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

**Board of Directors Teleconference Meeting**

**September 21, 2021**

1. Call to Order (8:03 a.m. MST)
2. Roll Call

Board Members Present:

Jana Huffaker, President Elect

Amber Ortiz, Secretary

Colleen Clark, Communications Chair

Debbie Smith, Treasurer

Becky Bryant, Membership Chair

Also Present:

Patty Morgan, AACPM Administrator

Board Members Absent:

Gregory Hyland, President

Dennis Martino, Past President

(Vacant), Education Chair

The President confirmed a quorum was present and convened the meeting at 8:05 AM (MST).

1. Continuing Business
2. Review of June – Aug. 2021 Minutes (Amber)

Becky has some minor edits she’ll share with the board to review before they’re posted.

Amber requested the meeting organizer to set up to record as well as audio transcript.

Patty – as long as the meetings aren’t held at 9 a.m. on Mondays she’s able to set this up

Jana will send out a Doodle Poll for alternative meeting dates.

We’ll table for now and move to approve the June – Sept. 2021 minutes in October.

1. Old Business and Voting
   1. Review Treasurer’s Report (Debbie)

Debbie provided the balance and advised the Board of likely expenses remaining through September 2021. Upcoming expenses include our payment to Brian Elms and travel to Idaho for the conference. Idaho is in Crisis Standard of Care. The executive council will be cancelling the in-person National Conference in Idaho. Vermont payment has posted and awards have been paid out. We’ve had no contact from ASPA about payment due and she’ll notify the board if they do. Debbie suggested we be more formal about the payment.

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

* 1. ~~Education Chair Report~~
  2. National Conference

Proposed to keep the agenda as-is for 11/3/21:

8 a.m. - 8:10 a.m. Welcome and kickoff with updates for alumni

8:10 a.m. - 9:20 a.m. Brian Elms

9:20 a.m. - 9:30 a.m. break

9:30 a.m. – 10 a.m. Discussion ideas and introduce Trokia

Consulting method (peer group work)

10 a.m. - 10:20 a.m. break and 10 minutes on your own for

capturing two or three challenges

10:20 a.m. - 11:30 a.m. Group discussion and application of ideas

from Brian- digging in to identify top issues

and some group problem solving to today’s

challenges

* Save the date flyer sent. Need to create invite and email to all members, NCPMC, Program Directors, and post on website.
  + - * Contract for Brian Elms

Jana drafted a contract.

Debbie confirmed we don’t have a standard contract to use. We’ve simply reviewed and accepted contracts in the past. We don’t retain a lawyer. It’s important to have the travel expenses, time commitment and charges in writing. If Brian’s disagree with it, we’ll work through those issues to resolve. The signatories would be Jana, Greg or Dennis.

Jana will reach out to Brian to see if he has a contract he uses. She’ll provide the details by email to the board.

* + - * Annual meeting is now being held on 11/5/21, with no national meeting on 11/4/21. We can adjust the time for Brian Elms if needed to accommodate those in Pacific time.

Jana will confirm the contract and availability with Brian Elms for 11/3/21 and see if we can adjust the time.

Patty will finalize registration and payment today. All members will get a free ticket to Brian Elms.

Colleen moved to approve the agenda as-is with the current time, flexible to Brian’s start time as 8 a.m. to 9 a.m. PST. Seconded by Becky. A vote was taken, all were in favor, the motion carried.

* 1. Communication Update (Colleen)
     + 1. Waiting on information to post about Brian.

Jana will forward update on Brian to the board and clean up the agenda.

* + - 1. Question about Wild Apricot

Are we at a point with capacity that we need to have a discussion?

Patty suggested we put a pin in it. Once she removed all expired memberships it freed up the room we need. We should be good for a while.

* + - 1. Are we separating our website out from the National Consortium?

Colleen would like to be able to promote events on our website and update information.

Patty explained she can put content together and she’ll send it out for the academy. Let Patty know of web updates that need to be made. There’s auto-generated stuff like news snips that’s dependent on people sending those in and members can log in and share content through the discussion board. Patty will reach out to Colleen to show how to add content online.

Becky reminded us that ASPA will advertise events by adding to their website for their members. She’ll find the contact and provide to Colleen.

* 1. Vote: ASPA – to renew or not

Jana – Should we renew? Negotiate? Reach out to Bill to inquire and request a “menu” of options to bring back to the board? We need to refocus our efforts on value-added activities for our members.

Becky – Dennis was to contact Bill to see if we could negotiate something different. Is what they’re offering what we want? It’s taking all our funds and we’ve tried surveying without a great response. We have about 20 members that haven’t been added to the mailing list, don’t have access and aren’t getting the benefit.

Debbie – We’re not sending them any new names for access. We don’t have an agreement after a certain time and haven’t been billed.

Amber made a motion not to renew the contract. Seconded by Debbie for a formal discussion. Debbie provided if we choose to rejoin then we’re right back where we are now and negotiate the “menu” if we start anew. Becky’s voiced concern for members that may be using ASPA’s services. Patty mentioned she has little time to entertain the emails, other members agree. Collen agreed having journal-type materials might not be most beneficial to our members at this time. A vote was taken, all were in favor, the motion carried.

Jana will contact Bill to let him know. Debbie will let the board know if she receives a bill.

* 1. Group Membership

Vote: Pricing for NC/group memberships?

* $700 annual fee for up to 20
* $1200 annual fee for 21-40
* $2000 annual fee for more than 40
* OR 10% discount for a minimum of 20 in group.
* OR flat fee and discounted membership

Becky reported she and Dennis haven’t been able to reach Bill about NC.

Becky moved to table the discussion until we make contact with Bill or the NC society. Seconded by Jana. A vote was taken, all were in favor, the motion carried.

Let’s think of future rates for memberships that’s fair and consistent for everybody with a standardized group rate or % for discussion next month. Then we initiate contact with someone in NC. Becky would be happy to reach out to the new president when we’re ready to do that.

* 1. Money due for annual meeting (Patty)

There’s no money due now that it’s virtual.

* 1. Conference awards – call is done. Who is presenting? When?

Do we want to shift the time, include in our conference, special event?

We have the Henning, Askew, President’s and Wilkinson awards.

Debbie suggested Patty contact the program directors to get a list of Askew award recipients. We could give a few minutes of recognition for the projects and names. We can offer a virtual award presentation to those attending the conference. There’s no limit on the award and we have an application for Ms. Bogard to award to. We can also follow-up in the November newsletter and list those award recipients for our publication effort.

Jana will ask Greg about the President’s award.

Debbie will gather details for the Wilkinson.

Patty will gather details for the Askew award.

Jana will add awards to the agenda.

* 1. Who’s attending the NCPMC in person?

None.

* 1. Education Chair – open nominees or appoint someone?

Dennis expressed concern of an “Idaho-heavy” board.

Jana – We shouldn’t hand pick and ask specific people to self-nominate. Reaching out across the nation is important. We hope to have a national outreach and make connections to societies and more recent graduations. We don’t want to limit ourselves to our own comfort network.

Becky – Being “Idaho-heavy” shouldn’t be a problem. This could benefit AACMP right now. If people want to step into positions and are willing to do the work it shouldn’t be a problem.

Debbie – I admire Trevor’s willingness to step up and help us out through a tough time. We’ll continue the effort to work hard to make calls for people to run for office. We need to honor the current nominees per Robert’s Rule of Order. We are doing that the best we can. We need to look at the group we’ve got here.

Patty - It’s nice to have a full board. We can get nominees from all over but if they don’t show up to the board meetings it does us no good.

The board is moving forward with the elections that we have.

* 1. Creating job announcement board or connect to other state’s sites. Discussed this in June. Move forward?

Patty – We can do an electronic election

Jana – We’ll add to our newsletter along with bios

* 1. Amazon gift card - $25 for survey from June – three responded

Table until October meeting.

1. New Business
2. Call for elections.

Colleen is adding bios to September newsletter for the nominees:

|  |  |
| --- | --- |
| Debbie | Treasurer |
| Adam Mestres- GA | Pres-Elect |
| Marta Tanikuni- ID | Membership Chair |
| Trevor Sparrow- ID | Treasurer or Education Chair |
| Kimberly O’Neil- TX | Treasurer |

Jana – Suggestion to announce bios in October with election information in the newsletter.

The election will be closed on Friday, Nov. 12. Colleen provided write-ups to Jana and can also submit them to Patty for the website. Debbie suggested to email to all current active members. Colleen will email to all members.

1. November meeting agendas

Jana will add to Sept. newsletter.

1. September newsletter

Colleen is working on this and we’ll distribute to voting members.

1. Schedule AACPM strategic planning meeting

Not scheduling. Our monthly board meetings are up in the air.

1. Any proposed bylaws due to Secretary this month

No. If any, send to Amber.

1. Next meeting is on Columbus Day- holiday?

Jana will send out a Doodle Poll to coordinate our next meeting. We’ll start with Tuesday mornings.

1. Verify Dates for 2021 Meetings – All

October – December TBD

1. Adjournment

There being no further business to conduct, Jana adjourned the meeting at 9 a.m. MST.

Respectfully submitted:

Amber E. Ortiz, CPM

Secretary

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

**Taken During the**

**September 21, 2021 Meeting**

|  |  |  |
| --- | --- | --- |
| **This action item** | **will be completed by** | **on or before** |
| Becky has some minor edits she’ll share with the board to review before they’re posted. | Becky | Next meeting |
| Meeting organizer to set up to record as well as audio transcript.  *\*Patty – as long as the meetings aren’t held at 9 a.m. on Mondays she’s able to set this up* | Patty | All meetings |
| Jana will confirm the contract and availability with Brian Elms for 11/3/21 and see if we can adjust the time.  Patty will finalize registration and payment today. | Jana, Patty | Next meeting |
| Patty will reach out to Colleen to show how to add content online. | Patty | Next meeting |
| Jana will contact Bill to let him know we’ll not be renewing our contract with ASPA.  *\*Debbie will let the board know if she receives a bill.* | Jana, Debbie | Next meeting |
| Let’s think of future rates for memberships that’s fair and consistent for everybody with a standardized group rate or %.  *\*Becky would be happy to reach out to the new president when we’re ready to do that.* | All | Next meeting |
| Jana will ask Greg about the President’s award.  Debbie will gather details for the Wilkinson.  Patty will gather details for the Askew award.  Jana will add awards to the agenda. | Jana, Debbie, Patty | Next meeting |
| Issue September newsletter | Colleen | Next meeting |
| Send out a Doodle Poll to coordinate our next meeting | Jana | Next meeting |