

**American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
September 12, 2018**

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

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

Also Present: Terina Allen, Conference Keynote Speaker

The Chair convened the meeting at 1:04 PM (EST).

August 8, 2018 Meeting Minutes:

Becky Bryant moved to approve the minutes of the August 8, 2018 teleconference meeting as presented. Seconded by Debbie Smith. The Chair indicated without objection, the minutes are approved as presented.

Annual Meeting:

Loretta Tillery noted Terina Allen of Ohio was joining the meeting to discuss the AACPM Conference and her keynote presentation at the conference. Ms. Allen noted her presentation would focus on strategic leadership and would require approximately 75 minutes for presentation. She outlined several different approaches she could take with the presentation that focused on the definition of leadership, the responsibility to deliver value, the ability to provide an organization to review their own services and determine measurable outcomes; and also to recognize the perception of the organization and to determine how one can change or shape that perception. The Board members indicated the presentation will be to a combined audience of the AACPM and the National Certified Public Managers Consortium, so the group would be a mix of leaders and managers from academia, government agencies and non-profits. Ms. Allen pledged to provide a solid, motivational presentation on the flow of "Strategic Leadership on Your Power".

Dennis Martino joined the teleconference at 1:15 PM.

The Board and Ms. Allen discussed administrative details concerning payment of expenses, details of meeting and hotel locations, and the printing of handouts for Ms. Allen's presentation. Debbie Smith noted she would handle the reimbursement of expenses while in Atlanta, and Ms. Allen will follow-up with Loretta Tillery and Becky Bryant on other operational details offline.

Ms. Allen left the teleconference at 1:25 PM, while Dan Matthys joined the teleconference at 1:30 PM.

Increasing AACPM Database Capacity:

Loretta Tillery focused on the report from Patty Morgan concerning the AACPM and NCPMC database system having reached capacity, which will prevent any further transactions of prospective members and enrollments for the Annual Conference unless the capacity is increased. The proposal is to increase the capacity of the database from 250 contacts to 500 contacts through the end of the current subscription which is March 2019. The cost to the AACPM for this action is \$280. Ms. Morgan had advised the Board members of this issue over the past couple of days electronically and there had already been a consensus the increase had to take place. Becky Bryant noted she had made an online motion the prior evening and Bill Herman had seconded the motion. The Chair indicated she would place that motion before the Board at this meeting.

Becky Bryant moved to approve the expanding of the database capacity for the AACPM as proposed at a cost of \$280 through March 2019. Seconded by Bill Herman. A vote was taken, all were in favor, the motion carried unanimously.

Debbie Smith indicated she would handle the business transition with Patty Morgan based on the Board's vote. Becky Bryant indicated the Board needs to look at this overall and make a determination as to how long individuals should be kept in the membership status if they haven't paid their dues timely. She indicated it was her understanding the bulk of the contacts in the database are former AACPM members, which has created the current issue of concern in dealing with current members. Dennis Martino recommended to leave this as a business matter for the Board to discuss in Atlanta. Becky noted the AACPM has already extended the benefits of membership to these individuals for nearly 90 days since their current AACPM expired on June 30th. Beyond impacting the AACPM database, the Academy is also required to report current members to ASPA for the delivery of the information and education services the AACPM contracts for through them, and we have not been able to do so yet.

Loretta Tillery indicated she would list this as a business item for the Board's October meeting in Atlanta.

Dennis Martino left the meeting at 1:40 PM.

AACPM Membership Report:

Loretta noted Patty Morgan had already circulated membership updates to the Board members which indicated there were currently 37 active membership, with 86 in the pending ranks and the total number in the AACPM database was 215.

AACPM Education and Training:

Dan Matthys indicated he had not been able to firm up a webinar program due to both personal and work commitments. He was going to follow-up on a potential program that could be offered after the annual conference was held, and Loretta Tillery indicated she would follow-up with Dan off-line. Becky Bryant also noted Jeff Kramer is interested in potentially offering a webinar program for the AACPM as another possible offering in the future.

Loretta Tillery will follow-up with Director of Education Dan Matthys prior to the October Board meeting.

Communications and Newsletters:

Rick Ward-Harder was not able to attend this teleconference meeting, so there was no report on AACPM Communications and Newsletters. Becky Bryant reported she has seen Rick Ward-Harder in Arkansas, and he indicated he was planning to attend the October conference in Atlanta.

Loretta Tillery will follow-up with Director of Communications Rick Ward-Harder prior to the October Board meeting.

Report of the Consortium Liaison:

Becky Bryant indicated she had nothing new to report.

Unfinished Business:

Proclamation Requests: There were no proclamation requests since the August meeting.

Awards/Recognition: The Chair advised she had developed a timeline for the soliciting of nominations and presentation of the Henning Award at the Annual Conference in Atlanta. Based on past experience with the Henning Award process, both Debbie Smith and Bill Herman felt there was not adequate time to do a solicitation of nominees, review submissions, select a recipient and order the award for presentation at the October conference. Loretta suggested possibly going through the process and announcing the recipient at the AACPM Conference, but then formally presenting the award during the annual ASPA Conference in March. Several Board members felt with the AACPM separating from ASPA to regain its individual identity, making the presentation at an ASPA Conference could be confusing to AACPM members, most of whom would not be present at ASPA. Becky Bryant indicated on the positive side, there would be a larger audience at ASPA at which to promote the AACPM.

Loretta Tillery asked how many Board members would be in favor of announcing a Henning Award recipient at the October AACPM Conference, but making the presentation at the ASPA Conference. There were no Board members in favor of the approach.

There was consensus there was still time to make an award of a Fran Wilkinson Scholarship at the Atlanta Conference, and to highlight the Askew Award recipients from the past year with assistance from the NCPMC.

Bill Herman also noted previously there was an AACPM President's Award that was for the President to select a recipient, but he thought this may have been renamed a Leadership Award after the AACPM partnered with ASPA. Becky Bryant indicated the award was not carried forward in the AACPM by-laws. Loretta Tillery indicated the President would reserve the right to make such a presentation.

New Business:

Elections: The Chair indicated the AACPM should be prepared to advance elections for officers to take office in January 2019, and she outlined the potential of opening for nominations on October 1st and closing on November 1st, followed by an electronic voting period in early December.

Through discussion, it was agreed to have a 21-day nomination period that would close at the annual AACPM business meeting in Atlanta. There would then be a 21-day voting period for candidates that would be conducted electronically and could be completed by early December.

Becky Bryant noted in reviewing the AACPM By-Laws, it appeared the positions up for election would include the President-elect (two-year term); Treasurer (two-year term); Director of Communications (two-year term) and the remaining one-year term of the vacant Director of Membership.

Becky Bryant agreed to work with Dennis Martino to implement the timeline and process for the 2019 AACPM Election.

Treasurer's Report:

Debbie Smith reported on the Academy's finances as of August 31, 2018, and that all current obligations have been paid and cleared.

The Treasurer indicated there has been no activity since the August meeting to remit the dues revenue received from ASPA for the first two quarters of 2017 to those societies that remained active at that time.

Becky Bryant will look to verify which members from the active societies in AR, NJ, NC, NH, UT and WI had renewals during the first two quarters of 2017 so the Treasurer can issue the society remittance dues.

Debbie Smith inquired about the potential of purchasing pens for the AACPM Conference as Dennis Martino had recommended in electronic communications several weeks ago. There was consensus among the Board members this would be an appropriate action.

Becky Bryant moved to approve the expenditure of an amount not to exceed \$150 for the purchase of AACPM pens for the 2018 Annual Conference. Seconded by Debbie Smith. A vote was taken, all were in favor, the motion carried unanimously.

Loretta Tillery noted there were 11 conference registrations at this point. In order to reach to goal of 25 attendees, she felt we needed to reach out to potential attendees, particularly in the Atlanta area and the Georgia CPM Program.

Becky Bryant offered to secure information and a conference registration link from Patty Morgan in order to send out an e-mail blast through the AACPM Constant Contact account to promote the conference.

Adjournment:

There being no further business, the Chair adjourned the meeting at 2:12 PM (EST).

Respectfully submitted:

William G. Herman, CPM
Secretary