked if money sent in after HOD meeting be within the match funds. Debbie Smith replied, "yes," and stated as long as it was within the \$2,000.00 that the Academy agreed to match. However, anything

collected above the \$2,000.00 would be donated. Debbie Smith stated that at the Conference \$116.00 has been collected for the Hurricane Relief Effort.

Judy Dennis (OK), stated that the Oklahoma Society Board of Directors met prior to the HOD meeting and voted to offer \$2,000.00 and she is prepared to offer this today to the Academy. Debbie Smith stated that if the motion passes we would have a total of \$4,116.00 to the Relief Funds to date.

Becky Bryant (AR) stated that their Society, prior to knowing what the Academy was going to do had spent money for one of their own members who brought in several members of his family. The Society does not feel that they can contribute at this point. However, there are several who want to make personal donations.

Debbie Smith stated that all donations need to be received within the next 30 days by Larry Gordon, AACPM Treasurer.

Danny Weiss (DC) asked if someone had drafted something that could be tailored to Society needs that could be sent to Society memberships to request individual donations. There is an opportunity for us to go to the members. Debbie Smith stated that she would be honored to do this.

The question was called by Debbie Smith. The motion carried.

Trademark

Craig Coulson (UT) stated the Utah Society is currently in the process of making updates to our (Utah) Bylaws. One of the concerns or questions is about the trademark “Certified Public Manager[®]” as we reference that phrase in our Bylaws (i.e. plural). Where do you put the actual symbol? Is it possible that the Academy could produce some type of guideline that gets sent out to the Societies so that we know how to properly mark the phrase, “Certified Public Manager[®].”

Ron Buchholz stated the Consortium has a trademark protection for the phrase “Certified Public Manager[®]” or “Certified Public Managers[®].” Any time that phrase is used, singular or plural, even if it is a subset of for example the Utah Society of Certified Public Managers[®], the circle R mark should be used. The Academy has now obtained protection for the phrase “American Academy of Certified Public Managers[®].” Any time that phrase is used you should include the circle R symbol used in conjunction with it. The AACPM and the CPM are not protected because you cannot protect individual letters or groups of letters. The Academy is now seeking to protect the Academy’s logo. Any place the term “Certified Public Manager[®]” or Managers the circle R mark should be used. Ron stated that we have handled this question individually through several societies and will post this information on the Academy website that will give you guidance and direction in terms of when and where to utilize the symbol.

Wilkinson Scholarships Applicants and Henning Award Nominations

Larry Totten (KY), AACPM Past President, encourages individual Societies to actively advocate the submission of names for: 1) Wilkinson Scholarships. There are two scholarships available each year. This year there was only one applicant. 2) the Henning Award. There are approximately 20 Societies, and only seven Societies submitted nominations. For the Henning Award, one nomination can be submitted for each Society.

Askew Awards

Danny Weiss (DC), made a motion to request the Academy to adopt a policy to ensure that local Societies are not only involved with the selection of the Askew Award recipients, but also required to be the presenters of those awards in those cases where designated recipients can not attend the annual Conference to receive the award themselves. The motion was seconded by Deborah Crain (DC).

Danny outlined the basic rationale for what he is saying. He knows that a number of Societies have heavy involvement in award selection with their Consortium members. Some Societies don't. Some Consortium members do it one way and others do it another way. This is the same with Societies. He is not asking to mandate any change for any one who doesn't want it. He is asking that we set a requirement for an award that is an Academy award. It is a Society award which is paid for fundamentally by the Academy and its members. Therefore, he requested that local Societies be ensured a role in the selection process and a role in the presentation.

Paulette Laubsch (NJ), AACPM Past President, stated that for CPM projects that go through a University, there are some privacy issues with having projects read by other people (or Societies). Paulette states that she does agree that maybe there is a cost factor that should not be borne by the Academy. That this cost factor should be borne by the Consortium, if they are the ones who are doing the selecting. The Academy was really nice when we did this and we said that we should reward these people with recognition. Over the years that the Academy has done this, she does not believe that we have had a great return on the number of people that have got the reward and become members.

Nancy DeWitt (LA), AACPM Past President, states that Louisiana does not do Askew Awards because the program in Louisiana said that the privacy limitations are so stringent that they will not even deal with the Askew Awards. Only program people evaluate projects and therefore, because of the privacy issues she knows that was the reason it was put into the criteria because no one else could see those projects in detail. Also, some people may not do a project if they knew it was going to be looked at by other Societies. Nancy states that Danny and Paulette bring up another interesting point, why do we give Askew Awards? Do we give it to encourage membership? She doesn't think that was the original intent that was meant for the Askew Awards. The original intent was meant to be the recognition of a value service through the project to your organization or your State. From the information she heard at the Awards Banquet, she thinks that they are. The Askew Awards are not a recruiting tool and have never been. If we want to use them as a recognition tool, then yes, they are. Nancy feels that it would be inappropriate to have any one other than the program people to do the selection.

Larry Totten (KY), AACPM Past President, states in Kentucky they have a very good relationship with their program provider and they set a level for the projects that they feel deserve consideration and then the Kentucky Society Board looks at them. From listening to Paulette and Nancy, Larry believes this is a local issue and should stay a local issue.

Annette Wilkinson (ID), stated she was one of the Askew Award winners this year. She works in a program that is federally funded and that is educationally oriented. It is her understanding that an individual has the right to sign a release authorizing that other people be able to read their projects. First of all, she stated that she was not aware that there was an Askew Award when she was doing her project. She just wanted to do a good project. At the same time, she personally would want other people to be able to read her project. She does not view the project as something that should be private and that only the person who writes and/or the reader should be reading it. It should be something that would benefit others with the project.

Ron Buchholz, current AACPM Past President, states the Wisconsin Society has a voting position on the CPM Policy Board. The Policy Board is the group that reviews and makes the recommendation to the CPM Program Director for the Askew Award. The Wisconsin Society has an ability to participate through their voting representative on the Policy Board. This was a decision that was made in Wisconsin between the program and the Society. All Programs have to have an Advisory Board and are encouraged to have a Society representative on the Advisory Board, but it is not required. Regarding the privacy issue, it is an issue that a University has. Individuals can sign a release, but the release must be signed in order for the University to be able to release it. This is a major issue and concern in terms of how widespread projects get distributed.

Robiril Jameson, AACPM Member-at Large (MA), called the question. The motion had one vote in favor [Danny Weiss (DC)], the remainder of the votes were opposed. The motion failed.

ADJOURNMENT

A motion was made by Nancy DeWitt (LA) to adjourn. Judy Dennis (OK) seconded the motion. Ron Buchholz, current AACPM Past President called the question. There was no discussion and the motion carried. The meeting adjourned at 10:35 a.m.

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(authorized January 13, 2006)

Respectfully submitted by:

Julie R. Felice, CPM, Secretary, AACPM

For Distribution:

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(authorized January 13, 2006)

Respectfully submitted by:

Deborah J. Smith, CPM, President, AACPM