

**American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
February 14, 2018**

Board Members Present: Loretta Tillery, Chair; Becky Bryant, Past Chair; Dennis Martino, Chair-Elect; Bill Herman, Secretary; and Dan Matthys, Director of Education.

Board Members Absent: Debbie Smith, Treasurer and Rick Ward-Harder, Director of Communications

The Chair convened the meeting at 1:00 PM.

January 10, 2018 Meeting Minutes:

Board members expressed their appreciation for the quality of the meeting minutes.

Dennis Martino made a motion to accept the minutes of the January 10, 2018 teleconference meeting as printed. Second by Becky Bryant. A vote was taken, all were in favor, the motion passed unanimously.

Treasurer's Report:

Debbie Smith provided a written report in advance of the meeting reporting on the Academy's finances as of January 24, 2018.

Since the last Board Teleconference, the Treasurer submitted the NCPMC Annual Report on February 13th, the Annual Corporate Registration with the State of Georgia on January 24th and the IRS 990N Report by the end of January.

Bank Signatures – US Bank now requires the physical presence of individuals in a US Bank location before they will update signature cards. With no US Bank location in the Maryland or DC area for the Chair to visit, or in New Hampshire for the Chair-elect to visit, the signatories will remain as the Treasurer and Past Chair until such time as the Board makes a determination to move the Academy funds to a nationwide bank system like Bank of America or an online bank like ALLY.

Proposed 2018 Budget – Proposed budget input from current board members has not been received by the Treasurer and a proposed budget is not ready for submission due to a lack of input and medical leave by the Treasurer has not allowed time to create a proposal at this time.

The Treasurer requested budget input from Board members by February 21, 2018.

Chairperson's Report:

Loretta Tillery reported since the last meeting she has had conversations with Red Shoe Solutions to determine the insurance coverages mentioned in the proposed agreement with the NCPMC and the AACPM are commercial liability and errors & omissions coverage for Red Show Solutions that names the NCPMC as an additional insured party, which they will also do for the AACPM. The policies do not provide general coverage for the AACPM.

The Chair provided a current draft of the proposed agreement for the Provision of Membership Management and Other Services to the AACPM by the NCPMC. She indicated NCPMC Chair Cheryl Robertson and Immediate Past Chair Charles "Chip" Taylor expect the NCPMC will adopt the agreement on April 1st. She requested AACPM Board members review the document, but she felt they have addressed questions and concerns that had been previously raised including cash flow / billing, AACPM branding, and the overage of membership numbers to the extent the agreement will recognize the total amount of membership at the time of execution on April 1st.

The Chair reported Red Shoe Solutions will handle the conference registration for the AACPM. She had reached out to Rebecca Davio to discuss the proposal for conference coordination through the University of Texas, San Marcos. Rebecca felt if the funds were not available for this effort, they couldn't formally participate in the planning and coordinating of the conference. Dennis Martino noted most colleges and universities look at anything they are doing needs to be a revenue generating activity.

Report on the Membership:

Becky Bryant reported as of February 2nd, the Academy membership roster listed 139 members. Since then, the Academy has gained two additional members from Arkansas and four others for a total of 145 as of today. Several Board members felt this was a positive sign and an indication the AACPM has turned the corner.

Discussion ensued concerning the distribution of a welcoming letter to new members and a new membership certificate. Loretta Tillery had previously drafted and circulated copies of both documents. Dennis Martino suggested both could be forwarded to new members electronically as opposed to hard copies by mail to save time and money. It was suggested that could be part of Red Shoe Solutions support services.

Loretta Tillery will follow-up with Red Shoe Solutions on this process.

Becky Bryant noted the Academy also has about 100 membership pins they can provide to new members. A means of distribution would need to be established. Bill Herman suggested making the initial distribution in Atlanta to members who attend the AACPM Conference.

Becky Bryant recommended the AACPM dues amounts be included in the welcoming letter to set expectations moving forward. The annual dues are \$25 or \$50 depending on an individual's membership category.

Loretta Tillery would also like to forward a recruiting letter to the CPM Program Directors to be used as part of their programs and graduation process.

Loretta Tillery indicated she had reached out to several Academy members suggested for the Director of Membership position, but did not have success in recruiting a volunteer. Becky Bryant indicated she may have a potential individual from Arkansas, but she was concerned about geographically coverage with two Arkansas CPMs on the Academy Board already. The sense of the Board members was a willing and active volunteer is what is most desired, regardless of geographic base.

Becky Bryant will contact the individual(s) she had in mind, and report back to the Board Chair.

Partnership Agreement with NCPMC:

Loretta noted the Board already discussed the proposed agreement during the Chairperson's Report. She reports the NCPMC and Red Shoe Solutions are looking forward to working together with the Academy. The Chair is coordinating with Red Shoe Solutions so that all parties will hit the ground running on April 1st when the agreement is effective.

Loretta Tillery will continue to follow-up with Red Shoe Solutions to have as seamless a start-up as possible.

Annual Conference / Business Meeting:

Loretta Tillery reported without Rebecca Davio to assist with conference coordination, the work of organizing the conference will fall to the members of the Academy Board. She noted the dates are set as Wednesday October 24th through Friday October 26th in Atlanta, GA. In general terms, there will be joint NCPMC and AACPM functions including a welcoming reception on Wednesday evening, a joint luncheon on Thursday and a joint workshop with the NCPMC. The AACPM will need to plan conference workshops for Thursday morning, Thursday afternoon and Friday morning, in addition to scheduling an annual business meeting.

The Chair felt we should plan for 50 – 75 participants for the AACPM Conference, and any number higher than that would be a huge success.

The Chair asked Dan Matthys as Director of Education to take the lead in creating the conference educational track. She noted Marcy Porter and Walt McPride of the Georgia CPM Program have offered their assistance, and JJ Acker of the NCPMC would be a good resource as well. She also indicated she has had contact with officials in the City

of South Fulton, GA, which is a new city recently established in Georgia. She indicated they could offer a workshop discussing the challenges they faced in establishing and forming a brand new government structure and operation.

Dennis Martino expressed the desire to determine how best we can coordinate with the Consortium with the goal of trying to return to the connection and comradery that had previously existed between Academy and Consortium members. He was interested in recapturing the symbiotic relationship between the two entities they had previously enjoyed. Becky Bryant and Bill Herman both supported Dennis' sentiments and felt there had been great connection between the two in the past.

Loretta Tillery indicated Red Shoe Solutions will serve as a behind the scene conference administration function, and through Dan Matthys, we would develop the conference content. She indicated we basically had a three hour time block (9 AM to Noon) on Thursday morning, a three to three-and-a-half hour time block (1 PM to 4:30 PM) Thursday afternoon, and open time on Friday morning to use for workshop programs. She suggested there were approximately eight one-hour time slots that could be used for workshop programming, unless the Academy held multiple tracks during the same time slot and could offer more workshops. Bill Herman and Dennis Martino both cautioned on trying to plan too much or be too big. With a potential attendance of 50 – 75, it would be best to focus on one track of workshops and provide solid programming. Dennis felt funding is going to be a problem for some Academy members to attend.

Becky Bryant asked if there would be a theme to the conference the workshops could be built around. The Chair indicated Rebecca Davio had proposed a theme of "Innovation in Government", but nothing had been formally decided.

The Chair asked Board members to give thought to a possible theme for the conference and it would be discussed at the March teleconference.

AACPM Education and Training:

Dan Matthys reported he wants to get a handle on the ability of the Academy being able to use the ASPA webinar platform for some of the Academy activity, but had not had the chance to do that yet. It was suggested possibly one of the webinars could be devoted to previewing the annual conference and its programming once it was planned.

Dan had to attend a work meeting and left the teleconference at 1:50 PM.

Communications and Newsletters:

Rick Ward-Harder was not able to participate in today's teleconference and there is no update to report. Loretta Tillery indicated she would like to see the first Academy newsletter out to the membership by April 1st. The newsletter could include news of the signed agreement between the AACPM and the NCPMC; potential graduation dates for

all of the CPM Programs; a Chair's Message and a "Save the Date" teaser for the October AACPM Conference.

Following up on last month's meeting, Debbie Smith had reported the AACPM has paid for its 2018 subscription for Constant Contact. It can be canceled and the unused portion of the subscription costs recovered at the time of cancellation.

Debbie Smith will contact Constant Contact to see if the AACPM can pay for Constant Contact services on a monthly basis and report back to the Chair.

Report of the Consortium Liaison:

Becky Bryant reported the only activity at present is working with the Consortium on the development of program offerings at the October conference.

Unfinished Business:

Website: Loretta reiterated she is coordinating with Red Shoe Solutions to ensure a smooth launch of the AACPM Website on April 1st.

Proclamation Requests: There were no proclamation requests to report.

Awards/Recognition: Dennis Martino indicated he may have had the wrong impression, but when he was involved with the NH CPM Program, he had the impression the AACPM wanted the Consortium to take over the Askew Award program to recognize the outstanding CPM Projects and Project Teams. Becky Bryant indicated there was an issue or concern about the financial implications of providing more than one physical award per CPM Program, but she did not recall there being discussion about turning the whole award recognition to the NCPMC. The Board members concurred this was an important function that should remain with the Academy.

Loretta Tillery wants to make an effort to re-introduce the Askew Award by sending out notices now to the CPM Program Directors about the need for nominations. With program graduations often held in May and June, the timing is now to seek nominations. She felt it would be good public relations for the Academy and we shouldn't be silent about it. We need to promote it.

Dennis Martino suggested we may want to look at transforming the Askew Award into something other than the heavy medallion it is today in order to be cost conscience and possibly also to be able to handle multiple recipients per jurisdiction.

Dennis Martino will investigate potential alternative items for Askew Award presentations and will report back to the Board at its next meeting.

Debbie Smith had not yet been able to contact Joyce Smith of Oklahoma concerning the re-writing the SOP for the Henning Award. Dennis Martino would like to see the

Academy resume the presentation of the Henning Award. It was noted the last recipient was Linda Jefferson of North Carolina a couple of years ago.

Loretta Tillery will work with Becky Bryant and Debbie Smith on the past practice and letters of communications for the award and will report back by April 1st.

Director of Membership Vacancy: Becky Bryant will be following up with a potential candidate and report back to the Board Chair.

New Business:

Possible AACPM Chapter Chartering by Georgia CPM Graduates: Loretta Tillery has indicated recent graduates of the Georgia CPM Program are interested in potentially chartering a new Georgia CPM Society. She felt the Board needs to look at what guidance we can give to these individuals, and others in the future. Bill Herman noted the AACPM SOPs had contained several pages of information and a checklist of what was required by the AACPM to form a chartered society. He thought he may still have those, and would share with the Board. Becky Bryant also thought Debbie Smith would have the information in the AACPM Archives. Bill Herman also thought the Academy was holding the original Georgia CPM Society charter and that if a new society was formed, perhaps it could be re-chartered with the original society charter.

Bill Herman will circulate the former SOP information on Chartering a CPM Society, while Becky Bryant will follow through with Debbie Smith about the original Georgia Society records and whether the Academy is holding them.

In-Person Meeting: Becky Bryant and Dennis Martino reported they have worked to establish a face-to-face meeting of the AACPM Board on the weekend of May 19th in Little Rock, Arkansas. Becky indicated the Holiday Inn would provide rooms at \$89 plus tax per night, and a small board room for \$150 a day. The Board members in the teleconference indicated it appeared to be a clear weekend on their schedules.

Dennis Martino will send out an e-mail notice to all Board members to determine the ability to attend on this weekend.

The Chair and Chair-elect both indicated they felt a lot of progress is being made for the Academy, but there is a steep climb ahead. But they had positive feelings about the efforts that are currently underway.

Adjournment:

There being no further business, the Chair adjourned the meeting at 2:20 PM.

Respectfully submitted:
William G. Herman, CPM
Secretary