



## **ANNUAL BOARD OF DIRECTORS MEETING**

Oklahoma City, OK  
January 13 –14, 2009

Attendees: President Stephen J. (Steve) Mastro; Secretary Debra A. (Deb) Bourbeau; Member-at-Large Barbara Pepper; Treasurer Reva Tisdale; Past President Gregory D. (Greg) Hyland; President Elect Joyce Doakes Smith; Member-at-Large Deborah J. (Debbie) Smith  
Guest: Lisa Fortier, Consortium Representative

### **DAY 1: January 13, 2009**

#### **CALL TO ORDER**

AACPM President Stephen (Steve) Mastro called to order the annual Board of Directors meeting at 8:22 a.m. on January 13, 2009, at the State Regents for Higher Education Oklahoma City, Oklahoma. Mastro welcomed the new and returning Board members.

#### **SWEARING-IN OF 2008 OFFICERS**

Past President Gregory D. (Greg) Hyland swore in the new officer, Member-at-Large, Barbara Pepper.

#### **PRESENTATION OF MINUTES/TRANSFER OF INFORMATION**

President Mastro opened the meeting by informing the Board that the backbone of an organization is its Committee's. Mastro plans on writing a charge memorandum to each committee chair providing information with the supported goals as set forth by the Board are for the year. As we move through the reports we will review objectives as needed and have a consensus list from the Board. The committee list of members has been evolving. Mastro is trying to limit members to a member only serving on two committees or as directed by SOP.

Bourbeau presented the 2008 Board Meeting Minutes to Past President Hyland for signature. Signed minutes were then passed on to D. Smith for archive purposes.

#### **TREASURER'S REPORT**

Financial information has been provided to Tisdale via Hyland from Past Treasurer Larry Gordon. Hyland discussed a possible date for this meeting be two weeks from now which would allow for timely reporting and close out of prior year information. Tisdale secured the Treasurer's Bond at a savings of \$15.00. The bond is for \$100,000 for the Treasurer. The renewal of the general board fees is due in April.

Hyland made a motion to leave the exiting Treasurer on the bank signature cards for a term of six months for assisting with audit questions and financial close out reporting. Bourbeau provided the

second. Discussion: Mastro believes that six months is a long period of time. D. Smith suggested that perhaps the bank information could be in a read only format. Mastro would prefer that this type of issue be referred to the Finance Committee for discussion and review. "This is a valid issue and deserves investigation at the Committee level." Motion and second were withdrawn.

The audit will be conducted in Phoenix so Gordon can be available in case questions arise. The HOD in their 2008 conference packet accepted the 2007 audit report.

D. Smith asked if there are any questions regarding the Educational Foundation? Mastro asked Hyland if he knew about the Educational Foundation start up financing. Is Hyland aware of any discussion for the Educational Foundation to pay back the Academy for the start up funds?

A motion was made by D. Smith for the question to be asked to the Educational Foundation Board for the recoupment of the money once the Educational Foundation has the funds. Hyland seconded the motion. Discussion: D. Smith explained that this would show the entities are two separate organizations. Motion carried.

Review continued on the 2008 budget and the Service Awards line item is over budget by \$849.00 Hyland explained that the Board Members work hard for the members. Is it the plaques or is it the time that it takes during the dinner to present the plaques? Tisdale agrees that recognition needs to happen, personally she felt that the plaques were a little over kill. It was the group that did the work, what about the people behind the scenes that didn't get recognized. Maybe just mentioning people's names and thanking them during the Awards Banquet is enough?

Mastro requested the Board review the 2001–2008 Membership document. What do we do with the Societies that report more members than the Treasurer's report lists as paid members? Mastro asked the Board if this is an issue? Hyland suggested that at the HOD Mastro make a mention of this concern. Pepper suggested that the Mentoring Committee contact the Societies, which have a discrepancy in numbers. Mastro would like to continue to build trust with Societies and ask them what the Academy can do for them. He pointed this out, as it has been a past issue to the Board. Smith would like to see it as a friendly conversation with the Societies. Tisdale agreed with D. Smith that the Board needs to lend a helping hand to Societies and communicate.

Mastro explained to the Board that he would like to defer the acceptance of reports until the reports are finalized. J Smith made a motion to defer acceptance of the reports. Bourbeau seconded the motion. Motion carried.

Mastro would like to table the discussion of the budget at this time. This can be a topic added to the February Board Meeting agenda. All Board Members were in agreement with tabling this item.

## **ACADEMY BROCHURES**

Mastro asked if the Academy should print 2009 brochures and send them to Societies upon request? Another option would be to have a generic brochure without Board Member information. Pepper likes the concept of the brochure having a list of member Societies on the brochure. A Society could go directly to the Website and print the brochure electronically.

Lisa Fortier and Terri Callahan, Consortium Members, had a discussion and they would like to do a joint brochure between the Consortium and the Academy. Hyland would like each to have their own brochure, and each would have reference to their own organization. Mastro would like to have the generic brochure with website listings for contact people. Each organization would need to have a description of their mission and visions.

Pepper informed the Board that she could make the changes to the brochure. Hyland explained the history behind having one person to provide the information to and having that person is

responsible for the update and changes. Pepper's responsibility is to be the sole person to speak with the web designer and graphic contact person.

Mastro authorized the printing of the generic brochure. Pepper would prefer holding off on emailing the Societies until the brochures are printed and available for mailing. Pepper will request 3,500 copies be printed from our graphic contact person Michelle Pratt.

## **CPM EDUCATIONAL FOUNDATION**

The Educational Foundation did receive IRS certification in December 2008. The Florida conference team is looking at opportunities to positively impact the conference costs. If the AACPM Board Members have questions, they may be sent through Mastro or Tisdale. D. Smith asked if a Society Member has a question, they should go directly to the Educational Foundation Board Members. Hyland recommended that a Society Member contact one of the Educational Foundation Board Members that is not an Academy Board Member. Mastro will request Bill Herman to write an article for the newsletter updating the AACPM Members on the Educational Foundation.

## **2008 ANNUAL REPORT**

Hyland plans to publish the 2008 annual report and request assistance from past Academy Presidents. The paper distribution is minimal, usually one copy per Society. Hyland plans to provide the report electronically to the membership.

## **GOVERNANCE**

The Board reviewed the following Committee Reports.

### ***Election Committee***

A motion was made by Tisdale to accept the report. D. Smith seconded the motion. Discussion informed the Board that the change in Board Member duties worked well this past year. J. Smith requested that her state be corrected from Arkansas to Oklahoma. Ron Buchholz submitted a modification that there were multiple candidates for all positions as in 2006. Motion carried with these changes being accepted.

Hyland asked if we need a committee to recruit members for the 2009 Board positions. Mastro asked the Board if the committee slots should not be filled until later in the process?

Pepper asked if a committee might set up subcommittees as empowered committees? Per the definition of an empowered committee as stated in Robert's Rules an empowered committee can set up their own subcommittee.

Hyland asked the Board if prerequisites should be added to the President-Elect position. Lisa Fortier explained the way the Consortium Board is set up and that the Vice Chair moves up to the Chair. The Vice Chair comes off the Steering Committee. Pepper is concerned that we are limiting are choices for candidates. Mastro would like the Elections Committee to review this issue and then refer to the By-Laws and Ethics Committee for review.

The Election Committees objectives for 2009 are to provide a full slate of candidates with multiple choices for each officer position. The candidates should come from a cross section of the academy membership. Also, ensure some of the candidates are first-time running candidates.

Tisdale made a motion to accept the 2009committee members and committee objectives as presented by Mastro, and if an ad hoc committee is needed for counting then members could be chosen as needed. J. Smith seconded the motion. Motion carried with six voting in favor

### ***Mentoring Committee Report***

Tisdale requested that a correction be made to the report. There is no “s” in her email address. Correction is noted and will be made.

Mastro asked the Board, “Why does a Society want to join the Academy? What do we offer to the Societies for joining the Academy?” Tisdale asked if the Academy had given thought to providing a scholarship to a Society such as Nevada to send a member to the upcoming Professional Development Conference in Florida. This would allow the attending member to bring back information to their Society.

A motion was made by Bourbeau to accept the report with the change noted in Tisdale’s email address. Seconded by Tisdale. Motions carried.

Mastro views the mentoring committee as having two-fold responsibility. One is to mentor the new Societies and bring them up to date on Academy SOPs and information. The second is to mentor existing Societies that are struggling or having a difficult time. Hyland explained that the Members Affairs Committee has the responsibility to provide mentoring to existing Societies.

### **Committee Objectives for 2009**

- Identify current chartered societies that need mentoring and engage those necessary to provide the needed resources. This could include setting up a “mentor” team of Society/Academy past officers to mentor new officers (Presidents, Secretaries, Treasurers, Membership Chairs)
- Prepare to re-charter a new DC Society and have them present at the 2009 conference.
- Prepare information for new Societies seeking to be chartered members of the Academy beginning with Iowa.

A motion was made by Hyland to accept the 2009committee members as presented by Mastro and the 2009 committee objectives. Seconded by Tisdale. Motion carried.

### ***Ways & Means Committee Report***

A motion was made by Bourbeau to accept the Ways & Means Committee Report. Seconded by Hyland. Motion carried.

Tisdale will email Larry Gordon for an update on the inventory.

### **Committee Objectives for 2009**

- Determine if Academy merchandise can be offered for sale through the Academy web site.
- Determine if partnerships are possible to promote the sale of books and other publications written by Academy and Consortium members that would be mutually beneficial.

A motion was made by Hyland to accept the 2009committee members as presented by Mastro and the 2009 committee objectives. Seconded by J. Smith. Motion carried.

Mastro asked about the promotion of books published by Consortium members. Tisdale also asked about our conference speakers’ books. No conclusion on these questions at this time.

### ***By Laws & Ethics Committee***

Discussion and review of the SOP by the Board as this committee is established through SOP and has a limit of six committee members. The committee shall consist of six Academy Fellows, from different societies nominated by the Immediate Past President and approved by the Board.

Debbie Smith will review and rewrite the SOP for clarification and present to the Board at a future board meeting.

A motion was made by J. Smith to table the approval of the 2009 Committee Members until we have clarification on the "six committee members." Seconded by Pepper. Motion carried.

#### Committee Objectives for 2009

- Advise Special Ad hoc Committee "Reinventing AACPM" on potential need to revise bylaws to achieve committee recommendations to be presented to HOD for discussion.

A motion was made by Bourbeau to accept the 2009 committee objectives as presented by Mastro. Seconded by Hyland. Motion carried.

### ***Finance Committee***

In the presented report, the following needs to be corrected. Phoenix is spelled incorrectly, add a comma after Columbus, Ohio, in paragraph one and remove the period after the word Oklahoma after Brenda Sullivan's name.

Hyland opened discussion around the budget approved by the HOD for FY'09. We need to be cognizant if revenues do not come in as hoped we will need to reduce expenses. Hyland asked if this Board would like to go forward with reviewing the bottom line or to move money between lines as programmatic targets. Mastro will ask the Board to match our priorities and move money line by line as needed to show the HOD what the Board set as priorities and goals as allocation of resources. Mastro stated Hyland is accurate; the HOD will look at the line items and make sure the Board stayed within their means.

A motion was made by Bourbeau to approve the 2009 Finance Committee Report with the noted changes. Seconded by Hyland. Motion carried.

A motion was made by Hyland to accept the CPA firm Halcomb & Shreeve to conduct a CPA review of the 2008 AACPM financial records. Seconded by D. Smith. Motion carried.

#### Committee Objectives for 2009

- Review the laddering of the Certificate of Deposits
- Review the procedures for Treasurer change over
- Discussion to adjust the SOP 9.5 and 11.3 to adjust the wording from audit to review.

A motion was made by Bourbeau to approve the 2009 committee members and the committee objectives as presented by Mastro. Seconded by Hyland. Motion carried.

Mastro asked if the Treasurer should be allowed to use a debit card. D. Smith asked if it would be acceptable for Tisdale to send an email to J. Smith and Mastro for approval of any debit purchases up to a certain amount.

Hyland made the motion to not utilize debit transactions for Academy business. All signers on the financial accounts will have review only. Seconded by J. Smith. Motion carried.

The Board discussed publicizing the information on a quarterly basis. The Board decided unanimously not to provide the information on a quarterly basis. If any Academy member would like to be provided the financial status, they may request it and it will be provided.

Mastro discussed the 2008 year-end balances for allocation. Hyland explained that the funds have already been rolled over into the new year accounts. A motion was made by J. Smith to leave the funds in the operating account. Seconded by Hyland. Motion carried.

### ***Integrated Marketing & Resource Catalog***

Hyland asked how useful is this catalog? Pepper explained that the information was provided to all State Societies in 2002 on CD. The information is outdated and the copyright logo is not on this information. D. Smith suggests that we offer the information to the Societies by a link to our website with the templates. The Societies could then use the template and add their own information. J. Smith asks if this question could be included in the Strategic Planning Committee. Pepper asked if this could be part of orientation. Hyland suggested it be part of the Orientation Committee.

Mastro provided an idea to Lisa Fortier, Consortium representative, regarding state budget cuts and how to save money. Training and travel are usually two items offered as sacrifices. One money-saving idea is for the Academy and the Consortium marketing a joint brochure to the program sponsors. The information will have success stories and information on the Academy and the Consortium as a testimonial brochure. The target audience could include elected officials that have authority over our programs in our states. Lisa stated the Consortium Communication Committee would work on their side of the brochure.

Pepper made a recommendation of doing away with the Integrated Marketing and Resource Committee. Mastro asked if the Board has the authority to disband the committee? Pepper will review the information from 2002 and make recommendations on what still may be useful to the Societies.

J. Smith made a motion to dissolve the Integrated Marketing and Resource Catalog Committee and to accept the 2008 Integrated Marketing Committee report. Seconded by Hyland. Motion carried.

Hyland asked about the Consortium website, which looks like it is the Texas University website. Perhaps we should work as a team with the Consortium and integrate our websites as a goal. Hyland explained that this is a way for us to expand globally and to save money. Hyland also stated he would assist Pepper with this project. Lisa will take this information back to the Consortium for review.

Hyland moves to explore the possibility to develop a joint marketing presence which may include a joint website and other marketing materials to enhance the message of the Certified Public Managers®. Seconded by D. Smith. Motion carried.

### ***Archivist Report***

Mastro reviewed SOP 22 that references a retention schedule. Pepper stated it needs to expand to include the electronic portion of the website. D. Smith asked if she should destroy the documents that are older than five years.

Mastro asked if the Archivist is a committee or a person? If we make it into a committee, then the committee makes a recommendation. Pepper believes it should be committee and requests information from the committee to make recommendations. D. Smith agrees that it should be a Board-Designated Committee.

A motion was made by D. Smith that she, as the Archivist and Records Management designee, requires assistance in the form of a committee. Seconded by Hyland. Discussion: Hyland added the Historian Designee could be added to the Archivist and Records Committee. Mastro will contact Tom Patterson and any other interested parties and have a conversation regarding this committee.

D. Smith moved to reconsider the motion and bring forward recommendations from the committee to the Board. Hyland seconded the motion to reconsider.

A motion was made by Hyland to accept the 2009 Archivist Report. Seconded by J. Smith. Motion carried.

Hyland made a motion to have D. Smith create an ad hoc committee to review and have recommendations to the Board by April 15th. Seconded by Bourbeau. Motion carried.

### ***Special Ad Hoc Committee Report***

The committee is charged with internal discussions about the vision and direction of the Academy and is to present their ideas to the Board. If the Committee needs to refer an idea or question to another committee, the Special Ad Hoc Committee must contact the Academy Board. The Academy Board will review the Committee's recommendations, update the HOD, and if needed, refer the idea or question to the appropriate committee. Another objective is choosing a past president who has no agenda to chair the committee and provide information to the group. Debbie Smith has been chosen as a co-chair for this Special Ad Hoc Committee. Dennis Magee's comments from the House of Delegates meeting in September 2008 were read.

J. Smith asked about the name of the committee. The Board chose the name, the Academy Evolution Committee. A motion was made by Hyland to accept the name and to appoint Dennis Magee and Debbie Smith as co-chairs. Seconded by Tisdale. Motion carried.

### ***Strategic Planning Committee***

Hyland chose Julie Carvi and Mark Evans as co-chairs for the Strategic Planning Committee during the Presidents Meeting in Ohio 2008. Julie Carvi has been unable to fulfill this role. J. Smith agrees that Mark Evans is doing a wonderful job in his role as co-chair. J. Smith recommended Charlene Cutting as a co-chair on this Committee. J. Smith will be the Board liaison. J. Smith and the committee will recommend to the Board if they want to add other members to the committee.

Mark Evans has recommended having an open workshop at the 2009 Conference in Florida.

Hyland made a comment that he is glad to see that one member crosses between the two ad hoc committees. Charlene Cutting (NH) will serve on both of these committees, the Academy Evolution Committee and the Strategic Planning Committee.

### ***Henning Report***

A motion was made by Bourbeau to accept the Henning Report with minor suggested changes as indicated by J. Smith who will contact the Chair, Kay Rogers. Seconded by Tisdale. Motion carried.

Gail Gibson (LA) will chair the Committee for 2009. The SOP states that the chair will be the last recipient and committee members will be chosen after the nominees are received per the SOP.

Mastro said the Louisiana Society and Gail's co-workers want to present the award to her is a special event on February 5, 2009.

Hyland made a motion for Pepper to represent the Academy Board at the Henning Presentation in Louisiana in February. Seconded by D. Smith. Motion carried.

Mastro requested that Pepper's travel expenses be posted to the Henning expenditure line. The Board consented.

### Committee Objectives for 2009

- Educate/mentor Societies that have not traditionally submitted nominations on the process of determining if they have members who meet the nomination requirements and how to submit a Henning Nomination.
- Receive nominations from at least 50 percent of chartered Societies. Winning is not as important as the Academy's goal to recognize outstanding members of each Society.

Hyland suggested that you ask past Henning Award winners to mentor State Societies on how to prepare a Henning Award application.

### ***Management Practices Committee***

A motion was made by Bourbeau to accept the 2009 Management Practices report as presented by Mastro. Seconded by Hyland. Motion carried.

Bourbeau asked if the awards could be presented at the state level rather than at the national conference. This would allow the award winners' peers to be present, along with supervisors and managers to witness the presentation. Bourbeau continued to explain how Charlene Cutting presented the NH Askew Awards to the 2008 Environmental Service winners at their Department's staff meeting.

Board Members continued to discuss the option of having the Management Practice Awards presented in the recipient winners' home state. Mastro would like to refer to the committee if the program should be done at the state level and not the national level. He and J. Smith will discuss with the Consortium. D. Smith suggested that we provide the information to members that discussion is on-going regarding the possibility of the Askew Award process changing or going away.

Pepper requested D. Smith to review the intent of the award and how the award was developed. These projects are a source of education. Mastro would like to see a catalog of Askew Award projects. Can such a catalog be made available on the Academy and/or Consortium website. D. Smith asked if this would be a task for the Member Affairs Committee. This would also help to show the value of the award. D. Smith will contact the chair of the Management Practices Committee and the chair of the Member Affairs Committee to open the discussion about the changes the Board is proposing.

A motion was made by Bourbeau for D. Smith to review the Management Practices award development and to contact the Committee Chairs for further discussion. Seconded by Hyland. Motion carried.

## **MEMBERSHIP SERVICES**

### ***Wilkinson Scholarship Report***

A motion was made by Hyland to accept the 2009 Wilkinson Scholarship Report as presented by Mastro. Seconded by Bourbeau. Motion Carried.

### Committee Objectives for 2009

- Consider methodologies to distribute information regarding the Scholarship opportunity to promote an increase in applications.
- Follow-up with past scholarship winners and publish success stories of those who completed a degree program, if such additional education (along with their CPM training) resulted in increased career opportunities.

A motion was made by Bourbeau to accept the 2009 committee members and committee objectives as presented by Mastro. Seconded by Hyland. Motion carried.

The Board regarding what should be done if no one applies for the Wilkinson Scholarship held discussion. Should the deadline be extended? The Board members felt that the deadline should not be extended if no one applies.

### ***Member Affairs***

A motion was made by Hyland to accept the 2009 Member Affairs report as presented by Mastro. Seconded by Bourbeau. Motion carried.

### Committee Objectives for 2009

#### *Membership Affairs (Benefits)*

Take inventory of current member benefits and determine relevance to current membership. Discuss methods for increasing members' knowledge of the (current) benefits of Academy membership.

A motion was made by Bourbeau to accept the 2009 committee members and the committee objectives as presented by Mastro. Seconded by Tisdale. Motion carried.

Mastro requested that a cover letter be sent to YTB, the travel company, canceling the travel agreement between the company and the Academy. Pepper will review the language in the agreement established with the Board.

A motion was made by Bourbeau to adjourn day one of the Board meeting. Seconded by Tisdale. Motion carried.

Meeting adjourned at 5:58 PM.

### **Day 2: January 14, 2009**

Meeting was called to order at 8:07 a.m. by President Mastro.

Attendees: President Stephen J. (Steve) Mastro; Member-at-Large Barbara Pepper; Treasurer Reva Tisdale; Past President Gregory D. (Greg) Hyland; President Elect Joyce Doakes Smith; Member-at-Large Deborah J. (Debbie) Smith

Guest: Lisa Fortier, Consortium Representative

Absent: Secretary Debra A. (Deb) Bourbeau

### ***Orientation Committee Report***

Mastro asked if there were any questions or concerns regarding the report. General discussion regarding the acceptance of the report followed. The 2008 Orientation Committee Chair (Best-Shaw), and committee members (Ingle, Witt and Mastro were recognized for the success of materials presented and the satisfaction of the new conference attendees.

A motion was made by Hyland to approve the 2008 Orientation Committee Report. Seconded by J. Smith. Motion carried.

Mastro reviewed the proposed 2009 Orientation Committee member list. Currently on the list: Pat Witt, Chair: and members J. Smith; Greg Holcomb and the charge of the committee. The committee is to determine if three distinct roles exist and if they should continue and or whether a portion of the responsibilities should be transitioned to the Member Affairs Committee. The roles for review and report back to the board are:

- 1) Orientation of new societies and members to Academy history, culture and activities,
- 2) Orientation to new conference attendees to conference schedule, and
- 3) Orientation to new HOD representatives to history and responsibility of the HOD, parliamentary procedure processes and how to review committee reports.

Hyland explained history of the orientation committee and that it drifted from presenting only HOD responsibility materials to that of becoming knowledgeable about what to expect when arriving at a conference versus being left to find their own way during the course of the conference. Pepper indicated that years ago it was more to explain the HOD operations versus what it has morphed into in the recent years. Hyland agrees that the roles of the Orientation committee are multiple and are different (i.e. HOD versus conference education deliverables). Mastro respected the effort and information that Ron Buchholz has maintained for the history portion of the presentation, which was originally drafted by Tom Patterson. The newer presentation format was initiated in Kansas 2004 when co-chairs Farmer and Smith led the session. More discussion followed about why and who needs to attend the different sessions. Tisdale spoke to the success of using letter invitations to known new conference members at the 2008 Ohio Conference and Hyland spoke about the gift bag. Mastro spoke again regarding the leadership that Witt brings to this committee. Hyland indicated he would join the Orientation Committee depending upon Witt's desire to assist with HOD.

Mastro respected the information that Ron Buchholz has maintained for the history portion of the presentation and explained that it began with the 1994 session in Kansas.

A motion was made by Tisdale to approve the 2009 Orientation Committee and ask it to review the committee charges and report back to the Board. Seconded by Hyland. Motion carried.

### ***Leadership Institute Committee Report***

Mastro reviewed the Leadership Institute Report with the Board and shared that recent communications with Paulette Laubsch (NJ) she will present Servant Leadership and Barbara Taft (OK) will lead a forum/panel group discussing AACPM Leadership 101 and how to be successful in the leadership positions of a society or the AACPM. For the 2010 conference, the Leadership Institute will be expanded to two one-half-day sessions. Terry Callahan (KS) of the Consortium has been contacted to assist with resources for presenting the materials. There are no funds designated for this year's sessions.

A motion was made by Tisdale to approve the 2008 Leadership Institute Report. Seconded by Hyland. Motion carried.

Mastro reviewed the proposed 2009 Leadership Institute Committee member list. Currently on the list are: Ada Burnette, chair, Paulette Laubsch, Vice Chair and members Barbara Taft, Michael Schoemaker, Timothy Anderson, Tom Patterson, Steve Mastro and Consortium members yet to be determined.

Mastro discussed the justification of recommended committee members and the need for system to track the continuing education. The member's commitment to participate in voluntary continuing education allows them to remain in good standing with state societies. Mastro does not recommend implementation of a mandatory continuing education requirement at this time. Mastro wants to initiate more discussion to secure increased involvement from the Consortium for additional training resources. The board will look to the committee to bring additional recommendations to achieve the desired results and how best to achieve the tracking of the members attendance at these training sessions. Minimally, the attendees could track their individual attendance.

Hyland questions committee member structure and suggests adding a member from South Carolina and Idaho. This results from a previous discussion to keep members on the committee for future conference planning and knowledge continuum.

A motion was made by Hyland to approve the current suggested committee members with addition of members from South Carolina and Idaho. The Leadership Institute Committee charge is for the committee to review the committee charges and report back to the Board with plans. Seconded by Pepper. Motion carried.

Mastro discussed the availability of a discounted ASPA membership to the AACPM membership. He shared the *Public Manager* article written by Howard Balanoff with the group. Mastro requested that the Member Affairs Committee share this with the AACPM in the next newsletter.

### ***Communications Committee Report***

Mastro recommended accepting the Communications Committee report as written and to review the recommendations provided by the committee and discuss them at the next board meeting in February. Discussion will include whether or not to print the twelve newsletters and who could print them. Pepper may be able to print and mail them at no cost if this is what the board chooses. Pepper has the newsletter dates set and seeks to highlight the upcoming conference more. The Consortium remains committed to providing an article for each newsletter.

A motion was made by Hyland to approve the 2008 Communications Committee Report. Seconded by Tisdale. Motion carried.

Mastro reviewed the proposed 2009 Communications Committee member list. Currently on the list: Barbara Pepper, chair, with members: Joyce Doakes Smith, Ardie Davis, Bill Herman, Sarah Smith, Glenn Thomas, and Happi Hansen.

Additional discussion followed and the board recommended the addition of Larry Totten and Becky Bryant, if they are available because they consistently provide support and review of materials before publication occurs. Hyland indicated that Jeff Kramer might also be a resource to be considered. Pepper indicated that she would contact Jeff Kramer.

A motion was made by Hyland to approve the 2009 Communications Committee members with the additions of Becky Bryant, Larry Totten and Jeff Kramer, if they are interested in being part of the Committee. Seconded by Tisdale. Motion carried.

Mastro would like Academy members to locate and destroy all copies of the former newsletters regarding the issue at hand. Sending a letter to the societies and the members who received a printed copy of the newsletter would be an action of good faith.

The Board meeting went off the record at 8:53 a.m. and returned at 9:02 a.m. on the record.

Hyland will check with Internic and godaddy.com to find out who owns our domain name to determine when our current renewal period expires. Additional discussion followed to create an SOP to remind members and the Board on when renewal dates are near and need to be handled.

A motion was made by Hyland to create an SOP to cover the expiration of the needed technology tools and for tracking each of them. Seconded by Tisdale. Motion carried.

### ***Conference Committee Report***

Mastro presented the Conference Committee report. Discussion followed indicating that the following name spellings and conference dates require corrections. Oct 9-13 correction to the report from Utah, the Consortium meeting dates should be 7-8. Reva Tisdale's name and the date for Idaho from 2103 to 2013 need to be corrected. The report will be corrected and resubmitted to board for approval vote at the February board meeting.

Mastro reviewed the proposed 2009 Conference Committee member list. Currently on the list: Joyce Doakes Smith, chair; members Barbara Pepper, Greg Hyland, Joanne Roberson, Debbie Smith, Happi Hanson, Carl Chase, Reva Tisdale, Gina Mee, Mark Evans, Ron Buchholz, and Bill Herman.

A motion to accept the 2009 committee list was made by Hyland. Seconded by Pepper. Motion carried.

Hyland discussed the difference between SOP 9.2 and SOP 11.70 regarding the responsibilities of the past-president. Hyland shared the history of the proposed change submitted for consideration and not approved by the 2007 HOD for the benefit of new board members.

Mastro discussed registration issues and ensuring usage of the AACPM approved conference registration system and the ongoing responsibility for updating the conference historical document. Tisdale indicated that Idaho has found it to be extremely helpful to use the data for hotel negotiations. The board discussed where the most appropriate place for the updates to occur. One would be the President-Elect because of their affiliation as the Conference Chair with the MAL CC as their affiliation with the Conference and as the Communications Chair responsibility.

The information is delivered from the society hosting the recent conference in conjunction with the closeout report. Additional discussion regarding the closeout report, the size of the report and whether or not it needs to be on the website was held. The board requests the Conference Committee provide recommendations to the board regarding the conference database, who should do the updates and how much conference close out report should be posted to the website. A note is made to update the SOP at a point in the future. The committee recommendations are requested by April 1, 2009.

Hyland discussed expanding the total time for the conference from two days to three days to provide the enhanced attendee networking, increased expenditures to the community, opportunities for the attendees to experience more of the local fare, and to attendee more of the education sessions presented.

The Conference Committee will be requested to review this suggestion and provide recommendations back to the board by August 1, 2009.

Oscar Jackson, Administrator of the Oklahoma Office of Personnel Management and Cabinet Secretary for Human Resources, joined the meeting for a few minutes and to welcomed us to

Oklahoma. He stated he has served on several national personnel management organizations in leadership roles and greatly respects the work of the AACPM and its membership. He is a strong supporter of the program and the quality of managers it produces. He also related that the quality and quantity of interaction is so needed at conferences. Public sector and state governments are going through significant budget challenges, and he believes a few dollars should not be the deciding factor in sending people to conferences. He explained he frequently must produce reports to the Oklahoma legislature for what is spent in travel. He challenged us to keep working on ways to encourage attendance and networking at our conferences because they are important. We indicated how much we appreciated his visit and the time he spent with us.

A motion was made by Tisdale to approve the 2009 Conference Committee report with the addition of Carl Chase. Seconded by Hyland. Motion carried.

Mastro indicated that the hotel contracts for all future conferences should be closely monitored to evaluate hotel room blocks needed and execute needed modifications early. Mastro recognized the work Mark Evans has completed to simplify and reduce the size of the hotel contract request for proposals (RFP) template.

Tisdale discussed that Idaho had a positive experience with the Request for Proposals template and the hotel inserted some of their language into the contract. The Idaho hotel is requesting signatures and approval from the board. The board decided to wait for an updated electronic copy of the contract and sign it at a future date.

A motion was made by Hyland to approve the Request for Proposals template. Seconded by Tisdale. Motion carried.

Mastro requested the Conference Committee develop the Request for Proposals template as part of the SOP and deliver the proposed updated SOP by July 1, 2009.

Mastro discussed the 2008 Ohio Conference closeout report. There was a total of 141 attendees, \$1040 was paid for the under filled room block. The speaker by the name of Zimmerman costs was compensated, and meal expenses were managed very well. Hyland was thanked for the efforts completed in conjunction with the Ohio Conference Team to keep the costs as close to breakeven as possible. Total losses were negotiated down to \$300.00. The Ohio team is to be commended for the extra work completed to reduce all costs incurred.

Hyland will send out thank you notes to all involved. Future conferences will be requested to have agendas prepared earlier for attendees. Attendees need this information to prepare for and request travel approvals from their employers. Subsequent conferences will also need to have online registration completed and ready for use earlier. Discussion followed regarding moving some of the conference duties up to the Academy level, but this decided against this action at this time.

Ohio has one remaining deliverable -- the Conference Financial Report. Once the financial report is received, Tisdale will update the conference data base template with the Ohio information and will electronically distribute it to the board and Conference Committee members. Pepper asked about having the conference teams sign a document indicating they have read and understood SOP 11.70. This is affirmed when a society submits a bid to the AACPM for the hosting of a conference.

A motion was made by Hyland to accept the 2008 conference loss of \$300.00 with the Academy reimbursing Ohio \$199.50 for their share of the loss. This amount is equal to 75 percent of the total loss. Seconded by Pepper. Motion carried.

## CONFERENCE UPDATE

### *Florida*

J. Smith reported that the Florida Conference Team is seeking Board approval and signatures for the hotel credit application for the master billing account. Florida asked if this can be done or is there a credit card available? The board affirmed that all charges are to be paid by the host society and then finalized with the AACPM at closeout time. Florida reported that exchanges with the Rosen Center are going well. Florida has shown effective communications with the Board to date and they are anticipating that registration levels will cover expenses. Mastro discussed that the online registration system should match the proposed paper registrations. We want to recognize speakers and committee chairs and requested to see check boxes for attendee positions added to the registration process in order to order ribbons and prepare for Orientation sessions, etc. The board requested to see a draft conference budget ASAP. Hyland affirmed the Board's position is to at least break even. Mastro would like to see the guidelines developed last year to be followed again this year. Discussion followed regarding the various fee schedule requested for students, graduates, retirees, etc. Currently the Board thinks there is too much difference in the student, graduate & retiree rates. The HOD meeting charge is also to break even and not is used to offset the conference cost. The Board is appreciative that the view of the world in the Florida logo was quickly modified to include the western hemisphere. It also requested that Florida take into consideration conference attendance vs. room night effect on the total contract and ensure that a breakfast is included for the HOD. Florida has been offered donations from catering companies to serve food. The Board indicated this would be a topic for Florida to visit with the Educational Foundation.

Mastro discusses the charity topic that Florida has brought to the table. Florida has presented the question of receiving monetary donations versus attendees bringing items for state baskets or other prize activities to raise funds for the conference/seed money for the next conference. Mastro will forward a set of questions to the conference chair for discussion at the committee level and for report/recommendations back to the board. Pepper indicated the question of which charity to choose and how to choose would be a major concern for resolution. Pepper also suggested that serious effort be given to communicating the decision and information to the membership well in advance of the conference and in multiple delivery methods. Mastro asked Tisdale to determine when FL needs the conference advance funds for insurance and pre-conference expenses. Florida has indicated that they have the conference information ready for update to the web, but Mastro reminded everyone that the Board needs to approve the posting first. This could be a February agenda item.

Hyland suggested moving the board meeting from Sunday and the President's meeting to the end of the HOD. Discussion was that there is already much to be completed on the last day after the HOD. The Conference closeout meeting and the Board Meeting are held after the HOD.

D. Smith reminded us that the SOPs needs to be modified to hold the board meeting at end of conference.

### *Oklahoma*

D. Smith updated the Board that the hotel contract was signed and space secured for the 2010 conference and the OK conference team had met. The primary outcome from the meeting was to decide upon a theme and request approval from the AACPM board.

Considerations offered to the board were:

- Resiliency in Leadership: Capturing the Dream,
- Resiliency in Leadership: Catching the Dream,
- Resiliency in Leadership: Realizing the Dream.

The board chose “Resiliency in Leadership: Catching the Dream” as the approved theme for the 2010 AACPM Educational Conference.

Mastro requested consideration for a lengthened placeholder for the Leadership Institute, i.e. the two½ sessions of training, an organized event to be held at the Memorial, a video for advertisement that captures the Memorial and Museum and the highlights of the downtown area.

#### *Utah*

J. Smith indicated that several issues have been identified with the 2011 conference contract and that multiple sites are still under consideration. The Utah conference team is currently meeting with the hotels to secure bids for Board consideration. The Utah conference team believes it will have a contract for board consideration the week of January 15, 2009.

#### *South Carolina*

Mastro shared recent communications with the South Carolina conference team coordinator Carl Chase and that the 2012 conference will be hosted by South Carolina. They are considering sites in Columbia as the target city.

#### *Idaho*

Tisdale discussed the proposed Idaho 2013 conference hotel and that it holds a 4-star rating and is the only hotel large enough to host the AACPM conference. It is located near the capitol, downtown and the University, and it has the river with a boardwalk for exercise. Currently, the contract is being negotiated with the Grove Hotel for 505 room nights.

Mastro welcomed guests David Brown from the OK Tax Commission, Barbara Taft from the Oklahoma Commission for Teacher Preparation, and Jeff Wallace from the Oklahoma Office of Accountability – all members of the Oklahoma Society of Certified Public Managers. We graciously thanked them for lunches, coordinating the board visit, and for hosting the 2010 conference. David Brown reported on Oklahoma’s planning session the previous Saturday. Mastro indicated the Board’s pleasure with the way Oklahoma conducts business and the way it shares it’s success and techniques with the other societies.

### **NEW BUSINESS**

Consortium Meeting – Hyland indicated that it is all but mandatory for the Board to be represented at Consortium meetings and related how well the relationship between the two organizations has developed since the commitment was made to become more involved in the joint meetings. Mastro has a conflict and cannot attend the upcoming Consortium meeting. J. Smith is preparing to attend as the AACPM Board representative.

Conference Call Systems – D. Smith researched conference call systems. The most reasonably priced and simplest system found was FreeConferenceCall.com. Two plans from the various offerings were suggested for consideration. They were the: Simple Toll Free plan @ 6 cents per minute per attendee and the Simple Flat Rate plan @ \$99 per month.

Hyland also offered to continue the current conference call system used by the board in 2008 at a rate of one-half the amount of a competitor system. Mastro will look at the existing and proposed board and committee teams for 2009 and execute an estimated cost and provide this information to the board for decision on which way to proceed.

Mastro thanked Lisa Fortier, Consortium representative, for attending, the contributions she made, and for the added buy-in and support from the Consortium.

Mastro then requested the Board consider which day of the month would be best to operate the 2009 monthly board meetings. The board settled on the first Tuesday of the month.

Mastro and Tisdale requested the Board members requiring travel reimbursement complete the required documents and submit them to Tisdale for payment issuance. The board complied.

A motion was made by Hyland to adjourn the AACPM Mid-Year Board Meeting. Seconded by Tisdale. Motion carried.

The Annual Board Meeting adjourned at 12:40 P.M.

For Distribution:  
Original Signature on File  
Respectfully submitted by:

For Distribution:  
Original Signature on File  
Respectfully submitted by:

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Debra A. Bourbeau, CPM  
Secretary, AACPM

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Stephen J. Mastro, CPM  
President, AACPM