

**American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
May 17, 2018**

Board Members Present: Loretta Tillery, Chair; Becky Bryant, Past Chair; Dennis Martino, Chair-Elect; Bill Herman, Secretary; Debbie Smith, Treasurer; Dan Matthys, Director of Education; and Patty Morgan, NCPMC Administrator .

Board Members Absent: Rick Ward-Harder, Director of Communications

The Chair-elect convened the meeting at 1:00 PM (EST) indicating the Chair was in another meeting and would join us in progress.

The Chair-elect requested the Board move the discussion of Annual Conference / Business Meeting up to the first item of business while Patty Morgan was with us and so she wouldn't have to wait through other AACPM business. There was unanimous consent.

Annual Conference / Business Meeting:

Patty Morgan noted the NCPMC signed a contract with Spring Hill Suites in Atlanta more than a year ago to hold the NCPMC meetings in Atlanta long before there was an indication the NCPMC and AACPM would be working together. She was confident the hotel had enough space to accommodate both groups as we are now planning. She indicated the NCPMC will hold most of its business meetings on Wednesday (October 24th) beginning at 11 AM at the hotel. She noted the only AACPM function that day was a New Member Reception at 4 PM, and she would locate the space to accommodate that meeting. She indicated the NCPMC contract has filled the hotel with 78 room nights on October 24 – 26, and if there was any overflow there were two hotels within walking distance of Spring Hill Suites we can use if it became necessary.

On Thursday (October 25th), the NCPMC was holding all of its meetings and activities off-site from the hotel, so the meeting space at Spring Hill Suites is available for the AACPM conference and meetings. She indicated the space consists of one large meeting room that can be divided into two. Patty noted on Thursday evening there was a joint reception indicated, and they would need to determine the location for that event possibly off-site.

On Friday (October 26th) the plan was to use a space off-site that had separate meeting space for the NCPMC and the AACPM that would also accommodate a joint luncheon with awards presentation.

The Chair joined the meeting at 1:05 PM.

Becky Bryant asked if it were possible for the AACPM to potentially attend the Carter Center event with the NCPMC, hold an event of their own there or possibly have a Center representative present at the AACPM Conference on October 25th. Patty Morgan indicated they could make contacts to determine what might be possible.

Loretta Tillery suggested a separate offline teleconference be held with Walt McBride, Marci Campbell, JJ Acker, Patty Morgan and Loretta Tillery to work out some of these details.

Loretta Tillery expressed concerns for working out the costs of functions in order to develop a conference registration fee so the AACPM can begin to market the event for attendees. The cost of hotel rooms was raised and Patty Morgan reported it was \$159 per night plus taxes.

Patty Morgan indicated she understood the AACPM wanted to work its schedule to allow its attendees to travel home on Friday afternoon. She indicated most of the NCPMC will be staying over on Friday evening as travel out of the Atlanta Airport on Friday afternoon is problematic. But they would work the AACPM to meet its schedule desires.

It was agreed Patty Morgan would follow-up offline with the Chair on the schedule, meeting space and other items discussed.

Partnership Agreement with NCPMC:

Patty Morgan reported the NCPMC Board has unanimously voted in favor of the working agreement between the NCPMC and AACPM. NCPMC Board Chair Cheryl Robinson sent the working document last week to the NCPMC attorney for finalization. She did not expect any changes in intent or understanding, and anticipated receiving the final document back by next week.

With no further business to discuss, Patty Morgan left the meeting at 1:24 PM.

April 11, 2018 Meeting Minutes:

Dennis Martino made a motion to accept the minutes of the April 11, 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 finances as of May 15, 2018. The report also addressed past outstanding checks, proposed 2018 budget, Henning Award, Insurance for Directors and Officers Liability and potential other insurance coverages.

The Treasurer reported the Board would need to think about funding for the Wilkinson Scholarship in 2018 if it is to be offered. She indicated the scholarship has been in the amount of \$750. The Chair indicated she would place this on the agenda for the June Board Meeting.

The Treasurer also noted the proposal she had previously circulated concerning insurance coverage for crime, cyber risk liability and terrorism, in addition to potential conference insurance the AACPM has had in the past. The Chair indicated she would place this on the agenda for the June Board meeting.

Chairperson's Report:

Loretta Tillery reported she was extremely pleased with the unanimous vote by the NCPMC Board to approve the working agreement between the AACPM and NCPMC. Although it took a little longer than she anticipated, she felt it was a very positive sign for the AACPM. Her expectation is the final agreement may not be in place until mid-June, which doesn't give a lot of lead time before its July 1st commencement. But she felt the AACPM was in a very good working position with the NCPMC.

Dennis Martino offered there was true excitement on the part of the NCPMC concerning the partnership agreement. It is felt that these are two groups that are meant to be together and should move forward together.

Report on the Membership:

Becky Bryant reported as of today the AACPM membership stands at 155. She indicated the two most recent members were from Arkansas and Mississippi.

Becky also reported she has reached out to the Alabama CPM Program Director with information on the restructured AACPM, and he has agreed to circulate it to the members of the Alabama CPM Society. She noted the Alabama Society left the Academy due to the partnering with ASPA. She is optimistic the AACPM and the Alabama Society may be able to engage in a dialogue and potentially bring their members back to the AACPM.

Dennis Martino indicated he was going to reach out to the New Hampshire CPM Association to see if they would be able to fund the two New Hampshire Askew Award winners to attend the AACPM Conference in October. He thought this could also be the opening of a dialogue with the New Hampshire membership.

Loretta Tillery suggested a letter from the AACPM be sent to all CPM Program Directors announcing the NCPMC and AACPM agreement, outlining who the AACPM is and benefits offered as a good marketing tool to be shared with the new CPM program graduates in each jurisdiction.

Annual Conference / Business Meeting:

Loretta Tillery reported she had circulated a survey that morning to the Board members about four potential themes Trina Allen could use for her keynote presentation. She indicated three Board members had already responded, but she requested all Board members provide their input through the survey.

Loretta Tillery noted she had circulated a rough schedule for the AACPM Conference with proposed time blocks for various events and activities for the Board's consideration, and sought initial reactions and suggestions.

Becky Bryant suggested the New Member Reception be blocked out for a full hour from 4 – 5 PM, instead of the half-hour currently listed.

Dennis Martino indicated he felt the AACPM Business Meeting scheduled for Thursday should be held in a "Town Meeting"-style format to enable any attendee to participate and learn about the AACPM.

Bill Herman indicated he wasn't sure the Friday schedule matched up with what Patty Morgan had indicated earlier in the teleconference. He indicated it was his understanding the NCPMC requested Trina Allen's keynote presentation be scheduled on Friday so they would be able to attend. But Patty was talking about securing meeting space on Friday so the NCPMC and the AACPM could hold separate meetings. He felt that needed to be reconciled and may make securing space easier.

For potential workshop sessions, it was indicated the suggested topics / presenters would include:

- Trina Allan – Strategic Leadership
- Representatives from Hamilton, GA on how to establish a government
- Mary Hamilton of Nebraska – "Ask Me Why I Care" celebration of public service
- Rick M. Ward-Harder of Arkansas -- Diversity
- ASPA Executive Director Bill Shields

Loretta Tillery indicated there are tweaks to be made to this draft and contacts for the five potential workshop presenters. She was going to follow-up with Bill Shields in a conference call immediately following the AACPM meeting, and would discuss the rest with appropriate individuals offline to have a report by the June meeting.

AACPM Education and Training:

Dan Matthys reported he has reached out three times to folks for a webinar presentation with no success. He is hopeful of having a webinar program locked down by the Board's June meeting.

Communications and Newsletters:

Loretta Tillery reiterated her desire to get a newsletter out, hopefully two, before the conference. She felt there was enough news now with the NCPMC / AACPM Agreement; Conference planning; potential webinar to be scheduled; Chair's Message and the like for a newsletter to be produced soon. Board members agreed it should be electronic in nature and distributed by use of Constant Contact.

Loretta Tillery will follow-up on this offline with Director of Communications Rick Ward-Harder.

Report of the Consortium Liaison:

Becky Bryant indicated there was nothing new to report at this time, except for the Conference and working agreement items already discussed.

Becky did note the NCPMC held an online meeting on May 8th that she was not able to attend. Dennis Martino reported there had been a low attendance overall, largely because the bulk of the meeting was a webinar on strategic planning.

Unfinished Business:

Virtual Board Meeting: Dennis Martino indicated the Board could use the program "Zoom", which allows for up to 100 people participate in a meeting for up to 40 minutes for free. He indicated it was a fairly easy program to use, but the down side was the time limitation on the meeting. He also suggested if AACPM see if it could piggy-back onto a different system the NCPMC uses that was also easy to use, but did not limit the length of time for the meeting.

Loretta Tillery suggested it is likely this meeting might have to be held in the evening or on a weekend due to individuals work schedules and commitments. As a result, she felt it would be better to attempt this for a July meeting.

Dennis Martino was tasked with proposing several potential dates and times for a Virtual Board Meeting in July by way of a Doodle poll.

Proclamation Requests: Becky Bryant reported there were proclamation requests for Arkansas and Georgia. Dennis reported he re-worked a proclamation which will be used for the June 1st New Hampshire CPM graduation.

Loretta Tillery requested copies of the proclamations so they might be shared and also publicized in the AACPM Newsletter.

Awards / Recognition: Dennis Martino reported there is a two-person team from New Hampshire who has been selected for the Askew Award. It was suggested Patty Morgan should put word out to the CPM Program Directors about the Askew Awards as they select the recipients from their respective jurisdictions.

Loretta Tillery indicated Dennis Martino, Debbie Smith and Loretta Tillery will be serving as the AACPM Awards Committee.

Debbie Smith reported she would have the draft guidelines for the Henning Award process Joyce Smith had been working on circulated to the Board members prior to the June meeting so they may be discussed at that meeting.

Chapter Chartering: The Chair suggested in the interest of time, this topic could be carried forward to the Board's June meeting. Becky Bryant noted Bill Herman had previously circulated the AACPM SOP concerning the chartering of societies, and she felt that should be the basis of our discussions.

Adjournment:

There being no further business, the Chair adjourned the meeting at 2:10 PM (EST).

Respectfully submitted:
William G. Herman, CPM
Secretary