



## **BOARD OF DIRECTORS MEETING**

August 4, 2009

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

The teleconference was convened by President Steve Mastro at 1:05 P.M. Eastern Standard Time.

- July Board Minutes

A motion was made by Pepper to accept the minutes from the July 7, 2009 teleconference call. J. Smith seconded the motion. The motion carried unanimously.

- Treasurer's Report

The amount of \$21,238.60 is the current checking account balance reported by Tisdale. Current membership is 1,311 members, down 314 members at this time last year. However, when third quarter membership information is submitted by Florida there should be an increase in membership and dues.

- Florida Conference Update

J. Smith provided an update on the upcoming Florida Conference. As of today, we have seventy-three members and two non-members registered for the conference. In addition to these registrations there are one hundred and twenty two CPM Florida students registered.

Hyland moved to ratify to J. Smith's decision on waiving the conference registration late fee. The Board approved the decision unanimously.

Tisdale updated the Board on the shirt sales for Ways and Means. She will send out an additional reminder prior to the conference. At this time, the sale of shirts is going well.

Mastro requested the Board to send their arrival and departure times that they will be in Orlando.

- Oklahoma 2010 Professional Development Conference

D Smith provided an update on the Oklahoma Professional Development Conference. The conference team will be sending out the call to presenters by mid-August. The call will be forwarded to Society Presidents, Consortium Members, House of Delegate Members and many other venues. The Marketing Team is working on their presentation and promotion at the end of the Orlando Conference. D. Smith will be meeting with the hotel to review hotel room nights.

- Conference History Document

D. Smith has the conference history document that was prepared by R. Buchholz and B. Herman. She is currently updating the document with the Florida information as well as Oklahoma Information. Once completed, it will be sent to Pepper for posting on the web.

- House of Delegates

Pepper is compiling the House of Delegate information and will post on the Academy website.

- Henning Committee

Mastro moved that L. Totten (KY) and D. Smith (OK) be added as members of the Henning Committee. Hyland seconded the motion. The motion carried unanimously.

- Treasurer

Tisdale recommended adding a new item L to SOP 9.50 that requires the treasurer to file the annual corporate registration with the Georgia Secretary of State and changed the wording in SOP 11.30 from—audit to review. D. Smith made motion to approve. Hyland seconded the motion. The motion carried unanimously.

- President-Elect SOP

Mastro will add this topic to the agenda for discussion at the House of Delegates. He hopes the House of Delegates understands the SOP enhances the qualifications of people running for Office. Hyland reemphasized information doesn't always get passed on without it being written down. Mastro would like the House of Delegates to weigh in before the Board takes action. He would like to hear their comments on this discussion. D. Smith suggested it be an agenda item for the HOD in September to discuss. Mastro will add this item to the agenda asking for comments from the HOD. Hyland explained that SOPs are Board approval and By-Laws are House of Delegates approval.

- Newsletter & Communications Information

Pepper would like to publish information in the fall newsletter from the website, Walk The Talk which provides information to share with managers. The site also has motivational quotes . Hyland suggested that Pepper send a confirmation to the group to request permission for posting. Pepper will look for a contact and send a request to the group prior to publishing any information.

Pepper asked the Board how does SOP 16.0 Endorsements apply to the newsletter and publication of articles? Where do we draw the line? If we publish something are we lead the reader to believe that the author has tried the product? Pepper is requesting assistance from the Board on how to define endorsements.

The current practice is to exclude articles that are not written based on a member's personal experience. The board agreed this kind of screening is acceptable and that this does not violate the Endorsements language in the SOP.

Pepper will discuss the newsletter with the House of Delegates and the President's Meeting regarding the cost associated with producing a paper newsletter. Pepper explained the cost is with the creation of the PDF being created after the text is sent onto the graphic artist. The PDF is then sent back to Pepper for posting on the Academy website. The cost for the previous newsletter was \$780.00. Tisdale asked if we needed to limit the size of the newsletter? Mastro would rather see the newsletter have content to keep our members updated and informed.

The Board also discussed the search capability of the website and have it user friendly by doing a keyword search. Pepper and D. Smith will speak with NetGain to see how this would work.

- Proposed Budget 2010

J. Smith prepared the 2010 budget to be presented to the House of Delegates in Orlando. The membership estimate is based on 1,400 members being conservative in her budget preparation. D. Smith recommended increasing the Office Supplies line item by \$100.00 because the new Board Members may need to purchase office supplies. Mastro recommended increasing the House of Delegates Expense line by a \$100.00, also. The budget will be adjusted and an amended report sent to Bourbeau.

- Askew Medallions

Mastro provided an update on the Askew Award Medallions. In speaking with Charlene Cutting, Chair of the Management Practices Committee, the medallions will have the year engraved. Next year, the awards will be sent to the State Program Director to present the awards at the state level.

- Action Items

Bourbeau shared with the Board the outstanding action item:

<b>AI #</b>	<b>Description</b>	<b>Person Responsible</b>	<b>Status</b>	<b>Date Completed</b>
10	Update historical documentation from Tom Patterson's information to current times.		Mastro will contact Patterson for a status on the history document of the Academy.	On-going

- Chartering of New Societies

Hyland sent an email to the DC Society and is waiting a response. He shared that the Charter can be presented in Orlando and the flag could be part of the Opening Ceremony in Oklahoma City in 2010. Also, the Illinois Society is moving along with their plans, with the Wisconsin Society is providing the mentoring.

- Committee Updates

J. Smith updated the Board on the Strategic Planning Committee, which will present survey results in Orlando at the conference. An article was recently submitted for the upcoming newsletter that Pepper will share with D. Smith to share with the Planning Committee, which she chairs.

D. Smith report the Academy Evolution Committee has been meeting monthly via a conference call. There is a sub-committee researching other organizations for benefits and membership perks. The sub-committee will report to the group in a few months with their findings.

- Wilkinson Scholarships

The Committee Chair, Barbara Taft is pleased to announce five applications have been received and recipients have been chosen. The scholarships will be presented in Orlando in September.

- Amending an SOP

J. Smith asked if anyone was aware of an SOP that provides authority to the Board to amend an SOP. Hyland thought it might be in the Bylaws. Mastro said if it isn't in writing, we should make sure responsibility and authority of the Board for the SOPS is in writing. Bourbeau will track this action item for the Board to follow up on after the conference.

The Board Meeting adjourned at 2:27 PM (EST).

For Distribution:  
Original Signature on File

Respectfully submitted by:

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Debra A. Bourbeau, CPM, Secretary, AACPM

For Distribution:  
Original Signature on File

Respectfully submitted by:

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Stephen J. Mastro, CPM, President, AACPM