**American Academy of Certified Public Managers®**

**Board of Directors Teleconference Meeting**

**May 10, 2021**

**Board Members Present:** Jana Huffaker, Tracy Watterson, Dennis Martino, Debbie Smith, Becky Bryant

**Also Present:** Steve Mastro, CPMEF President

**Members Absent:** Greg Hyland, Amber Ortiz

**Meeting Called to Order:** The Vice-President confirmed a quorum was present and convened the meeting at 11:09 EDT

**Review of Past Meeting Minutes:**

Jana asked if everyone had reviewed the April 12, 2021, Monthly Board Minutes and or if anyone needed or suggested amendments to the minutes. No one indicated updates were required. Jana requested a motion to approve the minutes. **Becky made the motion to accept the minutes, Dennis seconded, and the motion carried. None opposed.**

**Treasurer’s Report:**

Debbie indicated the balance was the same as the previous month and the only transaction to note was the $432 paid to NCPMC for their annual support services to AACPM. Paperwork for updating the officer’s signatures on the account is ready to be sent to Jana and Greg and will get this out to them for their completion. Sent out an updated letterhead to the board officers for their use in communications. If any updates are needed, please advise and she will make the updates. Wilkinson scholarship will remain open thru May 15, for additional applicants. One has been received as of this date. Two others are considering application submission. Becky requested information regarding the expense to NCPMC and whether any of it goes to Patty with Red Shoe Solutions or if it all goes to NCPMC. It goes to NCPMC for our portion of the membership data base provided by Wild Apricot for organizational membership services. Officers Liability insurance did increase by $6 per month over the previous three-year policy. For the next three years, the annual policy cost will be $1044. **Becky moved the Treasurer’s report be filed for audit. Dennis seconded the motion and the motion carried. None opposed.**

**AACPM Membership Report:**

Jana requested the membership report be presented. Becky reported, as of today, there are 116 active members, with 15 additional past due members past due for up to 90 days. Need to reach out these folks. 8 are from the Nov. to Jan, time frame that will be coming off this current list. Patty will send out notices at preprogrammed intervals to the overdue list and request that board members who know any of these folks to help reach out to them.

**CPMEF Report:**

Jana allowed the agenda to be adjusted to allow Steve Mastro, President of CPMEF, to present information regarding CPMEF. Steve reported the CPMEF has been somewhat dormant while waiting for AACPM to reinvent itself and during the COVID Epidemic. CPMEFs goal is to support the ongoing education opportunities to CPMs and the programs delivering the education opportunities. The existing CPMEF funds have come from donations and a few of the CPM state societies that have discontinued operations, and which were directed by their bylaws to transfer any remaining operating funds to CPMEF. At this point, there is a sizable fund to support the Wilkerson Scholarship, the Phyllis Taylor Scholarship (a scholarship requested for continuation by the OK Society when it transferred it funds to CPMEF) and the Jack Lemon Scholarship (named for the former NCPMC administrator) (purpose of which was to help any student actively pursuing their CPM designation). Its main goal is to become more active and work with the associations in each of the active states to any organization that submits a request for a grant. Number 1. A lot of work remains to be done in getting the scholarships reactivated. Number 2. CPMEF is seeking a way to work with the NCPMC to find opportunities and ways to fund projects through annual conferences that can deliver continuing education to those seeking their CPM. It needs to reach out to the NCPMC and find ways to do this. Its web page is old, based in I-Page, needs to be updated. Old, old coding system. Need to change our hosting, this year Steve has maintained the URLs. Keeping the .org; but giving up several other extensions. Board members are ready to step up when CPMEF finds out what AACPM determines the best way for CPMEF to help is. Questions? How do folks apply for the Lemmon Scholarship? Seems like there are several states now where the students are having to pay a significant portion of their program cost. Jana requested information on the Taylor Scholarship. Steve replied this is Oklahoma version of the Wilkinson scholarship. Jana indicated a good first step would be to consider getting CPMEF into the fold with AACPM and NCPMC all together under one Website. The visibility would be greater. Steve is open to this consideration. Jana will contact Patty to get CPMEF in touch with Steve. Steve is willing to create content if CPMEF can get online website support. Everyone seems to be agreement at this point to start the research on this possibility. The board thanked Steve for attendance at the meeting and for sharing the current status of the CPMEF with them.

**Education Committee Report:**

Tracy shared the feedback from the April 28th Webinar, Managing Remote Workers. Dennis provided the information for and facilitated the session, 31 registered, 21 attended. Received feedback from 5. Feedback report was positive overall. One technical issue occurred and recording of the session was not successful for the entire session, the first 20 minutes was not captured. The recording issue will be corrected before next Webinar. Should we share the slide deck versus a partial recording? Would it be shared with all members, anyone who goes to the website, or just those who registered? Caution was provided to be sure that we do not post any materials which may be subject to copyright issues. Steve suggested using a marketing strategy to only use a small portion of the information (one slide and brief discussion of a lively discussion) to trigger greater membership interest in becoming member and if you attend these webinars a greater value in group discussions. Study the intricacies of how to offer yet limit access to the full webinars to our membership. Dennis suggested sending it to the 21 folks as a protected document and gave accolades to Tracy for her outstanding support in getting this webinar accomplished. Jana indicated she would support removing the video from the presentation before posting the webinar for the attendees. Information for accessing the video from a separate link may be considered as an option. Steve asked the question regarding if the attendees gave permission to allow themselves to be recorded or utilized as part of the webinar prior to any portion of it being posted for others to utilize. A lot of conferences state something to the effect of: you attendance at this event indicates you have giving permission to allow us to utilize your input …., etc. Tracy indicates the slides and a small teaser with Dennis asking powerful questions may be posted this time, but not the remainder of the recording and more work will be completed in this area before the next webinar. Ideas for May: Public Finance, video of City of Miramar, offered by ASPA MOU. This is an already recorded webinar. Suggest treating it as a flipped session, where attendees have already viewed the video and host a session discussing the webinar and discussing prebuilt questions. The board agreed the idea for a flipped session should be considered. Becky will review the questions with Tracy prior to their distribution.

**National Conference Report:**

Dennis shared the hotel has the capability to allow virtual sessions along with those in attendance. Since there is no longer a House of Delegates, it seems state/city where conference is held, provides the bulk of the physically present attendees. Patty made hotel arrangements with the sense that AACPM is on board and supports the conference with some financial responsibility. Ask Patty to send out reminders about the ASKEW Awards and get the programs interested in awarding them. Becky reminded the board that previous keynote speakers have utilized the CPMEF in donating some or all of their services/travel in lieu of a tax donation recognition. Jana wants strong discussion on this subject at our June meeting. Jana suggests allowing membership to attend some board meetings to learn the ropes regarding responsibilities of positions, so more interest in positions can occur. Dennis suggests a webinar on what the positions are, the time they take, and what the duties are.

**Old Business:**

**Election Report:**

Dennis reminded the board that Past President, President, and President-Elect are one-year terms. A President-Elect must be elected each year and the election process starts at least 45 days prior to the conference. Just noting these to-dos in plenty of time to get them accomplished before deadlines get here.

**Wilkinson Scholarship:**

Debbie reported the scholarship application process remains open through May 15, 2021. She has received one applications and questions from two other interested individuals.

**Henning Award:**

Debbie indicated she would contact Bill Herman, Chair for the 2020 Henning Award process and secure an update on the process.

**Askew Awards:**

Dennis requests that Patty send out a reminder to the programs regarding its availability and their actions to use it in their programs. Debbie reported that 5 medallions were sent to Vermont for recognition in a capstone project. They will be billed for 4 medallions.

**June Meeting Invitation:**

Becky will ask ASPA to attend the June meeting. Dennis indicated Karen Garrett of ASPA would like to AACPM to write articles for ASPA members so they can learn more about AACPM.

**SOP Work in Progress:**

Dennis reports there are documents in the SOPs that are historical and not operational but need to be archived and readily available when needed. He also suggests going section by section and doing smaller parts of it at a time. Jana suggests making this a smaller task and standing agenda item to get this done.

**Communication Chair Vacancy:** Dennis knows of an individual who may be interested, but also thinks we should put out a formal feeler regarding any interest from the membership before simply voting to assign the position to someone. The board agrees with this suggestion in order to remain transparent and allow active members the opportunity to serve.

**Meeting days and times discussion:** Next meeting, Monday June 14, Becky can do evening meetings as can Debbie. The board decided is to keep the June 14, meeting as is and entertain additional discussion on this subject at next meeting.

**New Business:**

**Group Membership:**

North Carolina seeks to become a group member of AACPM, suggests a flat fee plus $25 per member, suggest we try this out as a pilot. Questions the board has are: How does this affect our agreement with ASPA? Suggest putting something in writing and we study this together. Becky will work with Dennis on this.

**Adjournment:**

As there was much discussion and the meeting actually ran overtime and members had other business meetings to attend, the meeting was adjourned.

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