

**American Academy of Certified Public Managers®  
Board of Directors Teleconference Meeting  
January 9, 2019**

**Board Members Present:** Dennis Martino, President; Jeffrey Dinkens, President-elect; Debbie Smith, Treasurer; Becky Bryant, Director of Membership; Greg Hyland, Director of Communications; and Bill Herman, Secretary

**Board Members Absent:** Loretta Tillery, Immediate Past President; and Dan Matthys, Director of Education

**Also Present:** Patty Morgan, Red Shoe Solutions

The President convened the meeting at 1:03 PM (EST).

**December 12, 2018 Meeting Minutes:**

**The President indicated without objection, the minutes are approved as presented.**

**Treasurer's Report:**

Treasurer Debbie Smith provided a written report and reviewed the expenditures and revenues with the Board. She noted the year-end balance for the Academy will end up in the area of \$32,000 to \$34,000 that was forecast during the annual AACPM Business Meeting held in Atlanta in October. Debbie reported there was a need to change signatories of the Academy bank accounts to put the new President on the account instead of the Immediate Past President. She will be looking at potentially changing financial institutions to find a truly national institution as the current bank does not have a branch office in the Northeast that is convenient for the President. She will be reporting on this in the future.

The Treasurer reported she has ordered and received 20 Askew Award medallions that can be made available to CPM Project Teams as requested. Dennis Martino noted he would be traveling to Vermont in April to attend a CPM graduation and present an Askew Award. The Treasurer requested budget information for 2019 from each Board member to cover the expenses anticipated for their areas of responsibility so she can compile an overall AACPM budget for 2019. The Treasurer will be working with Patty Morgan on January 11<sup>th</sup> to finalize the expenses for the October 2018 Professional Development Conference. She anticipated being able to present a final report on the conference at the February Board meeting.

**Greg Hyland moved to accept the Treasurer's Report as presented. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried unanimously.**

*Debbie Smith will work with Patty Morgan to finalize the revenues and expenses of the 2018 AACPM Professional Development Conference to report back to the Board in February 2019.*

*All AACPM Board members are to provide the Treasurer with estimate expenses for their respective Board positions and functions by February 1<sup>st</sup> to enable to Treasurer to compile and present a proposed budget for the AACPM to the Board.*

### **2019 Annual Meeting and Conference:**

Dennis Martino indicated it was his understanding in the past the Academy had a designated Conference Committee to focus on the annual Professional Development Conference, and the President-elect was the designated position to Chair the committee. The President was interested in reinstating this Committee, and having it Chaired by the President-elect. He also asked former AACPM Presidents Becky Bryant and Loretta Tillery to also serve on the committee. Greg Hyland, also a past AACPM President, volunteered to also serve on the committee.

The President noted the 2019 conference will be held in Omaha, Nebraska in October 2019, and he understood it would be held on the campus of the University of Nebraska Omaha, which is the provider of the Nebraska CPM Program. He was concerned about the potential level of support to generate attendance, but indicated he would be having a teleconference meeting in early February with Ellen Freeman-Wakefield (Nebraska CPM Director and current CPM Consortium Chair) to discuss meeting and conference coordination issues. He will report back to the Board on the meeting.

*Dennis Martino to have teleconference with Nebraska CPM Program Director and CPM Consortium officials in February to coordinate 2019 Professional Development Conference planning.*

### **Membership Update:**

Patty Morgan reported there were five new memberships in December and three in January bringing the total AACPM membership to 64 active members with 146 memberships with renewal notices out and still outstanding.

Discussion ensued as to how to reach out to the 146 members and urge their renewing their membership in the AACPM. Dennis Martino indicated he would draft a message to be sent to these individuals promoting the value of the AACPM. The message would be sent electronically to the individuals.

Dennis Martino also noted he had drafted an initial "Value of Membership" statement that he will circulate to the Board members for their comments and input. He indicated he was looking to develop a base, core message on the value of membership that could have multiple uses on the AACPM website, in a membership brochure, mailings, membership packages, etc. Bill Herman noted he has seen the draft and suggested it

could be incorporated into the message the President is going to develop to encourage the remaining 146 individuals to renew their membership.

*Dennis Martino will circulate the draft "Value of Membership" statement to all Board members for their review and input.*

*Dennis Martino will work with Becky Bryant and Patty Morgen on developing a message to be sent to the 146 individuals yet to renew their AACPM membership.*

### **Board Seats Requiring Action:**

Dennis Martino reported he had included this item on the agenda by mistake. All of the AACPM Board positions have been filled by election, and there is no Board seat requiring an appointment decision.

### **Communications and Newsletters:**

**Capstone Presentations and Abstracts:** The President noted there has been discussion on promoting the Askew Award recipients on the AACPM web site by inclusion of the award presentations and abstracts on the award winning projects. All Board members felt this was a good idea. Dennis Martino noted he would prepare an abstract on the New Hampshire Askew Award project, and would do so as well for Vermont and Massachusetts programs when their Askew Awards are presented later in the year, and encouraged a concerted effort to reach out to the CPM Programs for this information.

**Posting Minutes on Website:** Bill Herman recommended posting the minutes of the AACPM Board meetings on the AACPM web site so the Academy membership can see and follow the Board discussions and actions, and to enable the Board to be as transparent as possible to the membership. There was general agreement this was a good idea. Greg Hyland noted the Academy had previously done this prior to partnering with ASPA. The Treasurer and other Board members expressed concern about including the Academy's bank balance information in a public document, and the President indicated this information would not appear in the minutes.

*Bill Herman will follow through and provide the appropriate meeting minutes from 2018 to Patty Morgan for posting on the website, and would continue to forward meeting minutes for posting once they have been approved by the Board.*

### **Report of the Consortium Liaison:**

Dennis Martino indicated it was his understanding the Immediate Past President of the AACPM has served as the Consortium Liaison. Becky Bryant noted the AACPM Board had actually established the position as a separate position in an effort to have an additional individual other than a Board member assisting the Academy. The position was initially filled by Julie Felice of Utah, and Becky assumed the role after Julie

indicated she had given it up. Dennis Martino suggested he would like to ask Loretta Tillery to serve as the Consortium Liaison moving forward, and there was general consensus for that among the Board.

*Dennis Martino will contact Loretta Tillery and ask her to serve as the Consortium Liaison.*

Debbie Smith left the teleconference at 1:35 PM.

### **Unfinished Business:**

***Proclamation Requests:*** There have been no requests since the Board's last meeting. Dennis Martino indicated he would be asking Ellen Freeman-Wakefield to send a message out to all CPM program directors as a reminder of the Academy support for CPM program graduations and interest in providing a proclamation for the graduates. Becky Bryant also suggested they be reminded of the Askew Award program and that the AACPM provides one Askew Award medallion per CPM program for those who want to recognize a capstone project. Dennis Martino agreed, noting there has been a lot of changes throughout the CPM Programs which has resulted in not a lot of institutional memory.

*Dennis Martino to communicate with National CPM Consortium concerning the Askew Award program and AACPM interest in providing proclamations for CPM graduations.*

### **Awards and Recognitions:**

***Wilkinson Scholarship:*** Dennis Martino indicated he was not certain of the status of the Wilkinson Scholarship. Becky Bryant noted applications were due by December 21, 2018 to Loretta Tillery. No one was certain if there were any applications or not. Dennis Martino will reach out to Loretta Tillery to determine whether any applications had been received for the 2018 award. The President asked what the Board's interest was moving forward, and there was strong sentiment to promote the scholarship program and solicit applicants to enable a 2019 scholarship to be announced and presented at the 2019 Professional Development Conference.

**Becky Bryant moved for the AACPM to take the appropriate steps to timely announce and seek applications for the Wilkinson Scholarship in 2019 to be presented as the AACPM Professional Development Conference. Greg Hyland seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.**

***Henning Award 2019:*** Dennis Martino noted the Board had previously indicated it wanted to take steps to present a Henning Award at the 2019 conference and annual meeting in Omaha. Bill Herman indicated he had not read the rules recently, but previously nominations for the Henning Award had to come from local societies. With the change in the AACPM structure and most members not part of a local society, he

felt the rules should be reviewed and amended to enable nominations from individuals including potentially self-nominations, in addition to the potential nomination by a CPM Society. There was consensus among the Board members this should be done. Dennis Martino, Becky Bryant and Bill Herman all indicated there had been discussion at a Board meeting late in 2018 about the potential of establishing an Awards Committee to handle items such as the Henning Award and the Wilkinson Scholarship, and Loretta Tillery had volunteered to chair the committee. The Board felt the Committee should be established soon to review and finalize program rules so nomination solicitation announcements can be timely made to allow for a presentation at the October Professional Development Conference.

*Dennis Martino agreed to contact Loretta Tillery and report back at the February Board meeting concerning establishing the Awards Committee.*

**Jack Lemons Student Scholarship:** There was general sentiment among the Board members the Lemons Student Scholarship is the responsibility of the National CPM Consortium and the CPM Education Foundation. Becky Bryant noted the AACPM had made a financial contribution to the scholarship in the past, but it was not an Academy award.

#### **Adjournment:**

**Becky Bryant moved to adjourn the meeting at 1:50 PM (EST). Seconded by Jeffrey Dickens. A vote was taken, all were in favor, the motion passed unanimously.**

The President thanked the participants and adjourned the meeting at 1:50 PM (EST).

Respectfully submitted:

William G. Herman, CPM  
Secretary