



HOUSE OF DELEGATES (HOD) ANNUAL MEETING

September 10, 2008

Columbus, Ohio

CALL TO ORDER

AACPM President, Gregory (Greg) Hyland, called to order the annual meeting of the House of Delegates at 8:07 a.m. on September 10, 2008, at the Hyatt Regency Hotel in Columbus, Ohio. Delegates were welcomed and AACPM Board members were introduced. Board Members in attendance were President-Elect Stephen J. (Steve) Mastro; Secretary Debra A. (Deb) Bourbeau; Member-at-Large Becky J. Bryant; Treasurer Laurence E. (Larry) Gordon; Past President Ronald L. (Ron) Buchholz; Member-at-Large Deborah J. (Debbie) Smith. Two AACPM Past Presidents with voting status William Herman (AZ) and Larry Totten (KY) were also in attendance.

Secretary Debra Bourbeau started the first order of business with the roll call. Past President Ronald Buchholz and the other members of the Board of Elections Committee (Hazel Best-Shaw [AZ] and Shirley Hollis [KS]) collected the ballots.

Alabama:	Inactive Society
Arizona:	Kay Eldridge, Jeff Kramer, Mike Veucasovic
Arkansas:	Doris Anderson, Barbara Mahoney, Michael Waters
Florida:	Dr. Ada Burnette, Jerry McCarthy, Joanne Robertson
Georgia:	Inactive Society
Idaho:	Janice Foster, Reva Tisdale
Kansas:	Shirley Hollis, Pat Witt
Kentucky:	Carmen Bishop, Robinil Jameson, Tony Smith
Louisiana:	Judy Cain
Mississippi:	Rachel Britt
New Hampshire:	Charlene Cutting, Eileen Grimmer
New Jersey:	Janis Geary, Paulette Laubsch
North Carolina:	Beverly Hall, Anita McNeil, David Osborne
Ohio:	Julianna Carvi, Shawn Bradley, Melissa Roach
Oklahoma:	Joyce Smith, Brenda Sullivan, Barbara Taft
South Carolina:	Robbie Boland, Sam Jones
Texas:	Naomi Hines
Utah:	Keith Heaton, Cheryl Searle, Michael Shoemaker
Virginia:	No Delegates Present
Washington:	No Delegates Present
Wisconsin:	Mark Evans, Lutfi Shahrani, Kathy Skiera

Guests in attendance were: David Brown (OK), Mary Buchholz (WI), Julie Felice (UT), Happi Hansen (UT), Dianne Hughes (WI), Dennis Magee (FL), Jean Magee (FL), Haywood Poole (NC), Vivian Rice (OH), Jenny Roller (OH) and Glenn Thomas (KY)

At this point, the 2008 Board of Elections retired from the meeting for the purpose of counting the ballots cast.

PRESENTATION AND ACCEPTANCE OF MINUTES

Greg Hyland indicated to the HOD Delegates that it is impossible for the HOD to approve the Board Meeting minutes since the Delegates were not in attendance. The Board Meeting minutes are being provided for information purposes only to the HOD. The Board would welcome questions, if any arise, regarding the Board Meeting Minutes.

Becky Bryant informed the HOD that the Board has been made aware of a couple of items from the 2007 HOD meeting minutes where corrections need to be made:

On page 3 of the HOD Annual Meeting on September 3, 2007 Paragraph 1, fourth sentence, Pat Witt (KS) would like the following correction to be made: “Pat Witt said that when everyone leaves the room, we should feel confident that we had a chance for open discussion and be confident in the decisions that we have made.” Also, on the bottom of page 3, last sentence, correction that Paulette Laubsch is from NJ and not LA.

Motion to accept the 2007 HOD Meeting Minutes with the changes listed above was made by Anita McNeil (NC) and seconded by Eileen Grimmer (NH). The motion carried.

Becky Bryant clarified a point in the Mid Year Board of Directors Meeting Minutes from San Diego in February 2008. Barbara Mahoney (AR) brought to Bryant’s attention that at the bottom of the page 9, the minutes reflect the Board’s intent to provide two Election Reports to the 2008 HOD. Both election reports are not included in the packet of information provided to the HOD. Bryant will electronically send out to all 2008 HOD members both reports (Reports from Robinil Jameson and Ronald Buchholz) when she returns to the office.

COMMUNICATIONS

Communications Report:

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.” The AACPM Board members, Society presidents, and National Consortium members have been very cooperative in submitting articles for the newsletters. This seems to be a very effective way for communicating Board discussions

and actions, as well as keeping the Academy membership updated on member benefits and activities within our member Societies. A final edition for the calendar year is scheduled to be published in December 2008 and will contain election results and other post-conference news including award winners.

Numerous updates to the Academy web site – www.cpmacademy.org have also been done throughout the year to provide members with the most up-to-date information available on Academy activities and to provide necessary forms for award and Board nominations.

The Academy membership brochure is usually updated each year and distributed to member Societies requesting copies. This brochure is generally also included in new member packets. At the Board of Directors' meeting in February 2008, the Board discussed preparing a "generic" edition of the brochure, excluding the Board of Directors' names and contact information and replacing it with a synopsis of Board duties and responsibilities so they could be used for a longer period of time and be more cost effective. The Committee Chair prepared a draft for Board review, but since we were already well into the first quarter of the new year, and also due to the number of 2007 brochures still on hand, the Board of Directors agreed not to publish a 2008 edition, but to make the "generic" edition a topic of discussion at a later time. The Board also agreed that the time to prepare each update is immediately following the election of the Board of Directors so brochures will be ready for distribution at the beginning of each calendar year when the new Board takes office.

Motion to accept was made by Jeff Kramer (AZ) and seconded by Pat Witt. The motion carried.

Integrated Marketing and Resource Catalog Report:

The Committee Report States:

The Integrated Marketing and Resource Catalog Committee, chaired by the AACPM Member at Large for Conferences and Communications, met during the 2007 Annual AACPM Conference to review and evaluate current marketing resources. After subsequent email discussion, the Committee decided the current catalog of press releases should be made available to the member Societies through the AACPM website in a "generic" format. The Committee will continue to seek feedback from member Societies on the types of resource materials they would like to see developed for their use.

Greg Hyland asked if anyone would like to discuss the report. Doris Anderson (AR), would like to see the materials in the catalog be added to the AACPM website. "This would be an additional resource to societies if the information could be shared in Word or an electronic form to incorporate into Society materials." Hyland asked if PDF or Word would be preferred. Anderson would prefer the Word format so that Societies could cut and paste information as required.

Motion to accept was made by Charlene Cutting (NH) and seconded by Pat Writt (KS). The motion carried.

Becky Bryant updated the HOD on the website status of the online Society Membership Directories. There are four societies that have their 2008 membership listing on the website. Debbie Smith has been working on formatting the remaining Societies. Bryant emphasized that there are specific formats that Societies should be using so that the information may be posted quickly with little or no additional rework needing to be done.

Greg Hyland asked Michael Waters (AR) to update the HOD on the National CPM Consortium's Expansion Plans. Waters provided the HOD with a report stating that exciting things are happening for the Consortium. Several new states are preparing to join the Consortium including Illinois, Missouri, New Mexico and Wyoming. The Consortium is also working with New York and Pennsylvania. Once these new CPM Programs are up and running and producing new CPMs, this should also increase the membership opportunities for the Academy in terms of new Societies and individual CPM members.

An on-line training program committee has been established. This is a very interesting topic to see the various ways that this concept can be approached and presented. There are also Committees looking at regulations and by-laws on the Consortium's operations. Each State and Program has their own unique program, and the Consortium is facing challenges to make sure that the by-laws address everyone's issues and concerns.

Illinois has an active Society and the Nebraska CPM Program will be hosting their first graduating class. Ronald Buchholz will be representing the Academy at the Nebraska graduation in December in Omaha.

GOVERNANCE

Board of Elections Committee:

The Committee Report States:

The Nomination process has been successfully completed according to the requirements of the By-Laws 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 10, 2008.

For the first time in many years, there are multiple candidates (3 in the races for two of the positions and 2 in the race for the third position) for all three Board positions up for election this year and all candidates submitted their Nomination Forms well in advance of the designated submittal deadline date.

Motion to accept was made by Charlene Cutting (NH) and second by Barbara Taft. The motion carried.

The 2008 Election Committee consisted of Past President Ronald Buchholz, Shirley Hollis (KS) and Hazel Best-Shaw (AZ)

Ron Buchholz would like to recognize and thank the Society Presidents, House of Delegates, Board of Directors and the Election Committee. There were eight candidates for the three open seats on the Academy Board. The results of the ballot count revealed the following persons being elected:

President-Elect – Joyce Doakes Smith (OK)

Treasurer- Reva Tisdale (ID)

Board Member At Large for Conferences and Communications – Barbara Pepper (MS)

By-Laws and Ethics Committee:

The Committee Report States:

The Committee reviewed the Academy's Constitution and By-Laws and considered potential amendments and changes to the By-Laws to ensure that the changes reflected the Mission, Vision and Goals of the Academy and best possible business practices for the Academy. The Committee communicated via E-Mails and phone calls and "met" via a telephone teleconference on July 8, 2008 to review, consider and make decisions regarding the proposed changes.

The Committee received and considered six changes proposed by the Academy Board of Directors to address election process issues and appearance concerns raised during the 2007 HOD Meeting in Madison, Wisconsin. No other formal By-Laws changes were submitted to the Committee or proposed by the Committee members.

In addition, the Committee, in response to a request from the Academy Board, reviewed and responded to the issue of Societies that are in arrears by two or more years on their required payments of annual Society Assessments/individual Member Dues to the Academy and what responses, actions and sanctions were appropriate and necessary.

As a result, the Committee is unanimously recommending two formal changes to the Constitution and By-Laws, and provided requested feedback and a position to the Academy Board regarding those Societies that are in arrears on required payments. The text of the two formal By-Laws changes are provided in this Report below for review and approval by the House of Delegates at the 2008 HOD Meeting in Columbus, Ohio.

Motion to accept was made by Larry Totten (KY) and seconded by Bill Herman (AZ). The motion carried.

President-Elect Mastro asked if the recommendations listed in the report had been approved. President Hyland confirmed that they are approved.

Mentoring Committee:

The Committee Report States:

Since the beginning of the calendar year, the Committee has continued to focus its primary attention on the potential of establishing new Member Societies through the newly accredited CPM Programs accredited by the National CPM Consortium. Additional communications with CPM graduates and CPM Program officials concerning the potential chartering of an Iowa Society of Certified Public Managers® and a Nevada Society of Certified Public Managers® and the establishment of a Nebraska Society of Certified Public Managers® continued. The Committee received an inquiry and request for information to establish a CPM Society in Alaska. Academy President Greg Hyland will travel to Omaha, Nebraska in December 2008 to attend the first Nebraska CPM Program Graduation. This is the first opportunity for an Academy Board Member to attend a function in the State of Nebraska and hopefully will influence the first Program graduates to establish a CPM Society in that State.

Subsequent to the preparation and submittal of the Committee Report, the Academy Board decided to send Ron Buchholz to the Nebraska CPM Program graduation in Omaha, Nebraska in December 2008.

One correction on the report is to add an “s” o Reva Tisdale’s email address. Her email address should read: rtisdale@tax.idaho.gov

Motion to accept was made by Keith Heaton (UT) and second by Pat Writt (KS). The motion carried.

Ways and Means Committee:

The Committee Report States:

The Committee continues to work on ways to improve and introduce new merchandise to the inventory while trying to eliminate the transportation costs from site to site. The Committee has had some success in reducing the older inventory by offering the items at a discounted price.

Motion to accept was made by Charlene Cutting (NH) and second by Pat Writt (KS). The motion carried.

CPM EDUCATION FOUNDATION

Ron Buchholz provided an overview of the CPM Education Foundation.

History of Formation:

- Informally discussed by BOD and HOD from at least 2002 – 2004.

- AACPM Finance Committee recommended formation of a separate non-profit entity for fund raising activity in 2005 – 2007 in Reports to the House of Delegates.
- AACPM House of Delegates approved Finance Committee recommendations to form a separate non-profit entity for fund raising activity in 2005, 2006 and 2007.
- In September 2007, the AACPM Board of Directors approved first steps for formation for separate non-profit entity, and five members of the Board signed Articles of Agreement documents to establish the Certified Public Manager[®] Education Foundation as a New Hampshire non-profit corporation.
- In conformance with the Articles of Agreement, the AACPM Board of Directors appointed the initial Board of Directors of the Foundation in September 2007.
- The Certified Public Manager[®] Education Foundation filed Articles of Agreement and is certified as a New Hampshire non-profit corporation with the NH Secretary of State on October 3, 2007.
- The Board of Directors of the Certified Public Manager[®] Education Foundation begins the process of completing IRS Form 1023 – “Application for Recognition of Exemption Under Section 501 (c) (3) of the Internal Revenue Code”
- The Certified Public Manager[®] Education Foundation is assigned an Employer Identification Number by the Internal Revenue Service on June 5, 2008.
- The Board of Directors of the Certified Public Manager[®] Education Foundation adopts an initial set of by-laws for the Foundation on June 9, 2008.
- The Board of Directors of the Certified Public Manager[®] Education Foundation adopts an initial Conflict of Interest Policy for the Foundation Board of Directors on July 22, 2008.
- The Board of Directors of the Certified Public Manager[®] Education Foundation meets as a Nominating Committee for the Foundation for the purpose of nominating candidates for the at-large Director’s position to be filled by election in September 2008. The Board of Directors also appoints an Election Committee to be chaired by Larry Gordon of Arizona and include Ronald Buchholz of Wisconsin and Greg Hyland of Arizona.
- On July 29, 2008, information concerning the September election process for an at-large member of the Board of Directors and information on the four candidates for the one position to be elected was distributed by e-mail to the 19 Presidents of active CPM Societies chartered by the AACPM. Official ballots were mailed to

those 19 individuals, which are to be cast by the September 7, 2008 meeting of the Society Presidents.

- In mid August 2008, the IRS 1023 Application Form was submitted to the IRS for review and action and the Foundation Board received a Confirmation Receipt Notice of the Application from the IRS.
- On September 7, 2008, ballots were cast by the Society Presidents at the Society Presidents Meeting held in conjunction with the 20th Annual AACPM Professional Development Conference. As a result of the election, Tony Smith, CPM from Kentucky was elected for a 3-year term as one of the Foundation's At-Large Directors with the term beginning on January 1, 2009.
- As of September 10, 2008, the Education Foundation Board is now awaiting response from the IRS regarding the IRS 1023 Application and is not anticipating any additional action or activity for the remainder of this calendar year.

Points of Information:

- The Certified Public Manager[®] Education Foundation has always been envisioned to be an entity that is separate from and not governed by the American Academy of Certified Public Managers[®].
- In order to secure recognition by the Internal Revenue Service, it is important to document and demonstrate that the Certified Public Manager[®] Education Foundation is not governed by or is not an operating part of an entity that is not recognized by the IRS as a 501 (c) (3) entity.
- A failure to demonstrate the operational independence of the Foundation would lead to a denial of recognition by the IRS, or a revoking of that status if granted and the Foundation status or operations were later changed.
- The Certified Public Manager[®] Education Foundation has never been envisioned to take over any current AACPM programs or functions, such as the Annual Professional Development Conference, the Leadership Institute or the Wilkinson Scholarship program.
- The Certified Public Manager[®] Education Foundation is not looking for an appropriation of funds from the American Academy of Certified Public Managers[®], and will not be a part of the annual operating budget of the AACPM.
- As a 501 (c) (3) entity, the Certified Public Manager[®] Education Foundation can be a means by which to potentially raise funds that can help support the AACPM in these endeavors through the solicitation of grants, gifts and sponsorships that could provide tax deductible benefits to donors that the AACPM is not able to as a 501 (c) (6) entity.

- The Certified Public Manager[®] Education Foundation may be in a position to receive one-time contributions for a specific program or activity (i.e. – Conference sponsorship, Leadership Institute program sponsorship, etc), in addition to possibly being able to secure gifts, grants or donations that could become endowments for longer-term activities, such as annual scholarship programs.
- The Certified Public Manager[®] Education Foundation has documented in its Articles of Agreement, its By-Laws and in its application for recognition by the Internal Revenue Service that its intentions are to provide support to the American Academy of Certified Public Managers[®] in its efforts to provide educational opportunities and professional development activities for Certified Public Managers[®] around the country.

Larry Totten (KY) anticipates that the IRS approval will occur. However, with all due respect, he believes the issue may be with the Academy President and Academy Treasurer holding positions on the Foundation Board. We should be prepared to resubmit to the IRS. Greg Hyland thanked Larry for the information, and it is duly noted. Ron Buchholz added that professional advice was sought during the Foundation's establishment, and that the Board will be prepared, if needed, to resubmit the application to the IRS.

Jeff Kramer (AZ) provided a compliment to the group for getting this foundation up and running. During the Arizona conference in 2001, Arizona had the opportunity to accept donations from Motorola as well as other large companies. However, without being able to provide a tax-exempt status to the companies, the companies were not able to donate. Bev Hall (NC) indicated that creation of the Foundation was a wonderful idea. She suggested an alternative idea of having the Academy President and Treasurer serve as ex officio members of the Foundation Board. Joanne Robertson indicated that there is interest in providing donations for the 2009 Conference if tax benefits can be offered to the donors.

Paulette Laubsch (NJ) recommends that the Consortium have a seat on the board, as they are the educators.

Greg Hyland told the HOD that no further action by the Foundation Board is anticipated for the remainder of this year. Hyland apologized for an earlier email that went out from the Academy to some members. Due to the legal need to keep the Academy and the Foundation as two separate entities from each other, the email should not have gone out.

Finance Committee:

Greg Hyland asked if there were questions for the Treasurer or for the Finance Committee Chair.

Keith Heaton (UT) has a concern regarding the deficit and using approximately 1/3 of our reserves. What assurances do we have? Hyland responded by stating that the 2007 HOD approved that a \$5 dues increase. We're doing our best to control expenses and bring in additional revenue. If all membership societies submitted their dues timely, we would be in a better financial situation.

President-Elect Mastro would like to remind the HOD that this body last year made a requirement to stay within 10% of the approved HOD budget. Recommendation, good in theory, could have negative effect. For a Board Guideline, it is an excellent concept. You, the HOD Delegates, remain Delegates until next year's HOD Meeting in Orlando. We will be emailing you if an unexpected expense arises. The Board has held to the guidance in 2008, and we plan to hold to the 10% again in 2009. There is a possibility, due to hurricanes and other issues, that this conference may have a loss. We may need your assistance and approval to pay an invoice if one arises.

Paulette Laubsch (NJ) was a Delegate last year and approved the 10% and noted the By-Laws have not been updated. At this time, the Board is bound to stay within the budget. The September 2007 budget was in good shape, but now appears to be \$16,000 over. She asked, "How much of the money was expended between the conference in 2007 and December 2007?" Gordon explained that the Board Travel for the 2007 Conference and the Conference Costs were not in the 2007 report handed out at the HOD in 2007. The combination of these two items drove up the expenses.

The HOD packets from each year are posted on the website if anyone would like to look back.

Robinil Jameson (KY) would like to make a correction on the Finance Committee Report on page two of the report. Please correct the spelling of Carmen's name and her email address. Mastro will correct.

Doris Anderson (AR) asked if anyone has looked at a loss prevention policy. Buchholz responded that our current hotel contracts for upcoming Conferences all contain "Act of God" provisions. This provision has been in the Conference Hotel contracts for the last three years. Anderson explained that she is talking about loss insurance policies that are not very costly. She recommended that we should look into these policies. Hyland stated he understood the "Acts of God," but asked, "What about when a State freezes travel?" Anderson replied that would not be covered. Hyland asked for Anderson to send him some information and he will share with the appropriate Board Member.

Shirley Hollis (KS) said it appears we have been drawing from reserves to balance the budget. Teleconference meetings have been very well accomplished. She asked if it is possible to curtail the mid-year Board Meeting and continue with the teleconference calls.

She also asked if the newsletter could contain high-level details of where our money is being spent. This would let our members know where and how the money is being spent

through the year. While it was noted that financial reports have been included in the 2008 Newsletters, Hyland agreed to the financial information being shared in future newsletters as well. As of January 1, 2009, this task will fall to Barbara Pepper and Reva Tisdale.

Mastro would like to table the first discussion on the Mid-Year Board Meeting until the 2009 budget is discussed.

Mark Evans (WI) asked for clarification on the Treasurer's Report, specifically, the budget overruns, for the unbudgeted one year Public Manager Magazine, grippers and board travel. Hyland explained that the Board approves the expenditures. The Board has been hearing for years that members want more for their membership dues. Items, such as the luggage grippers, were an inexpensive way to give something back to our members and get our name out in the public. Hyland asked for the question on Board Travel to be tabled for a moment until the 2009 Budget is discussed.

Michael Shoemaker (UT) requested information related to conference planning and the budget. He stated that reading through the academy board minutes and reserving room nights for this conference, decisions were made to cut room nights. What is the financial liability to the future years' conferences?

Hyland stated we had anticipated many people coming from Ohio, but the Governor froze the travel budget for state employees, including in-state travel. The funds were available for training, but not for travel. We're working on a history for hotel room usage. Ron Buchholz and Bill Herman have put together a spreadsheet of Conference-related information, including financial information, room use, etc. The information covers Conferences from 2000 to the present and, hopefully, will be kept current as future Conferences are held. This information should be of great assistance for future conference planners. For this conference, the room numbers were reduced very quickly and Conference Chair Gina Mee has been working with the Hotel Management. We needed to make 80% of our room block, and as of last night we were at 67% of our room block. Due to the hurricane, Mee is working with the hotel to receive an additional reduction, if possible.

Shawn Bradley (OH) also shared that other people are staying at other Hyatt Hotels, so we will receive credit for those nights to our conference.

Jeff Kramer (AZ) would like to encourage members to stay at the host hotel as this does play a part in the conference making money or losing money. It is very important that our members stay at the conference hotel.

Paulette Laubsch (NJ) stated it is important for the host committees to come up with a good rate. During a high season, the cost may be prohibitive for people paying their own way. The items on the budget must be clearly marked; reports for HOD printing is \$600.00. What does this entail? How did we arrive at this cost? People need clearer

explanations for these items. Hyland explained that we will put the information on the website for the members.

Motion to close this discussion was made by Doris Anderson (AR) and seconded by Eileen Grimmer (NH). The motion carried.

Motion to accept the Finance Committee Report was made by Jeff Kramer (AZ) and seconded by Barbara Taft (OK). The motion carried.

Pat Writt (KS) commented that the Finance Report states that we're approving the 2009 budget on page two. Mastro will modify his report. Kramer modified his motion to exclude the 2009 Budget. Taft seconded the removal of the 2009 budget. The motion carried.

MEMBERSHIP

A motion was made by Jeff Kramer (AZ) and seconded by Kay Eldridge (AZ) to accept the following reports in one block vote. The motion passed.

Henning Committee:

The Committee Report States:

The Committee conducted the award process according to the By-Laws and SOP 11.40. Eight (8) nominations were received by the required deadline from the following Societies: Florida, Kansas, Kentucky, Louisiana, New Jersey, Oklahoma, Washington State and Wisconsin.

Narratives were screened for overt identifiers, assigned a blind ID letter, copied, and mailed to the Committee members, along with a scoring sheet and copies of relevant correspondence. Committee members were assigned a blind ID number.

Scoring was done on a weighted average basis, ranking all nominees in each of the six specific evaluation categories. Scoring sheets were submitted to the Chair who tallied the scoring on a master sheet.

Management Practices:

The Committee Report States:

The Management Practices Committee is a joint committee, representing both the Academy and the Consortium, to function as a conduit for the nomination and recognition of exceptional CPM projects that utilize management practices that exemplify the philosophy of the AACPM through the presentation of the Askew Award.

Wilkinson Committee:

The Committee Report States:

The committee completed its work in 2007 resulting in two scholarships being awarded at the September meeting in Wisconsin. Committee memberships were expanded from three to five members in 2007. The number of applications received for scholarships increased in 2007. The committee implemented the marketing strategies discussed and currently awaiting for applications to review for 2008.

MEMBER SERVICES

Archivists Committee:

The Committee Report States:

The Board of Directors during the fall 2006 time frame discussed the need for a both a central/physical repository storage area and an electronic image copy of all currently stored board actions and Academy documents. Several options were discussed and weighted on items like cost, location, timeliness, safety of the records and accountability. The resolve was AACPM member and Past-President Debbie Smith volunteered to store the records in plastic – waterproof hanging file containers in a place in her personal residence not prone to flooding or fire. She also agreed to image the records and make available copies of the imaged files to members of the board and to provide updated copies of the imaged files on an annual basis to the members of the board until such time the organization decides a more permanent method of long term storage for the imaged or paper documents. She cannot guarantee the paper records from fire, but she can do everything possible to create an environment that is as safe as it possibly can be and yet keep all of the records together. She also agreed that if she found that she could no longer act as custodian of the organizations records, she would immediately contact the current President and make arrangements to ship the paper documents to an address designated by the President.

Conference Committee:

The Committee Report States:

Conference bids have been received and accepted through 2013. Conference committee members created a historical summary of AACPM conferences containing valuable information to current and future planning committees. This document and the ending reports from the most recent three conferences should be posted on the Academy Web Site as reference materials to currently active conference planning teams. A discussion of the purpose, value and content of the speaker database was explored and the conclusion was, though desirable, such a database cannot be maintained easily and is of limited value to future conferences. Information was provided to future planning committees in Florida, Oklahoma, Utah and Idaho from members who were past

conference planners. With AACPM conference attendance from non-host state members being reduced by increased travel costs and state government budget tightening, there is concern regarding the number of room nights the Academy can commit to in future conference hotel contracts. The committee discussed the schedule of conference fees and the registration refund issues and have a recommendation on each to update SOP 11.70.

Member Services 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. The online membership directory is now posted on the webpage.

Leadership Institute Committee:

The Committee Report States:

In 2007 the committee re-established the Mission/Vision/Objectives and initial Leadership Institute (LI) topic list for discussion. The immediate goal for 2008 was to reintroduce Leadership Institute identified sessions at the 2008 annual educational conference. The LI committee worked with the Ohio Speaker committee to identify speaker proposals that addressed topics from the list.

The Committee discussed and determined that the initial delivery method for CPM continuing education meeting LI standards would continue to be through the Academy Annual Educational Conference. The details of setting requirements to attain milestones for which attendees would submit portfolios for verification of meeting program requirements are still under development. We see a future where various LI tracks are defined with competencies and topics identified that CPM's meet to attain LI designations of completion. This future would include the possibility of society conferences or sponsored training could qualify as meeting LI standards.

Orientation Committee:

The Committee Report States:

The First Time Participants Orientation Committee has not yet met, but is corresponding via email to finalize the First Time Participants Orientation Agenda. The committee chairperson has developed an orientation program for first-time attendees for review by the committee. This presentation will take place on Sunday, September 7th. For the most part, the program outline will be very similar to last year's program (see outline attached). We are seeking to obtain a list of all first-time attendees in order to send have a welcome letter and invitation sent out at least two weeks prior to the start of the

conference this year. We anticipate that this welcome letter will come from the Society President on behalf of the Orientation Committee.

METRICS

AACPM Annual Report Update & Society Annual Report Updates

The reports as presented in the HOD packets, had no questions or comments.

NEW BUSINESS

Florida 2009 Conference

Jerry McCarthy provided an update on the 2009 Florida Conference. The Florida Society invites everyone to the 2009 Professional Development Conference in Orlando Florida in September 2009. Joanne Robertson gave a great presentation on Tuesday at the end of the conference. The room block for the hotel has been reduced to be on the conservative side due to state freezes on travel and economy concerns. However, we can add rooms, if needed, so start your plans now to attend the conference in 2009.

Proposed 2009 Annual Operating Budgeting

Paulette Laubsch (NJ) informed the HOD and Board Members that the 2008 report has not been presented. The report discusses the 2009 budget, but there is no information presented on 2008 to date.

In the agenda under Governance, Steve Mastro explained the three sub-categories and one of these sub-categories is the 2008 to date report that was approved in the Finance Committee Report. Laubsch explained that there is no information and no time to have asked questions. Mastro went on to explain the proposed 2009 Annual Operating Budget.

Mastro will discuss the 2009 Proposed budget to assist the HOD in answering questions. This is a new format and comes out of Mastro's other life as a budget manager. He looks at this information by showing what was actually spent this year to compare to next year's proposed budget and recommendations. In the first column of the report are the 2007 actual amounts. The \$34,277 at the bottom of the report is the approved HOD budget. However, the real number approved by the HOD is \$34,719.

The next section discusses the current year, which started this past January. The first column is the 2008 approved HOD budget of \$32,575.00. The second column indicates the budget as revised by the Board in the constraints by the HOD reflects \$34,311.00 with the changes noted in the footnotes. The third column is the information by our Treasurer, which are actual as of July 15th and by line items - the total of revenues and expenditures.

The 2009 proposed budget is the next section displayed in two columns. The upper section is the revenue and the bottom section is the proposed expenditures. We have included the 2007 HOD approved dues increase of \$5.00 per member. The proposed revenue increase is \$7,750.00, and you can see how it is allocated in the lower half. This is an attempt to go down line item by line item to help indicate where the money is being spent.

Pat Writt (KS) asked where the \$200.00 from the annual reports has been spent? Steve Mastro explained that some copies of the annual report have been printed; approximately 20 copies have been printed for some members who do not have email. Appreciation was expressed to the HOD members who did print out their own copies from the electronic version they received. We also must have a professional proofread and format the annual report, which also is part of this \$200.00 cost.

Jerry McCarthy (FL) would like to discuss the Mid Year Board of Directors meeting and possibly have a videoconference? This would save money to be used on different line items.

Doris Anderson (AR) would like to amend and have the Academy use technology that is available to the Academy. She previously posed a question to Becky Bryant regarding the Academy website, specifically, who owns the site and what is the total dollars spent on the site?

Steve Mastro responded that the web address is owned by the Academy. For continuity, the URL is on a server and hosted by a paid vendor. The cost is due to the amount of space and information that we post on the site. Our costs are starting to increase. We do have the talent of individuals in the Academy who can post and host websites. However, it is continuity and control of the number of people who can make changes that we have chosen to host through a contractor.

Greg Hyland explained that in the beginning there was the original website. We had a volunteer who also had another life. The determination was to go with a vendor as we can pay someone who could post the information quicker and faster to meet the Academy's member needs.

The Academy owns the domain and the proposed amount for 2009 is \$1,800.00 for web services. This will also include the expansion of the site for information. The Society Presidents have asked for meeting minutes and HOD minutes to be posted to the site.

Steve Mastro would like to address Jerry McCarthy's question regarding the Mid Year Board Meeting. The SOP indicates that the Board has a group meeting by selecting a conference location or the need and desire to meet with the Consortium for a joint meeting between the two organizations. The partnership with the Consortium is an important partnership and one to maintain. He continued by reading the SOP and the By-Laws article 6 and article 6.2 regarding special meetings and conference call meetings when appropriate.

Robinil Jameson (KY) said there are certain activities that need to be discussed in a sit down meeting for review with the Board. The Board looks at cost effectiveness on where to meet. There are certain things that cannot be done unless you have a face-to-face meeting to review flow charts and other information.

Greg Hyland shared with Joyce and Reva a quick comment. Today will be your first meeting, a short one. If you do not meet again, your first Board Meeting will be year from now in 2009. The meetings are also part of relationship building.

Michael Shoemaker (UT) sees concerns as we look at the budget in relationship to Board Travel. The amount will be \$12,000 and additional \$1,825 from new dues. With that amount, we exceeded the budget this year. We will exceed this budget by \$6,500. We as a State Society are committed to balancing a budget. Shoemaker went on to say, "What I would propose is that we not create a pattern of a budget that we cannot meet."

Greg Hyland indicated that he gave the Finance Chair a directive not to under report and under budget the actual Board Travel costs. It is a lot of money. In the past, we have had employers who supported Board Members for travel. That has changed significantly over the years and with the times. My concept with a budget is overall budget, bottom line. If we exceed Board Travel, then I as President need to decide what we are not going to do. We did make some drastic cuts this year. Unless I hear different from the HOD, the budget is a bottom line.

Michael Shoemaker (UT) said it still does not seem, as a line item, a realistic amount. As expenses increase, we're expecting that to be considered.

Mark Evans (WI) indicated that the Society's budgets are planned as projections on Society Memberships of the coming year. It has been a challenge for us in our Society. A strategy might be that budgets for the following year are based on membership of the current year. That might provide a budget that will be less likely to be based on dues projections from new inactive members."

Greg Hyland noted that sixty members needed to be removed this year for non-payment of dues.

Steve Mastro indicated in summary that the budget for next year is based on 19 active societies and 1,550 paid members; that constitutes the majority of our revenue. As for the expenses, most are based on covering existing expenses or planned membership services, such as the website.

A budget line item for Grants to local societies is included in this budget. Mastro stated, "It is my hope that as we work with the new societies through mentoring, they will grow strong and their membership will help to support the Academy through their membership." At times, Board Members are requested to attend society events and graduations. To separate that type of travel from Board travel associated with attending

the Board of Directors Meeting and the Annual Conference, a separate line item has been added to address this type of travel.

Pat Writt (KS) noted this year we did not have our traditional President's lunch. We did have a great meeting and that was fine. Where did the money get allocated? Steve Mastro explained it was reallocated into the membership benefit line.

Greg Hyland addressed one item not directly mentioned in the HOD packet. The Academy had negotiated an agreement with the Publisher of *The Public Manager* Magazine to continue posting electronic copies of the Magazine for Academy Members on the Academy's Web Site. We did not get charged for the on line subscription of *The Public Manager* Magazine this year. In the proposed budget, there is no line item for this. If you feel that this is a strong membership benefit, then we need to know where to allocate the cost of \$4,500.

Mark Evans (WI) personally subscribes to *The Public Manager*. He made a motion that we will not spend money on this line item. Pat Writt (KS) seconded the motion. Happi Hansen (UT) asked what the \$4,500 was for. Greg Hyland explained it paid for one printed copy per Society and an online version of the magazine. Is it possible for each Society to speak with the Publisher? Ron Buchholz stated the opportunity is there and you can contact the Publisher if your Society is interested subscribing. The motion carried.

Steve Mastro asked for additional questions. Anita McNeil (NC) made the motion to accept the 2009 Proposed Budget. Seconded by Beverly Hall (NC). The motion carried.

Lawsuit:

Greg Hyland, upon advice from counsel is unable to provide an update or comments regarding the lawsuit we were threatened with a year ago regarding copyright infringement. If you have questions, please see Greg for further information. A law firm has been obtained. We do not feel that there has been any additional action. The action was innocent and obtained from a religious source. We believe the issue has gone away.

2007 Ballots:

Robinil Jameson (KY) stated, "Per SOP 11.10, we will be destroying all ballots from the 2007 election and the special election; all ballots will be destroyed."

Ron Buchholz will hold the ballots from the 2008 election for one year and at the conclusion of the 2009 election will destroy the 2008 ballots.

Mark Evans (WI) inquired about the information on the elections with respect to the summary descriptions for the Past President, President and President-Elect. The Past President manages the elections and the President-Elect manages conference planning.

His perception, due to knowledge base, is that it might be valuable to have the person who has been President facilitate the conferences instead of the election process.

Larry Totten (KY) said about five years ago those duties were very explicitly written. They have worked since then. A proposal to change the duties as suggested was made to the By-Laws Committee and was rejected this year. The idea behind the President-Elect chairing the Conference Committee is to provide a learning experience for a President-Elect who may have no board or conference experience. It also provides an opportunity for the President-Elect to oversee the planning of the Conference for the year they will serve as President and preside over the Conference.

Jeff Kramer (AZ) indicated that he understood that the By-Laws Committee chose not to bring the proposal to the HOD for consideration. He requested that the issue be reconsidered due to the financial implications of the Conference Committee being chaired by a Board Member with no experience versus a Board Member with experience may not make the most sense. Given last year's election process, having the Board Member with no conflict, as they are committed for three years (President-Elect) serve as the Board of Elections Committee Chair may make the most sense. Perhaps additional discussion with a larger group might be worthwhile.

Paulette Laubsch (NJ) indicated that a number of issues in the By-laws need to be reviewed. We have been patching the By-Laws and they are not flowing very smoothly. Paulette would like to ask Past Presidents to review the By-Laws and recommend where items are not going smoothly. All of these issues should be brought up and the by-laws and SOPs should reflect what needs to be done. The Past Presidents have many years of experience. In the past, we did have the President-Elect in charge of elections and conferences and that got to be overwhelming for that person. Greg Hyland would like to ask that we include an equal number of Society Presidents to Past Presidents on this committee, as they work with us as well.

Greg Hyland explained SOP Section 10.00 to the HOD Delegates. That section indicates that HOD Delegates serve from the HOD Meeting through the following year until the next HOD Meeting. Paulette Laubsch (NJ) informed the HOD that this provision was enacted when the Annual Conferences were held in the spring. Not all Societies were on a calendar year at that time creating a lot of issues between the By-Laws, the SOPS and the Societies.

Jeff Kramer (AZ) indicated that the Arizona Society determined who would be attending the upcoming Annual Conference/HOD Meeting and then selected their three Society Delegates from those attending. The goal was to ensure that there were people from the Society attending and participating during the HOD Meeting rather than having no Delegates in attendance and sending absentee ballots. The process also provided opportunities for more Society Members to learn about the Academy and its operations by serving as HOD Delegates. For Arizona, it doesn't matter when you hold the conference, our delegates are certified on who will attend the conference and represent us at the conference in a live discussion.

Other:

Dennis McGee (FL) indicated that he would like to make a few comments to the Board and primarily to President-Elect Steve Mastro. “I would like to plant a seed of thought to the Board and to the House of Delegates.

I think the organization started out as a child twenty years ago and we moved into adolescent years. But now, twenty years later we are ready for adulthood. We need to look at how we view ourselves. Presently, we view ourselves as a member of your Society. I think we are a national organization and we need to look at how we view ourselves professionally.

The day has now come that we now view ourselves as a member of AACPM. Primarily, that is how we should view ourselves, not as a member of your State Society, but as a member of the whole organization. It adds to the professionalism and how other people view it. It is a National Organization that we belong to. We need to think about our situation, and make a paradigm shift. Our membership card should say, American Academy of Certified Public Managers, with the name of your State Society or State Chapter underneath.

I want to pose this and I think we need to start thinking about this and how we view ourselves nationally; how we conduct our business nationally. We created a new national organization that ties us to an Educational Foundation that may bring us a large amount of funds to help add to the education aspect of the organization. I think it is time that we look at how we view ourselves. I ask Steve to take the lead on this and start the formation and discussion. It is not something that will happen overnight, but we should examine and review it and come to a new consensus of how we view ourselves.

Give it a chance, think about it and take it back to your members. In Florida, we have 300 plus members. When I say the American Academy, they do not know what it is. They know what the Florida Society is, but not the Academy. Somewhere we are missing the boat. We are a national organization, aren't we? Then why don't we capitalize on it? “Live the Dream.” Steve is the right man at the right time to accomplish this.” (Applause)

Steve Mastro thanked Dennis for his comments. “The more I thought about this, we do need to think about these comments and how we have grown and will continue to grow. What point are we as a national organization and no longer individuals? I would ask that all of us bring this back to our home societies and think about this. After the first of the year we will put together a group.”

Installation of New Officers

Greg Hyland installed the new officers for terms beginning January 1, 2009. Greg Hyland asked the officers to raise their right hands and repeat the oath of office after him.

“As newly elected members of the Board of Directors of the American Academy of Certified Public Managers[®], I agree to faithfully execute the duties of the office to which I am elected; abide by the provisions of the Academy’s Constitution and By-Laws; and uphold the professional principles of public managers as espoused in our organization’s Code of Ethics.” Hyland asked members of the HOD to join him in welcoming the new Board Members. Congratulations to President-Elect Joyce Doakes-Smith and Treasurer, Reva Tisdale. Absent was Barbara Pepper who will be sworn in at a future meeting as the At-Large Member for Conferences and Communications.

Good of the Order:

Ron Buchholz would like the record to show that a new record for the shortest HOD Meeting has been set. Greg Hyland acknowledged the HOD members who came prepared resulting in a very efficient meeting and setting the new record.

[Editorial Note: A search of the records after the 2008 HOD Meeting revealed that the previous statement regarding the meeting duration was in error. The September 13, 2006 HOD Meeting with Academy President Bill Herman presiding is the shortest HOD Meeting on record - 1 hour and 3 minutes; 9:16 A.M. - 10:19 A.M.]

Greg Hyland closed the meeting with the following remarks. “Ladies and Gentlemen, as I opened this conference, and I will continue to reiterate this, we’re family and one Academy. I have friends in every Society. I have very deep friendships. Thank you very much for coming. Julie Carvi, please share with the Ohio team how much we enjoyed the conference. Thank you, you made my year a memorable one!”

The meeting adjourned at 10:54 a.m.

For Distribution:

Original Signature on File

Respectfully submitted by:

Debra A. Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File

Respectfully submitted by:

Gregory D. Hyland, CPM, President, AACPM

