

**American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
March 11, 2020**

Board Members Present: Gregory Hyland, President; Bill Herman, Secretary; Debbie Smith, Treasurer; Dennis Martino, Past President; and Becky Bryant, Director of Membership,

Also Present: Patty Morgan, Red Shoe Solutions

Board Members Absent: Hope Obika Waobikeze, Director of Education

The President confirmed a quorum was present and convened the meeting at 12:09 PM (EST).

February 19, 2020 Meeting Minutes:

Becky Bryant moved to approve the February 19, 2020 meeting minutes as presented. Seconded by Dennis Martino. A vote was taken, all were in favor, the motion carried.

Treasurer's Report:

The Treasurer provided a written report in advance of the meeting which reviewed the expenditures and revenues with the Board through February 29, 2020. The Treasurer noted the final 2019 conference cost report indicates that from 11 registrants for AACPM, a positive excess revenue of \$491.40 was realized. Two upcoming items the Treasurer indicated the Board should be thinking about is ASPA Support Payment due in July and the Board of Directors liability insurance due in May.

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

AACPM Membership Report:

Becky Bryant reported as of March 4th, the AACPM Membership included 115 active members. She reported those individuals with memberships that expired prior to January 1, 2020 have now been moved to an archived list. She indicated renewal notices will be sent at least monthly as memberships expire, but that members who do not renew within 90 days of their expiration date will be moved from the active list to the archived list.

Patty Morgan provide an update from the past week and that as of March 11th, the active membership included 120 members with 12 pending payment.

Patty Morgan indicated there are currently 172 individuals who are included in the archived or suspended status of AACPM membership. She will distribute the list to the Board of Directors for their review, but she urged that a potential reach out with a "Welcome Back"

message should be sent to these individuals to encourage their renewal. She noted sometimes such a message needs to be sent out two or three times to ensure the message is received.

Becky Bryant was in agreement and felt more communication is essential for member involvement, and to potentially secure their participation through a committee assignment of some sort.

Greg Hyland inquired about the AACPM's *Constant Contact* system, and Becky Bryant indicated it was still an active account with more than 1,000 contacts in that data base. Patty Morgan indicated that system has not been used as the membership database and invoicing is all integrated as part of the AACPM's web site. She further indicated the data base of names and contacts with the *Constant Contact* system is not integrated with the main AACPM membership system. Becky Bryant has the credentials for access and use of the *Constant Contact* system, and Greg Hyland asked that she share them with Patty Morgan so that the "Welcome Back" messaging could be sent out to both databases.

Dennis Martino moved to accept the Membership Report as presented. Seconded by Bill Herman. A vote was taken, all were in favor, the motion carried.

Becky Bryant will provide Constant Contact credentials to Patty Morgan.

Greg Hyland, Becky Bryant and Patty Morgan will work on developing a "Welcome Back" membership message to be used for all archived individuals in the AACPM Membership database and for the AACPM Constant Contact database.

Update of CPM Educational Foundation

Greg Hyland noted Steve Mastro was not able to join the AACPM Board for today's conference call due to a scheduling conflict. Greg will reschedule this discussion for the next Board meeting.

Continued Discussions of Annual Conference(s)

Greg Hyland noted since the Board's last meeting he had been looking at the cost of airfare from Phoenix to New Hampshire and found it was higher than anticipated. Coupled with the current COVID-19 concerns and restrictions that are likely to get worse before better, he was not convinced an April Board retreat in New Hampshire would be manageable.

Dennis Martino felt the AACPM would be meeting its obligations to have a presence at the NCPMC annual meetings in Idaho in October with Becky Bryant and his attendance, and that the AACPM Board should consider holding a retreat meeting later in the year, perhaps in Oklahoma City.

Debbie Smith indicated her belief is the AACPM made a commitment to participate in the 2020 Conference/Meeting in equal commitment to the participation made in Atlanta in 2018

and Omaha in 2019. Her sense was if the AACPM is unable to support a conference or hold an annual board meeting in Idaho, then the AACPM should at least share some of the room cost committed by the MCPMC for room numbers that were committed on the Academy's behalf.

Greg Hyland suggested perhaps instead of a conference, the AACPM could host an Academy dinner of some sort in Idaho as was done in the past to provide an opportunity for peer to peer networking and recognitions, and then hold the AACPM Board meetings which any other attendees would be able to participate.

Patty Morgan reported the NCPMC is going to return to including in the programming of their meetings panel presentations and best practices workshops as part of a professional development effort. She thought it would not be a problem for the AACPM to participate in that portion of the NCPMC program instead of developing a separate conference. She also indicated the Idaho CPM Program has a number of program graduates who are very interested in participating in an AACPM conference or program in the fall.

When asked, Patty Morgan reported the NCPMC meetings are planned for Wednesday October 28th through Friday October 30th.

Bill Herman felt strongly whether the AACPM Board held a Board meeting to figure out the future of the Academy or a conference in Idaho in October, that it was not in a financial position to do both. He felt the Board needed to make a firm decision in one direction or another, and noted the New Hampshire meeting had been chosen if, for no other reason, two Board members lived in New Hampshire so there would only be travel costs for the remaining three Board members to consider. Any other meeting location would result in higher costs as more Board members would be traveling.

It was generally agreed an April meeting anywhere was likely now out of consideration due to the COVID-19 restrictions and concerns. Becky Bryant noted she had family considerations that would most likely not allow her to travel during the month of May. Bill Herman suggested that realistically, there will likely be restrictions on travel due to the COVID-19 concerns as well as the still grounded Boeing MAX airplanes through the summer.

Bill Herman felt the Board should look at combining the Board meeting as part of the Idaho meeting in October, and forego holding an AACPM conference in 2020. He felt it was clear the AACPM was not in a financial position to do both things.

Dennis Martino agreed with that approach. He felt the AACPM future was uncertain, and that it was important for the Board to have face-to-face conversations and work together to determine the future.

Patty Morgan reported they were working on the costs for hotels, shuttles, etc., and she felt the costs for Idaho would not be as low as Omaha, but would be less than what was experienced in Atlanta. She felt they would be determined in the next week or two, and she would be able to share them with the AACPM so decisions can be made on actual expenses.

Becky Bryant suggested the AACPM also work with the Idaho CPM Program Director to have potential graduates and students attend the AACPM meetings, in addition to potentially whatever panel presentations and best practices workshops the NCPMC may develop.

There was a unanimous consensus of the AACPM Board members to hold the annual AACPM annual Board meetings in October in conjunction with the NCPMC Annual Meeting in Idaho.

Patty Morgan will connect Greg Hyland, Dennis Martino and Becky Bryant with the Idaho CPM Program Director for the potential inclusions of Idaho CPM graduates and students in the October sessions.

Update on Communications Committee

Becky Bryant reported she had reached out to Emmanuel Marenini of Texas to serve as a member of the AACPM Communications Committee, and he has indicated he is willing to assist in any way he can.

An initial newsletter or communications message to the membership was suggested concerning the potential of an annual meeting in Idaho and what it may entail would be a good message to be getting out now, in addition to potential news of CPM graduations, membership, and the like.

Greg Hyland agreed to draft a message from the President concerning the status of the annual meeting and share it with the Communications Committee for the development of a newsletter to the membership.

Other New Business

Mentorship

Dennis Martino noted he had circulated some materials previously concerning the potential of the AACPM providing mentors for CPM graduates to assist them in taking the next steps in their professional advancement. He noted the New Hampshire CPM program had initially including a mentor for every CPM student, but that ultimately it had not worked out as well as intended.

Becky Bryant indicated the Arkansas CPM Program does utilize some mentoring to assist students with their project planning. Becky will forward information on this aspect of the Arkansas program to Dennis.

Dennis Martino indicated it was clear the AACPM did not have the capacity to provide mentors for all CPM programs, and he was not sure how well it would work with mentors in one jurisdiction and students in another. But he wondered if it might be possible to pick a CPM Program, like Idaho, and develop a pilot effort as a test. The Board expressed a consensus this was worth taking a look at.

Dennis Martino will reach out to the Idaho CPM Program Director to discuss the possibility of a pilot mentor program with the AACPM.

April Board Teleconference

Greg Hyland noted Bill Herman was not able to attend the April 8th Board teleconference meeting. He asked if it was possible to move that meeting to April 15th instead. Debbie Smith indicated she may only be able to participate in a portion of the meeting on April 15th.

Dennis Martino moved to hold the April Board Teleconference Meeting on April 15th at 12:00 pm EST. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried.

CPM Graduations

Dennis Martino noted he had been contacted by the Iowa CPM Program Director concerning the Askew Awards and a graduation proclamation. He indicated he shared the Askew request with Debbie Smith and would forward the proclamation request to Greg Hyland. He noted we should be on alert for proclamation requests as we are coming into the graduation season.

Adjournment:

There being no further business to conduct, Greg Hyland adjourned the meeting at 1:01 PM (EST).

Respectfully submitted:

William G. Herman, CPM
Secretary