

**American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
May 8, 2019**

Board Members Present: Dennis Martino, President; Jeffrey Dinkins, President-elect; Bill Herman, Secretary; Debbie Smith, Treasurer; Becky Bryant, Director of Membership; Greg Hyland, Director of Communications; and Loretta Tillery, Immediate Past President

Board Members Absent: Director of Education, Vacant Position

Also Present: Patty Morgan, Red Shoe Solutions

The President convened the meeting at 1:03 PM (EST).

April 10, 2019 Meeting Minutes:

Greg Hyland moved to approve the April 10, 2019 meeting minutes as presented. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried.

Treasurer's Report:

The Treasurer provided a written report and reviewed the expenditures and revenues with the Board through May 8th. She reported she has opened a new AACPM account at Bank of America and was forwarding appropriate documents to the President for his signature. The Board reinforced its decision at its April meeting that AACPM checks moving forward would only require the Treasurer's signature. However, it was generally felt there should be three authorized signatories to the account to ensure the ability to transact business under any circumstance.

Bill Herman moved the AACPM establish as policy the position of AACPM President, President-elect and Treasurer all be signatories on the AACPM bank account(s) moving forward. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried unanimously.

Debbie Smith and Patty Morgan reported they had been able to work through the outstanding issues concerning the closeout of the October 2018 AACPM Conference expenses. Funds would be transferred between the parties and the Treasurer will provide a final closeout report at the Board's June meeting.

The Treasurer reported contract fees for the American Society of Public Administration (ASAPA) and the National Certified Public Managers© Consortium (NCPMC) would be coming due in July and she wanted to initiate discussion for agreement on the fees. She indicated it was \$2,500 per entity.

Becky Bryant indicated it was her understanding the initial \$2,500 for the NCPMC was specifically for website system design, and that moving forward 40% for the dues collected

would stay with Red Shoe Solutions and 10% would go to the MCPMC. Patty Morgan confirmed that was what the contract indicated. No further action was needed on that item.

With respect to ASPA, Becky Bryant suggested the AACPM take a hard look at the current contract and possibly renegotiate this with Bill Shields to be more financially viable to the AACPM. Debbie Smith noted the current \$2,500 annual cost for 100 AACPM members means that half of the AACPM dues collected goes to ASPA. The consensus of the Board was to look at re-negotiating this item with Bill Shields.

Greg Hyland moved to place the Treasurer's Report on file for audit. Seconded by Jeffrey Dinkins. A vote was taken, all were in favor, the motion carried.

Dennis Martino agreed to contact Bill Shields to discuss the ASPA contract and will report back to the AACPM Board for the June meeting.

Membership Update:

Patty Morgan reported the Academy had 114 paid members as of May 8th with the Academy gaining 10 new members in April. Becky Bryant suggested the membership efforts showed the AACPM was maintaining membership and not falling backwards.

Dennis Martino also recognized the effort Jeffery Dinkins has made to secure a significant number of new members from Fulton County, GA. He also indicated Chip Taylor, the Indiana CPM Program Director is actively encouraging students there to join the AACPM. He felt the AACPM was getting good recognition from many CPM Program Directors.

Selection of Director of Education:

Dennis Martino reported the Board has received submissions from four individuals expressing their interest in being appointed to fill the vacant Director of Education position on the AACPM Board. The individuals included Duane Allen, a firefighter from South Carolina; Dr. Hope Obika Waobikeze, Chief Financial Officer/Assistant Director of Houston, TX Public Library Systems; Sharon Acker of the Arkansas Banking Department, and Captain Mark Bodanza of the Hanover, NH Police Department and 2018 Wilkinson Scholarship recipient. Board members recognized the various backgrounds, talents and skills all of the individuals would bring to the AACPM. The Board reached a consensus Dr. Waobikeze most directly fit the needs for the open position, but that the talents of the other individuals should be tapped for AACPM projects or committees moving forward.

Greg Hyland moved the AACPM Board appoint Dr. Hope Obika Waobikeze, CPM of Texas to fill the remainder of the current term of Director of Education. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried unanimously.

Loretta Tillery inquired as to how logistics of the annual conference in Omaha would be developed. Dennis Martino indicated that as President, he would be taking responsibility of

the logistics in concert with Patty Morgan and the NCPMC, while the conference program would be developed by a committee to be led by President-elect Jeffrey Dinkins.

Dennis Martino reported he would advise Dr. Waobikeze of her appointment, in addition to reaching out to the three other individuals and solicit their involvement with the AACPM through Annual Conference Planning, Awards and Recognition Committee or another efforts that might be of interest to them.

Communications:

Dennis Martino noted he has been in contact with Indiana CPM Program Director Chip Taylor about a recent graduation program held there and his encouragement of students joining the AACPM. He also noted the NH Association of Certified Public Managers® had recently held a successful annual professional development program. He has asked both to send a write-up and a photo or two from their events that Greg could use to post news on the AACPM web site.

Ongoing and Unfinished Business:

Update on SOP Review: Bill Herman noted he had previously forwarded to the Board members a flow chart that compared the AACPM by-laws and SOPs, and the specific responsibilities that fall to each member of the AACPM Board. He noted if each Board member took ownership of the SOPs that directly impact their position, we could accomplish 80 – 85% of the needed SOP review and update in fairly short order. He indicated he had done those that concerned the Secretary's position and had also circulated that material to the Board members. He also indicated the Treasurer submitted her review of the Treasurer's SOP with her report for today's meeting. He indicated the goal is to try and have as much material completed in time for the June Strategic Planning meeting, and ultimately a revised document by the October annual meeting.

President's Report:

Proclamation Requests: The President indicated he has provided proclamations to all CPM Programs that have made requests to date.

Awards and Recognitions: The President felt the Board should establish deadlines for the submission of applications for the Henning Award and the Wilkinson Scholarship so they can be presented during the October Professional Development Conference in Omaha. In general, he suggested an August time frame for application deadlines. Bill Herman noted the Awards and Recognition SOP the Board adopted at its March meeting had a very specific timetable for the Henning Award. He indicated we were already behind schedule in notifying the AACPM membership that applications were being sought. He did not know if there was a similar schedule listed for the Wilkinson Scholarship or not.

Dennis Martino indicated he would check on the deadlines in the SOPs and get a message out to the AACPM membership on both the Henning Award and the Wilkinson Scholarship.

Conference Hotels for Nebraska: The President noted the NCPMC recently locked in two hotel properties on the grounds of the University of Nebraska for the October meetings and conference. Patty Morgan reported the hotels are the Residence Inn and the Marriott Courtyard Aksarben Village, which are within walking distance of the University of Nebraska facility the conference will be held. The room rate at the Residence Inn is \$115 per night, while the Courtyard is \$105 - \$110. The NCPMC has reserved a block of rooms for their members for Tuesday (20), Wednesday and Thursday (70) and Friday (10). She indicated the AACPM would need to also reserve a block of rooms for its conference attendees. The Board discussed the hotel room count used at the 2018 experience in Georgia and also the travel availability to Omaha. The consensus of the Board was to reserve 10 rooms on Tuesday, 20 for both Wednesday & Thursday, and 15 for Friday.

Patty Morgan will work the details of the hotel room block with the hotel and send the contract to the President and Treasurer for review, and for the President's signature.

New Business:

AACPM Committee Listing on Website: Dennis Martino noted he had been reviewing the AACPM website and felt there was some updating that should take place, particularly noting several committees listed that he felt were no longer appropriate. The Board members agreed to review the web site.

Communications Strategies: Greg Hyland indicated he would be sending an e-mail to the Board members outlining his proposal for ongoing communication strategies with the AACPM membership. He noted the Academy used to publish a quarterly newsletter, but likely will now rely on electronic communications. His strategies will address schedule and content of messages, with a concern of not wanting to overburden members with messages.

Meeting Frequency: Dennis Martino raised the topic of meeting frequency, noting the AACPM bylaws requires the Board to meet once a year. The Board currently has one face-to-face meeting a year, and a monthly teleconference. Several Board members noted that evolved from two face-to-face meetings per year previously which became a financial concern. The monthly Board teleconferences were instituted when Greg Hyland was AACPM President on 2008 as a means to keep the Board focused and in contact, while reducing the expense to the AACPM. It was agreed to maintain a monthly schedule, but possibly recognize summer schedules and vacations and skip a July or August meeting.

Adjournment:

Becky Bryant moved to adjourn the meeting at 2:11 PM (EST). Seconded by Greg Hyland. A vote was taken, all were in favor, the motion passed unanimously.

The President thanked the participants and adjourned the meeting at 2:11 PM (EST).

Respectfully submitted:
William G. Herman, CPM
Secretary