

**American Academy of Certified Public Managers®  
Board of Directors Teleconference Meeting  
July 10, 2019**

**Board Members Present:** Dennis Martino, President; Jeffrey Dinkins, President-elect; Bill Herman, Secretary; Becky Bryant, Director of Membership; Greg Hyland, Director of Communications; and Hope Obika Waobikeze, Director of Education

**Board Members Absent:** Debbie Smith, Treasurer and Loretta Tillery, Immediate Past President

The President convened the meeting at 1:10 PM (EST).

**June 19, 2019 Meeting Minutes:**

**Greg Hyland moved to approve the June 19, 2019 meeting minutes with the correction of a Scribner's error on Page 3. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried.**

**Treasurer's Report:**

The Treasurer provided a written report in advance which reviewed the expenditures and revenues with the Board through June 19th. She reported the AACPM is fully operating through its new bank account with Bank of America, and she has closed the US Bank account.

**Becky Bryant moved to place the Treasurer's Report on file for audit. Seconded by Greg Hyland. A vote was take, all were in favor, the motion carried.**

**Call for Nominations**

The President reported we are at the time for soliciting nominations for the 2019 election. He noted there are three positions up for election – President-elect (a complete three-year term including one-year as President-elect, one-year as President and one year as Past President); Secretary (two-year term) and Director of Education (two-year term). Dennis noted the Academy election in the past has been timed to the meeting of the House of Delegates, which is no longer in existence. There was consensus among the Board members the election should still be timed to coincide with the annual meeting of the AACPM to be held in October, but that the bulk of balloting could take place electronically prior to that date. Bill Herman noted we can follow the SOPs for the nominations and elections, as they establish time frames and deadlines that are timed for announcement of election winners at the annual meeting with time periods for announcing nominations, closing nominations, circulating ballots and closing the election balloting all indicated within the SOPs. He recommended the AACPM should be prepared to accept potential paper ballots the morning of the annual meeting as allowed by SOP should individuals be present at the meeting who

had not already voted electronically. The President-elect is responsible for conducting the nomination and election process, and Dennis recommended the President-elect work out the details for announcing the election process and balloting with Patty Morgan. It was noted an article announcing the solicitation of nominations with appropriate deadlines was included in the materials for the AACPM newsletter likely to go out the week of July 15<sup>th</sup>.

*Jeffrey Dinkins agreed to work with Patty Morgan on the mechanics of the nominations and elections.*

### **AACPM Membership Report:**

The President noted as of today, the AACPM membership stood at 127, an increase of three since June. Becky Bryant inquired what the process was for the renewal of membership, and the time frame individuals were on the membership list after renewal deadlines. Patty Morgan indicated the membership system in place will automatically generate membership renewal notices to the individuals about a month before the membership is due to expire. She will follow that electronic notice with a contact as well within that month. She indicated her understanding of the Academy's operating process is that the individual will be considered an active member for one month after renewal deadline, that the AACPM will keep them listed as active for one additional month after that before their membership is canceled and moved to the inactive side of the database. Becky Bryant confirmed that is her understanding as well as to process and time frames, noting the cancellation of memberships will need to be reflected in AACPM reports to ASPA for continued membership benefits received by the individual.

### **Communications Report:**

Greg Hyland noted he has nearly completed the first issue of the AACPM Newsletter with material that has been submitted. He indicated the message from the President-elect is the only article he was waiting on and Jeffrey Dinkins indicated he would supply one by July 11<sup>th</sup>. Greg indicated he was going to share the prepared copy with Becky Bryant and Bill Herman for proofreading, then he should be providing the material to Patty Morgan for formatting and distribution to the AACPM membership the week of July 15<sup>th</sup>.

*Jeffrey Dinkins to provide President-elect article for AACPM Newsletter to Greg Hyland by July 11<sup>th</sup>.*

The President noted the President-elect had suggested the AACPM look for someone in each state to serve as a point of contact for sharing information about CPM members, activities or events which could be provided to the Director of Communications for use in a newsletter or posting on the AACPM website. It was agreed this could be a means of attracting volunteers and expanding the CPM network.

The President also noted in contacting the Nebraska CPM Program Director for potential capstone project presentations at the Omaha Conference, it was the suggestion of Mary

Hamilton and Ellen Freeman to consider the potential of a panel of Nebraska CPM graduates who could talk about what the CPM credential has done for their careers. Bill Herman indicated he thought the panel was an excellent idea, but that we should also include several capstone presentations. We had three or four presented in Atlanta and in the survey taken of attendees there, the capstone presentations were among the most favored aspects of the conference.

Dennis Martino noted he has been considering interviewing a recent CPM graduate in New Hampshire and perhaps offering that profile as an article for a future AACPM newsletter. Board members felt that was a very positive idea.

### **Consideration of Revised Standing Operating Procedures:**

The Secretary noted over the past two months or so, he had circulated updated versions of 10 AACPM Standard Operating Procedures (SOPs) to the Board for consideration. Six of the SOPs focused on the Secretary's position and function; one focused on the duties of the Treasurer prepared by Debbie Smith; one would formally implement the one-signature check process the Board had adopted in May 2019, and one focused on establishing the Bryant Conference Scholarship Award. The submitted updates included:

- Introduction
- SOP 6.40 – Secretary
- SOP 5.00 – Constitution and Bylaws
- SOP 11.00 – Committees
- SOP 11.45 – Stationary
- SOP 11.71 – Academy Meetings
- SOP 11.72 – Annual Board Planning Meeting
- SOP 6.50 – Treasurer
- SOP 7.00 – Financial Policies and Procedures
- SOP 11.57 – Bryant Conference Scholarship

The Secretary indicated individually, they were all fairly simple and largely a means of housekeeping with the exception of the Bryant Conference Scholarship, which was a brand new proposal. For that, he indicated he modeled the material after the SOP for the Wilkinson Scholarship and tried to capture various discussions the Board has had concerning the vision for the Bryant Scholarship.

The President suggested there was a lot of material provided and suggested perhaps the Board review what had been distributed and an electronic vote be scheduled later in the month or be part of the August Board meeting. Bill Herman noted there was no deadline or timeframe needed to be met for these, but recommended the Board consider taking some sort of action on the Bryant Conference Scholarship before the Academy solicits nominations or applications for it. He felt the AACPM should have a formal, established criteria and basic program in place before offering the scholarship to 2019 Conference attendees. There was general consensus on that approach. In reviewing the draft, Becky Bryant noted it was indicating the draft SOP required a six month advance announcement for applications, and

that we were already beyond that for October 2019. Bill Herman indicated he believe that was the requirement of the Wilkinson Scholarship, and we could certainly have a shorter time frame for the Brant Scholarship. After discussion, there was sentiment to change the standard to a minimum of three months advance notice instead of six months.

**Becky Bryant moved to adopt the proposed SOP 11.57 – Bryant Conference Scholarship by changing the six month advance notice to three months. Seconded by Greg Hyland. A vote was taken, all were in favor, the motion passed unanimously.**

### **Annual Conference Update:**

Patty Morgan reported the conference registration system and the hotel registration system are both in place and operational, with Dennis Martino noting there were two conference attendees already registered. Patty encouraged the AACPM planners to at least develop a fuller timeline agenda for the conference that can be posted as many individuals who may attend need to submit an agenda to their employers as part of their submission for approval. She also indicated establishing a program timeline and outline would enable another announcement to go out to the membership and keep the conference in the forefront.

She noted the joint meals with the Consortium were all finalized, and that Ellen Freeman, Dennis Martino, Jeffrey Dinkins and herself would be on a planning conference call at the end of July to flush out ideas for a joint session or two as was held in Atlanta.

Patty noted there was an intra-campus shuttle available for use between the student center and hotel. And that all meeting space needed for the NCPMC and the AACPM at the student center has been confirmed, with a third space reserved for the joint meals.

*Dennis Martino suggested he would arrange a conference call for Jeffrey Dinkins, Hope Waobikeze and himself on Friday, July 12<sup>th</sup> to have the discussion on establishing the agenda for the conference educational programming.*

### **Ongoing and Unfinished Business:**

**Awards / Recognition:** The President indicated he had no report or additional information to offer, and would reach out to Loretta Tillery on this.

**Henning Award:** The President noted Debbie Smith as the Henning Committee Chair has submitted a written update to the Board, and said the first call for nominations was set out to the full membership last week. There is also an article concerning the call for nominations in the newsletter Greg Hyland is preparing.

Hope Obika Waobikeze joined the meeting at 2:00 PM.

### **August Board Meeting:**

Dennis Martino noted he had a scheduling conflict for the August 14<sup>th</sup> Board meeting. He will be teaching a class that day, and would have limited time to participate in the meeting. He may need to pass the gavel to the President-elect to chair this meeting.

### **Other Business:**

The President advised Hope he was looking to schedule a conference planning teleconference meeting on Friday, July 12<sup>th</sup> at 1 PM EST between Jeffrey Dinkins, Hope and himself to work out the conference educational programming and agenda. Hope and Jeffrey agreed to participate in the conference call.

*A conference planning teleconference will be held on July 12<sup>th</sup> involving Dennis Martino, Jeffrey Dinkins and Hope Waobikeze.*

### **Adjournment:**

**Becky Bryant moved to adjourn the meeting at 2:09 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 2:09 PM (EST).

Respectfully submitted:  
William G. Herman, CPM  
Secretary