

American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
April 11, 2018

Board Members Present: Loretta Tillery, Chair; Becky Bryant, Past Chair; Dennis Martino, Chair-Elect; Bill Herman, Secretary; and Dan Matthys, Director of Education.

Board Members Absent: Debbie Smith, Treasurer and Rick Ward-Harder, Director of Communications

The Chair convened the meeting at 1:05 PM (EST).

February 14, 2018 Meeting Minutes:

Dennis Martino made a motion to accept the minutes of the February 14, 2018 teleconference meeting as printed. Second by Becky Bryant. A vote was taken, all were in favor, the motion passed unanimously.

March 7, 2018 Meeting Minutes:

Dennis Martino made a motion to accept the minutes of the March 7, 2018 teleconference meeting as printed. Second by Dan Matthys. A vote was taken, all were in favor, the motion passed unanimously.

Treasurer's Report:

Debbie Smith provided a written report in advance of the meeting detailing the Academy's finances as of April 11, 2018. In a written report provided in advance of the meeting, the Treasurer reports:

Bank Signatures: Loretta Tillery reported she would seek the opportunity to transition onto the AACPM signing authorization while attending the ASPA Conference. Pending input from the Chair regarding success finding a US Bank location in conference proximity.

Past Outstanding Checks: There are two # 1275 (\$400 Utah) and #1276 (\$150 Wisconsin). There were issued January 20, 2017 and were mailed to the societies. Early follow-ups indicated the checks would be cashed. Success with the Utah check. It was cleared on March 15, 2018. Will attempt to follow up with Wisconsin again.

Proposed 2018 Budget: Proposed budget input from all current board members has not been received and a proposed budget is not ready for submission as lack of input has not allowed time to create a proposal at this time.

Board members need to send input for their respective areas of responsibility to the Treasurer.

Henning Award: Debbie Smith was requested to contact Joyce Smith regarding the status of the draft Henning Award presentation policy. Joyce and Debbie will have input by the May meeting.

Insurance for Directors and Officers Liability worksheet was completed and sent to the Insurance Company. Currently pending the bill for 2018 period. It should be in the \$1,000 range when it arrives. Payment will be issued as soon as bill arrives.

Chairperson's Report:

Loretta Tillery reported since the last meeting she had attended the ASPA Conference in Denver and was able to get to a local U.S. Bank branch and sign the appropriate signatures for the AACPM account to enable dual signatures from the current AACPM Chair and Treasurer. The Chair also indicated during the ASPA Conference and meetings, she was appointed as a member of the ASPA Executive Committee due to her membership in a different organization, but she would also be certain to keep AACPM concerns at the forefront for ASPA.

The Chair indicated since the last teleconference, there has been a conference call with NCPMC, Red Shoe Solutions and AACPM (the Chair and Past Chair) concerning the co-located meetings and AACPM Conference to be held in Atlanta, GA in October. The Chair indicated NCPMC will be hold off-site meetings away from the hotel on Thursday October 25th, so the meeting rooms at the hotel are available for use by the AACPM for its workshop sessions. The Chair also indicated NCPMC has also arranged for a joint NCPMC and AACPM reception to be held at the Carter Presidential Library on October 25th. She also indicated the NCPMC members were very excited about the potential of Trina Allen's keynote presentation and requested it be scheduled at a time NCPMC members could attend, so it would need to be on Friday, October 26th.

Report on the Membership:

Becky Bryant reported as of the end of March, the Academy membership roster listed 151 current members. She also noted she has received the current roster of the Alabama CPM Society through an annual report submitted to the AACPM, and she will be reaching out to all of them for AACPM membership.

When asked about dues, Becky indicated she will provide the dues listing spelled out in the AACPM Constitution and Bylaws, which is \$25 or \$50 depending on an individual's membership category. She indicated she has had a generally positive response to the \$50 dues structure.

Dennis Martino noted since the AACPM has been restructured to enable individual membership and that the bulk of our members are individual members, he felt the AACPM needed to examine the Society liaison aspect of the AACPM. He suggested we needed to determine how to better integrate the societies into the AACPM when they are no longer the main link between individual members and the AACPM.

Partnership Agreement with NCPMC:

The Chair reported the NCPMC Board is in the voting process on the proposed agreement for the Provision of Membership Management and Other Services to the AACPM by the NCPMC. She indicated the vote is taking a little longer than expected, but there has been no opposition to the proposed agreement to date. Once the Board has completed its vote this month, they will have the NCPMC attorney draft the formal agreement for signature. Becky Bryant noted as the AACPM representative to the NCPMC Board, she had been presented the question and, after consulting with the Chair and Chair-elect, agreed she should vote and she cast a vote in favor of the agreement. Dennis Martino indicated he would reach out to Patty Morgan and Cheryl Robertson and offer to assist in contacting NCPMC Board members for their votes if it would be of help.

Annual Conference / Business Meeting:

Loretta Tillery reported the Board needed to work out the schedule for the conference and various business meetings. With the dates of Wednesday, October 24th through Friday, October 26th, she requested suggestions for the provision of a joint AACPM / NCPMC Boards meeting, an AACPM general membership meeting and an AACPM Board meeting. She indicated scheduled items that were already generally committed included:

Wednesday, October 24th – Opening Reception

Thursday, October 25th – Conference Workshop Sessions

Friday, October 26th – Trina Allen Keynote Presentation and Awards Luncheon

It was suggested we would have two full days of programs on Thursday and Friday, with individuals traveling back home on Saturday. Bill Herman and Dennis Martino both suggested requiring attendees to stay a minimum of three nights in a hotel and travel on Saturday would likely be a detriment to attendance. Dennis expressed concern overall for attendance, the cost of attendance and the general lack of employer support. Bill indicated he felt it was imperative the schedule wrap up no later than Noon or 1 PM on Friday to enable attendees to travel home on Friday.

Loretta and Becky reported the hotel room rate at the Spring Hill Suites Atlanta Buckhead hotel negotiated through the NCPMC was \$154 per night plus a 14 – 15% tax. All members felt that was a high rate for hotel rooms, providing more concern for structuring something affordable for people to attend.

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Becky Bryant noted the AACPM used to host a New Member Conference Orientation session at the beginning of the conference, and she felt a general orientation session in the late afternoon on Wednesday would be a good thing to offer. There was general consensus to that suggestion.

It was also suggested the AACPM Board meeting could be held Friday afternoon after the conference concluded. It would enable the Board to do an initial debrief on the conference, while still allowing the general attendees the ability to travel home on Friday.

For the general AACPM membership meeting, it was agreed one of the workshop sessions on Thursday should be the time slot allotted for this meeting.

Loretta suggested the joint AACPM and NCPMC boards meeting could be held following the Orientation program and the opening reception on Wednesday.

Dennis requested a general outline of the schedule for the two-and-a-half days be put on paper and circulated to the Board members so we all understood the conceptual schedule we have been discussing. Loretta agreed to prepare the document and circulate it to the Board members.

The Chair reported she and Becky Bryant had a conference call last week with Trina Allen, and they are very excited about the potential of her presentation. She has offered the AACPM several different options to consider for the presentation, and the Chair indicated she would circulate the information to the Board. Loretta and Becky both thought it was possible Trina might be willing to also do one of the workshop sessions on Thursday in addition to the Friday keynote presentation. Loretta also felt it was possible the conference theme could be built around her presentation.

Loretta will circulate Trina Allen's information to the Board members for consideration and decision as to the keynote presentation.

In looking at securing presenters for the workshop sessions, it was generally agreed the AACPM would not use a 'Call for Presenters' approach to this conference, but instead would rely on our own network of professionals for this specific event.

Dennis Martino suggested ASPA Executive Director Bill Shields be considered as a potential presenter at the AACPM Conference. Dennis indicated he was a good presenter, and he was aware Mr. Shields is planning on attending the conference.

Loretta agreed to reach out to Bill Shields concerning the potential of his presenting a breakout session at the AACPM Conference.

Loretta requested Dan Matthys, Director of Education, to take the lead with the Board for the Conference to pull together the program for breakout sessions and presenters.

AACPM Education and Training:

In addition to the lead planning for the education tracks for the October Conference, the Chair requested that one webinar be offered to AACPM members at some point prior to the October Conference. She indicated by using the ASPA webinar platform that is available to the AACPM, the webinar could be opened up to ASPA members as well, which could be a bigger draw to a potential presenter.

Dan Matthys agreed to work to establish a webinar program that would be between one hour and one-and-a-half hours for the Board's consideration.

Report of the Consortium Liaison:

Becky Bryant indicated there was nothing new to report at this time, except for the Conference items already discussed.

Unfinished Business:

Acknowledging several Board members needed to move to another conference call for the NCPMC, the Chair indicated she only wanted to discuss the potential of a virtual meeting for the AACPM Board.

Virtual Board Meeting: Dennis Martino indicated there were several potential options for developing the virtual board meeting depending on the platform chosen. He indicated some were free, but limited the length of time for a meeting. Others had a cost associated with it, but didn't limit the length of time for a meeting. In the interest of time, Dennis agreed to circulate information about several different platforms to the Board members for consideration. Loretta indicated it was first felt this meeting could be held in May, but it was likely more realistic to be the June meeting.

Dennis Martino will circulate information concerning virtual meeting platforms to the Board members for future consideration.

Proclamation Requests: Becky Bryant indicated there was a proclamation request for CPM Recognition Day in Arkansas for May 10th to coincide with the Arkansas CPM Program graduation.

Adjournment:

There being no further business, the Chair adjourned the meeting at 2:01 PM (EST).

Respectfully submitted:
William G. Herman, CPM
Secretary