



**BOARD OF DIRECTORS TELECONFERENCE**

February 3, 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

The teleconference was convened by President Steve Mastro at 1:03 P.M. Eastern Standard Time.

**PRESENTATION OF MINUTES**

Bourbeau updated the Board that she is currently working on the Board of Director’s Meeting Minutes from the January Board Meeting in Oklahoma City. The Board reviewed the Action Item list from the January Board Meeting prepared by Bourbeau.

A.L. No.	Description	Person Responsible	Status	Date Completed
1	Transfer of Information: Finance from Larry to Reva Conferences & Communications from Becky to Barbara	Tisdale & Pepper	Reva & Larry are working on the transfer of finance information.  Barbara & Becky have been communicating and reviewed all information.	Barbara & Becky – Completed 2/3/09  Tisdale currently finalizing w/ L. Gordon
2	Board Meeting Dates, when do we need to hold? Nothing in SOPs – Tabled for Teleconference	Mastro	Dates for Board Meetings have been set. Do we need to add into the SOPs? Board felt that we do not need to add into the SOPs.	2/3/09
3	AACPM Funding to Educational Foundation – Loan or Grant? Foundation pays back AACPM?	Tisdale & Mastro	The previous AACPM Board voted to provide the funds to the foundation without repayment.	2/3/09
4	Time line for AACPM (Past) Treasurer to remain on Bank Account Information	Finance Committee/Tisdale	Reva does not feel any changes need to be made to the SOPs. Communication between out-going and in-coming Treasurers.	2/3/09
5	Printing of Brochures/check with Becky Bryant-how many did we print previously and distribute?	Pepper	No officers will be listed on the brochure. Societies that would like these brochures may request them for their use. Mastro asked Pepper to contact Michelle if she could do	

			these.	
6	AACPM Brochures, draft copy to review with Board	Pepper	See Number 5.	
7	Pre-Requisites for Vice President Candidate	Election Committee/Hyland	Hyland is working with the By-Laws & Ethics Committee to review.	
8	Review SOP 11.20 – Clarification on six Academy Fellows from different Societies and 7 <sup>th</sup> member	D.Smith	Need Board Direction to make change.	
9	Historian & Archiving Ad Hoc Committee	D. Smith	Roles to be developed with guidance from the Board. Smith is reviewing the membership and will contact individuals to see if they want to be part of the Committee. By-Law's Committee then would be asked for changes on the Archiving Committee.	
10	Update historical documentation from Patterson's information to current times.		Mastro will contact Patterson for a status on the history document of the Academy.	
11	Askew Award Purpose and Presentation – Management Practices Committee & Review	D. Smith	Mastro spoke w/ Charlene Cutting as Chair of this Committee. Smith has a concern, as Societies grow, costs will increase. Keep the medal, but need to visit the cost associated with having a generic medal. The Board would like to go with a generic medal. The medal: one side has a logo and <i>George Askew Award</i> ; the other side has the name for management practices. Remove the name and keep it generic. Pepper would like to empower the Societies to order the medals and certificates. The certificates have the name of the project. Mastro would like to create a model and speak with Terry Callahan and review these changes. He will also follow up with Tom Patterson.	

## OFFICER REPORTS

This is the area for Board Members to report on outstanding items or not covered by committee reporting or continuing business.

President-Elect J. Smith updated the Board on pending approval for travel to the Consortium Meeting.

Past President Hyland is working with the Bylaws and Ethics Committee and R. Buchholz has confirmed that he will assist Hyland on this Committee.

Treasurer Tisdale needs to request authorization on the NetGain invoice in the amount of \$275.00. The invoice is for Feb, March and April 2009 services. Mastro discussed some language in the contract, which needs to be addressed before the three- month invoice can be honored. Pepper will work with Scott on this item as a priority. Tisdale will be following up with the seven State Societies that have not paid their annual assessment fee.

Secretary Bourbeau thanked all Board Members for their concern regarding her illness while in Oklahoma City.

Member-At-Large Pepper reminded the Board that newsletter articles are due to her on or before February 12, 2009.

## **CONTINUING BUSINESS**

A motion was made by Hyland to approve the 2008 Year-End Conference and Finance Reports as submitted by Mastro. D. Smith seconded the motion. The motion carried unanimously.

A motion was made by Hyland to approve the 2008 Year-End Archivist Committee Report as submitted by Mastro. J. Smith seconded the motion. The motion carried unanimously.

## **STANDING COMMITTEES**

Mastro asked Board Members if they had new or updated information to report on their Committees. Mastro will send letters to the Committee Chairs with information and updates from the Board.

Tisdale asked if the Board has any information on the Sam's Club contact. The Sam's Club account was set up by D. Smith at the Oklahoma Sam's Club. J. Smith suggested that perhaps David Brown (OK) has information on the account. J. Smith will request Brown to contact Tisdale.

J. Smith has requested any of the Oklahoma Society Members that attended orientation at the Ohio 2008 Annual Professional Development Conference share information with her on the session. Hyland will provide J. Smith with Hazel Best-Shaw's (AZ) contact information as she chaired the Orientation Committee in 2008.

D. Smith will follow up with Larry Gordon on information that needs to be archived from his term(s) as Treasurer of the Academy.

Mastro would like to move the volunteers from the Integrated Marketing Committee because the Committee was dissolved at our January 2009 Board Meeting. These members would be moved to the Communications and Member Affairs Committees. Mastro will work on the revised Committee list for our March conference call.

Mastro reviewed the Bylaws and he will talk with the Wilkinson Scholarship Committee and Barbara Taft, Chair of the Committee. Mastro also asked Pepper if she knew of any Mississippi Society members who would like to serve on the Committee.

Pepper reminded Board Members of the Comprehensive Calendar she provided for deadlines on reporting and newsletter information. She will contact Michelle and Scott for web updates.

## **CONFERENCES**

### Florida Conference

J. Smith updated the Board on the Florida Conference the proposed budget has been sent to Mastro and J. Smith. Mastro will forward the proposed budget to all Board Members. The budget and the conference registration rate need to be approved by the Board.

Mastro updated the Board on a call he received from Jerry McCarthy and concern from the Florida Board that they would lose money. The AACPM Board has confidence in the Florida Team and will continue to work with the Conference Committee. A Ground Hog e-mail blast was sent out to all 2008 members to inform them of the 2009 conference. Pepper asked when we need to add a link to the AACPM website. Mastro explained that once we approve the conference rates we should be able to update the site.

Pepper would like to do a newsletter blast to let the membership know when the newsletter is available. J. Smith would like to caution that we be careful on using e-mail blasts for our membership addresses to be used for other sources. She recommends that we bcc: any e-mails going out to members.

J. Smith asked if the Florida Society Board withdraws their support might Joanne Robertson work independently with her conference committee on the event without the Florida Society's Support. The answer was "Yes."

### Oklahoma Conference

D. Smith is working with the Conference Committee on the graphics and Committee names. She would like to start contacting speakers as soon as possible.

### Utah Conference

J. Smith asked if the Board reviewed the Utah Contract for the 2011 conference. Happi Hansen, conference coordinator, needs responses immediately so the contract can be signed as soon as possible. Mastro would like to have the Conference Committee review the contract for comments. J. Smith will send the contract out to Committee members. Tisdale mentioned the font in the Academy name needs to be changed and the number of boxes that need to be shipped to the hotel free of charge. Other shipping options were discussed, with previous Board Members sharing past conference experiences with hotels and shipping/storing of boxes. Many Society members receive boxes and deliver to the hotel at the time of the conference.

### Idaho Conference

R. Tisdale asked for Board approval on the Idaho 2013 conference contract.

A motion was made by Hyland to approve the 2013 Idaho conference contract. D. Smith seconded the motion. The motion carried unanimously. Mastro will sign the contract and forward it to Tisdale for the Idaho Society president's signature.

## **SPECIAL AD-HOC COMMITTEES**

### ***Strategic Planning***

J. Smith updated the Board on the conference call with the Strategic Planning Committee. The Committee is looking at incorporating information into a survey for members. Mark Evans (WI) is writing an article for the newsletter to update members.

### ***The Academy Evolution Committee***

Mastro will be contacting Dennis Magee to discuss this committee.

### **NEW BUSINESS**

Mastro requested J. Smith discuss these issues with the Consortium at its March 2009 Meeting. (1) Joint Brochure; (2) Askew Award Distribution/Presentation Process; (3) Leadership Institute.

The 2009 Budget Revision document will be deferred until the March conference call.

Pepper will be traveling to Louisiana to represent the Academy Board on February 5 to present Gail Gibson with the Henning Award and a proclamation written by President Mastro.

### ***Teleconference***

D. Smith provided Board Members with options relative to the monthly conference call cost. There are three options available at this time. The first option is to pay \$.06 per minute, the second is to pay \$.10 per minute and the third option is for the Board to remain with the City of Yuma and reimburse the City if Hyland is comfortable with this option. The cost is \$.03 per minute. A 1½-hour conference call is estimated at \$25.20.

### ***Board of Director Meeting Minutes***

Mastro asked if the Board is comfortable with sharing and posting the Board Meeting minutes as soon as the Board has approved them. Bourbeau agreed that this is a good concept, as the sooner the information is shared, the sooner members may contact Board Members for information or idea sharing. The Board discussed methods of sharing the minutes with the members. They will be shared with the current sitting House of Delegates, Society Presidents and Society Members. Pepper will be forwarding the information to these groups as well as posting them on the website.

To ensure the Board has updated contact information for Societies, Pepper will request one of the Communication Committee members to contact the Societies for Officer Information. Tisdale will also assist by sending e-mail out to the Society Treasurers requesting information for contact purposes.

### **OTHER BUSINESS**

None

The March conference call is scheduled for March 3, 2009, at 1:00 P.M. (EST)

The teleconference adjourned at 2:46 P.M. Eastern Standard Time.

For Distribution:  
Original Signature on File  
Respectfully submitted by:

For Distribution:  
Original Signature on File  
Respectfully submitted by:

---

Debra A. Bourbeau, CPM  
Secretary, AACPM

---

Stephen J. Mastro, CPM  
President, AACPM