**American Academy of Certified Public Managers® (AACPM)**

**Board of Directors Teleconference Meeting**

**February 8, 2021**

1. Call to Order
2. Roll Call

Board Members Present: Gregory Hyland, President; Jana Huffaker, President Elect; Dennis Martino, Past President; Amber E. Ortiz, and Tracy Watterson, Education Chair; Patty Morgan, AACPM Administrator

The President confirmed a quorum was present and convened the meeting at 9:04 AM (EST).

Board Members joined after roll call: Secretary; Debbie Smith, Treasurer; Staci Mason, Communications Chair; Becky Bryant, Membership Chair

ASPA Attendees: Bill Shields, Executive Director; Phillip Carlisle, Director of Strategic Development and Advancement

1. Continuing Business
   1. Review of Minutes of Last Meetings (Amber)

Greg moved to move 10/2020 - 12/220 review off agenda and send to former board members for approval by email. Seconded by Dennis. A vote was taken, all were in favor, the motion carried.

Greg clarified Debbie doesn’t get compensated. No board members receive compensation. At times, board members are reimbursed for travel. Debbie verified postage, all or a portion of travel (lodging & airfare), per diem, etc. expenses are reimbursed as approved by board members.

Becky moved to approve the Jan 2021 minutes. Seconded by Tracy. A vote was taken, all were in favor, the motion carried.

* 1. Review Treasurer’s Report (Debbie)

Debbie noted there has been no activity since last month. She completed the renewal our incorporation with the Georgia Secretary of State. She provided the balance and advised the Board of likely expenses remaining through April 2021.

Our Treasurer’s Dishonesty Bond was approved.

Board of Directors Liability policy is due in April. Possible cost saving measure to discontinue. Greg said we need to keep the insurance policy.

Becky moved to place the Treasurer’s Report on file for audit. Seconded by Staci. A vote was taken, all were in favor, the motion carried.

* 1. Membership Report (Becky and Patty)

Patty shared membership list with board. Members 90 days overdue are in suspended status. All invoices sent for members due to expire.

* 1. Education Chair Report (Tracy)

Tracy sent proposal to board. Seeking approval from board to create survey. Greg will review the proposal and get back to Tracy.

Staci asked what resources/financial requirement would be to host the proposed items. Tracy explained our ASPA agreement allows us to sponsor three of their workshops. Ideally, Tracy would like to work with Staci and Becky to dig deeper into what’s offered.

Greg requested race relations/mental health education. Tracy explained social equity is 1 of 4 areas ASPA is focused on. Tracy recommended in her proposal we start with the same four buckets and then see if there are additional needs from our members.

Greg mentioned work-life balance. Book reference “I Know” and suggestion for a webinar.

Greg moved to approve Tracy’s recommendation. Seconded by Becky. A vote was taken, all were in favor, the motion carried.

1. Old Business
   1. Report on Wilkinson & Henning Awards (Debbie & Bill)

Dennis followed up with Bill. No response at this time. Dennis asked whether the education fund advertises this. Greg confirmed it comes out our budget. Becky confirmed it’s $750. The foundation reimbursed us for that last time.

Tracy recommends we emphasize these awards with members. Greg said know that we have communications we can get rolling with that.

Greg will follow-up on this.

* 1. Discussion on Other Awards (All)

Greg suggested awarding the President’s Award to Bill. Will make a recommendation in the next board meeting.

* 1. Open Discussion with ASPA Representatives (All)

Greg – We invite ASPA reps every other month to share thoughts and will continue to do so. We have a long-standing relationship with ASPA. Philip and Bill are present.

Board of Directors and ASPA reps introductions.

Tracy briefly summarized the accepted proposal. Next steps being surveying members, working with boards members and ASPA to provide educational opportunities, etc.

Bill - Explained institutional members are partnerships and relationships. Feels strongly these relationships these relationships need to be mutually beneficial, particularly members who are particular about where they spend their money. Don’t feel constrained by the agreement, and encourages us to ask ourselves how ASPA can help at the end of discussion for each agenda topic (promoting awards, celebrating achievements, promoting memberships with specials/offers). Tracy’s proposal reflects what’s in the institutional agreement AACPM has with ASPA. ASPA completed 41 1-hour long eLearning programs in 2020. He can share with us the last three years. Look at ASPA as a resource and not just what is articulated in the agreement itself.

Becky will reach out to Philip to discuss memberships soon.

Tracy asked about the April 2021 ASPA conference attendance. Traditionally, the president attends. Greg proposed the president-elect or education chair attend instead.

Dennis is attending virtually as an ASPA member. He suggested asking Bill and Philip about adding more attendees from our board. Dennis will follow-up on this.

* 1. Continue Discussion on Society Membership (All)

Becky suggested we have a committee for ongoing discussions. Dennis and Staci will assist. Becky will be in touch.

1. New Business
2. Time limits on agenda items – Jana

Greg – In the past, the full hour wasn’t used.

Jana – Monday’s are limited for her. Along with time limits, if docs need reviewing please send out in advance of meeting so we can come prepared and move forward with action items. Hope to get more people involved and more people in committee chairs with a contact person outside the board meeting for work on committees.

Amber – Recommends using Staci’s outline as well

Greg – Will get out draft agenda early and send additional items to add to him.

Greg - Requested that Debbie contact Steve Mastro about attending next meeting to discuss the education foundation.

Patty – Will set up an email listserv for the board.

1. SOP Updates – Dennis

Dennis – We’ve had good input from new board members. Report from last spring was low-hanging fruit. No action was taken.

Greg requested that Dennis send out recommendations to our listserv and we’ll vote on it next month.

Jana suggested before voting, we put a committee together to go over SOPs and job descriptions while archiving historical information, so we don’t lose any decisions that have shaped the work that AACPM has done. Before we vote, can we have a committee? Requested Dennis to chair that. Dennis accepted and Jana volunteered.

Becky requested that Debbie work with her to update the historical information for archiving. Debbie accepted.

1. Communications Ideas (Staci)

Staci deferred her proposal for the next meeting.

Staci will refine her proposal and get it sent out before the next meeting. It includes a private communication area, reducing flooding of emails, surveys, etc. Anything that goes out of the board must go through the communications committee. Would like the communications committee to work with the other committees so we are on one path, one focus, based on our mission and vision of the academy. There are things we can work with ASPA to get done.

1. Verify Date for March Meeting – All

Greg - Meeting dates are at bottom of agenda.

1. Adjournment (10:00 a.m. MST)

There being no further business to conduct, Greg Hyland adjourned the meeting at 10 AM MST.

Respectfully submitted:

Amber E. Ortiz, CPM

Secretary

**Action Items of the AACPM Board of Directors**

**Taken During the**

**February 8, 2021 Meeting**

|  |  |  |
| --- | --- | --- |
| **This action item** | **will be completed by** | **on or before** |
| Email 10/2020 - 12/220 minutes to former board members for approval by email | Greg | Next board meeting |
| Board approval to create survey. Greg will review the proposal and get back to Tracy. | Greg | Next board meeting |
| Dig deeper into what’s offered with ASPA agreement | Tracy, Staci and Becky | Next board meeting |
| Emphasize awards with members. | Staci | Next board meeting |
| Follow-up with Bill about Wilkinson & Henning Awards | Greg | Next board meeting |
| Recommendation for President’s Award | Greg | Next board meeting |
| Continue to invite ASPA reps every other month to share thoughts | Greg | April board meeting |
| Ask ourselves how ASPA can help at the end of discussion for each agenda topic | All | All board meetings |
| Reach out to ASPA rep Philip to discuss memberships | Becky | Next board meeting |
| Ask Bill and Philip about adding more attendees from our board. | Dennis | Next board meeting |
| Start a committee for ongoing discussions about society membership. | Dennis, Staci, Becky | Next board meeting |
| Draft agenda will be sent to board early and send additional items to add to him. | Greg | Next board meeting |
| Contact Steve Mastro about attending next meeting to discuss the education foundation. | Debbie | Next board meeting |
| Set up an email listserv for the board. | Patty | Next board meeting |
| Start a committee to review SOPs and update job descriptions. | Dennis, Jana | Next board meeting |
| Update the historical information for archiving. | Becky, Debbie | Next board meeting |
| Provide communications proposal | Staci | Next board meeting |