

**American Academy of Certified Public Managers®  
Board of Directors Teleconference Meeting  
April 10, 2019**

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

**Board Members Absent:** Director of Education, Vacant Position

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

**March 13, 2019 Meeting Minutes:**

**Greg Hyland moved to approve the March 13, 2019 meeting minutes as presented. Seconded by Debbie Smith. A vote was taken, all were in favor, the motion carried.**

**Director of Education Vacancy:**

Dennis Martino reported there has been conversation on how to fill the vacant position of Director of Education and he indicated the AACPM By-Laws leave the decision to an appointment of a member in good standing by the Board of Directors to fill the position for the remainder of the current term of office. It was determined the current term ran through the end of 2019.

Jeffrey Dinkins had circulated the information on an individual from Georgia who was currently enrolled in the Georgia CPM Program, but who was not currently an AACPM member. Becky Bryant reported she had reached out the Sharon Hacker of Arkansas as requested and has received an initial indication of Sharon being willing to serve. Discussion ensued with a general consensus reached that an announcement of the vacancy and a call for volunteers should be sent out to the current AACPM membership.

**Bill Herman moved to put a call for applicants for the position of Director of Education out to the general membership requesting individuals who are interested in serving to submit a notice of interest to the AACPM with the appointment to be made by the AACPM Board of Directors. Seconded by Greg Hyland. A vote was take, all were in favor, the motion carried.**

*It was agreed among the Board members the notice should go out to the membership as quickly as possible with applications being send to AACPM President Dennis Martino. A deadline for applying was established as May 1, 2019 to enable the Board to consider the position at their May 8, 2019 Board meeting.*

Dennis Martino had to leave the meeting at 1:18 pm and turned over the Chair to President-elect Jeffrey Dinkins.

## **Treasurer's Report:**

The Treasurer provided a written report and reviewed the expenditures and revenues with the Board through mid-April. She reported she has opened a new AACPM account at Bank of America as was voted by the Board in March. She is waiting for outstanding checks to clear on the current account before closing it and transferring all funds to the new bank account. She will be forwarding documents to Dennis Martino to be added as a signatory on the account as the AACPM President.

For discussion, Debbie Smith raised the question of whether the AACPM Board felt the Academy should maintain a two-signature system for the issuance of checks, or if a one signature process would be acceptable. She indicated she was comfortable with whatever decision the Board made, but noted with Board members living in different jurisdiction, a two signature system slows down the ability to pay expenses. She indicated the process was she would prepare checks for payment, and then mail to a second Board member who signs and then remits the payment to the vendor. There was discussion on the detailed reporting the Treasurer provides to the Board monthly concerning the Academy's finances and it was generally believed using a single signature system would be acceptable.

**Becky Bryant moved to go to a single signature system for the issuance of checks by the AACPM. Seconded by Greg Hyland. A vote was take, all were in favor, the motion carried.**

**Loretta Tillery moved to place the Treasurer's Report on file for audit. Seconded by Becky Bryant. A vote was take, all were in favor, the motion carried.**

## **Membership Update:**

Becky Bryant reported she understood the most recent Membership Report from Patty Morgan to indicate the Academy had 104 paid members as of April 9<sup>th</sup> with the Academy gaining 13 new members in March. The breakdown included 96 AACPM members, four emerging professional members and four retired members.

Jeffrey Dinkins indicated a number of the new members were from Fulton County, GA, where they are working to have the employer cover first year membership dues to the AACPM for all 150 Georgia CPM graduates.

Becky Bryant reported the Board of the Arkansas CPM Society is currently discussing the potential of the Society paying for the first year AACPM membership dues for all Arkansas CPM Program graduates following their graduation. She noted a decision had not yet been reached by the Society.

## **Strategic Planning Discussion:**

Jeffrey Dinkins noted Dennis Martino had a proposed motion on the agenda to move forward with a strategic planning effort for the AACPM, but he was not certain what the President was

specifically getting at and suggested the discussion be tabled until the President was able to discuss it with the Board. Bill Herman noted the President has been discussing this at the past several meetings and that, generally, he understood the President felt it was time to update the AACPM strategic plan developed three or four years ago that focused on the separation from ASPA. With that accomplished, he understood Dennis to suggest it was time to revise the plan to address the future now the AACPM was a stand-alone entity. He noted during the March meeting of the Board, everyone had volunteered to participate in a planning session to be convened in Little Rock, AK, but that idea has since been tabled due to the cost of holding a face-to-face meeting for the Board. The President was now proposing a less costly effort to advance the strategic planning effort.

The Board members discussed the need for the planning effort, while also updating the mission, goals, by-laws, constitution and SOPs of the Academy moving forward. There was a consensus to follow the President's overall recommendation.

**Bill Herman moved to authorize the President to appoint and convene a team of three or four AACPM Board members to draft a current Strategic Plan. The team shall have a draft ready for review and discussion by the Board of Directors by or before August 1, 2019. The plan shall then be presented at the annual AACPM meeting as part of a round table discussion before the Board of Directors votes on final adoption. Seconded by Loretta Tillery. A vote was taken, all were in favor, the motion carried unanimously.**

#### **Ongoing and Unfinished Business:**

***Proclamation Requests:*** Dennis Martino had provided information to the Board that he had received and fulfilled proclamation requests for the Arkansas, Georgia, Massachusetts, New Hampshire and Vermont CPM Programs.

***Awards and Recognitions:*** The President had asked Debbie Smith and Bill Herman to finalize language for a nomination process to implement the presentation of a 2019 Henning Award. Bill Herman reported they had taken materials revised by Joyce Smith of Oklahoma and provided to the AACPM Board about a year ago on this process, but he noted the Board had not taken action on that revision. Beginning with that effort, a draft with some slight adjustments was prepared and circulated to the Board earlier this week. Debbie Smith noted the main adjustments were recognizing there were no longer societies in every jurisdiction, so nominations for the Henning Award could be made by a Society or by individual AACPM members in good standing. She also noted the rules specified no self-nominations could be submitted. Bill Herman indicated the only other adjustment was the original draft had established the AACPM President as the Chair of the Awards Committee, and the proposal now indicated the AACPM President or an AACPM Board member designated by the President.

**Becky Bryant moved to adopt the revised AACPM SOP 11.50 for Awards and Recognition Committee and SOP 11.51 for Henning Award as presented. Seconded by Greg Hyland. A vote was taken, all were in favor, the motion carried unanimously.**

**New Business:**

There was no new business brought before the meeting.

**Adjournment:**

**Becky Bryant moved to adjourn the meeting at 1:38 PM (EST). Seconded by Loretta Tillery. A vote was taken, all were in favor, the motion passed unanimously.**

The President-elect thanked the participants and adjourned the meeting at 1:38 PM (EST).

Respectfully submitted:

William G. Herman, CPM  
Secretary