

American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
June 13, 2018

Board Members Present: Loretta Tillery, Chair; Becky Bryant, Past Chair; Dennis Martino, Chair-Elect; Bill Herman, Secretary; and Debbie Smith, Treasurer

Board Members Absent: Dan Matthys, Director of Education and Rick Ward-Harder, Director of Communications

The Chair-elect convened the meeting at 1:00 PM (EST) and indicated the Treasurer was in transit and she wanted to maximize their time while she could remain connected.

May 17, 2018 Meeting Minutes:

The Chair noted a typo for correction in the third paragraph under Annual Conference / Business Meeting.

Dennis Martino made a motion to accept the minutes of the May 17, 2018 teleconference meeting as corrected. Second by Becky Bryant. 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 reporting on the Academy's finances as of June 12, 2018, which did not reflect an outstanding check for \$150 to the Wisconsin Society.

The report noted the Treasurer has received input from one current board member for a proposed 2018 budget, so a proposed budget is not ready for submission due to a lack of input from other board members.

The Chair requested all Board members provide their input to the Treasurer for the 2018 budget as it will be an agenda item for the July Board meeting.

At approximately 1:15 PM, connection was lost with Treasurer Debbie Smith.

An item carried over from the previous meeting was a decision on whether the AACPM should pursue additional insurance coverages for Crime (\$150 premium), Cyber Risk Liability (\$486) and Terrorism (\$25). Dennis Martino and Becky Bryant questioned whether the coverage was necessary and if the AACPM had these types of exposures, and also assumed Red Shoe had coverages that would cover AACPM transactions it was involved in. Bill Herman indicated he sat on the board of an insurance provider and he indicated they were growing areas of concern and coverage in the insurance field.

However, he felt where the AACPM didn't essentially own anything that could be stolen, the Crime coverage is likely not necessary. Further the AACPM did not maintain a computer system or network, but each officer used their own personal systems which likely would not be covered. Also, the AACPM does not maintain an online system for the handling of financial transactions, so the Cyber Risk Liability most likely did not fit the AACPM. He thought the Terrorism coverage might come into play with respect to the Annual Conference and Business Meeting, but the separate conference insurance may also provide coverage there. He did not advise purchasing the additional coverages. The consensus of the Board was to not purchase these additional insurance coverages.

With the development and hosting of an Annual Conference and Business Meeting in Atlanta in October, the Board considered whether to pursue Conference Insurance coverage. The last time this coverage was purchased in 2015 with Banner Life Insurance Company, the cost was approximately \$280.

Dennis Martino moved to purchase Conference Insurance at a cost not to exceed \$350. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried unanimously.

The Chair noted another question the Treasurer had poised is whether the AACPM would renew its annual subscription agreement to ASPA when it came due on July 1, 2018. Dennis Martino felt ASPA offered a benefit to the AACPM members through its publications, access to webinars, training opportunities, etc., and that it added value to the AACPM membership. Becky Bryant expressed similar opinions, and noted members of the Arkansas Society have spoken favorable of the relationship with ASPA and that they have made use of the benefits. The Chair noted at the present time, the ASPA materials are the only ongoing communications AACPM members are receiving.

Dennis Martino moved to renew the AACPM subscription agreement with ASPA at an annual cost of \$2,500. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried unanimously.

The Chair indicated she will reach out to Bill Shields and request a renewal invoice be sent to the AACPM.

The last item on the Treasurer's report was a proposed SOP for the Henning Award which Debbie Smith had circulated that morning to Board members. All members indicated they had received it, but had not had a chance to read it through prior to the Board's Teleconference. Bill Herman noted the SOP appeared to be more encompassing than just the Henning Award, while Becky Bryant indicated from what she read it is likely a good process for the future, but the time frames indicated would not be able to be met in time for the October conference and annual meeting.

The Chair suggested this item be provided to the meeting on June 20th involving the Chair, the Chair-elect and the Secretary. She indicated the Chair and the Chair-elect serve on the AACPM Awards and Recognition Committee, and she asked Secretary Bill Herman to also serve as a member of the committee.

Partnership Agreement with NCPMC:

The Chair thanked Bill Herman for reaching out to past AACPM President Ronald Buchholz of Wisconsin and securing the information on the Memorandum of Agreement the National Certified Public Managers Consortium and the AACPM had entered into in 2003 concerning the use of trademarked term "Certified Public Manager". She felt it was very helpful and as a result the proposed section "c" should be stricken from the draft partnership agreement and the existing Memorandum of Agreement be included as an appendix. Becky Bryant reported she had asked Patty Morgan if she was aware of the prior agreement, and she reported she was not. The Chair asked if anyone knew if a signed copy of the agreement existed. Bill Herman suggested the AACPM copy is likely in the archive files stored in Oklahoma, while he would have thought the NCPMC copy would have been in the records Jack Lemons maintained.

The Chair also suggested the proposed section "a" include the words "with permission", so that the NCPMC would be able to use the AACPM logo with the Academy's permission. There was consensus among the Board members to both suggestions concerned the adjustments.

The Chair will follow up with the NCPMC and look to take an electronic vote of the AACPM Board at a later date to authorize the Chair to sign the Partnership Agreement once these adjustments are made.

Invoicing of Membership Renewals:

In anticipation of the completion of the Partnership Agreement with NCPMC, the Chair asked if the renewal will be at the \$25 or \$50 amounts depending on an individual's membership category. Dennis Martino suggested we were at the moment of truth. He felt the amounts seem low, but they are a substantial increase from what had historically been very low dues. Becky Bryant indicated she has had general feedback from individuals she has spoken with that the amount is what is anticipated. There was general consensus among the Board members these were reasonable amounts and is what should be used now. It was agreed these would be the amounts NCPMC would use for handling the renewal invoicing of the current AACPM membership.

Annual Conference / Business Meeting:

The Chair indicated the Academy needed to solidify all of the information and data for the annual conference in order to confirm a rate to be charged for the conference. This will then enable the Academy to get a notice out to its members about the program and

costs. She felt that would be the main purpose of the June 20th face-to-face meeting with the Academy Chair, Chair-elect and Secretary. At this point, presenters that have been confirmed include:

- Trina Allen of Ohio for a keynote presentation on strategic leadership
- ASPA Executive Director Bill Shields for a presentation on the Symbiotic Relationships between Public and Private Organizations; and
- South Fulton, GA City Councilor Catherine Foster-Rowell on their efforts to organize a government in none months' time.

Discussion ensued for a potential 90-minute workshop session that would cost \$3,000 for the presenter, which most Board members felt was outside the ability of the Academy to be able to cover.

The ability to provide lodging for potential presenters was mentioned, and Bill Herman noted in the past the hotel contracts provided the host organization a free room for every so many room nights sold. The Academy would use those rooms as may be needed for presenters. With the hotel contract arranged by the NCPMC, that may not be an option for the Academy this year.

AACPM Education and Training:

Dan Matthys was not able to attend this teleconference meeting, so there was no report on AACPM Education and Training.

Loretta Tillery will follow-up with Director of Education Dan Matthys prior to the July Board meeting.

Communications and Newsletters:

Rick Ward-Harder was not able to attend this teleconference meeting, so there was no report on AACPM Communications and Newsletters.

Loretta Tillery will follow-up with Director of Communications Rick Ward-Harder, and potential suggest consideration for a surrogate to assist moving forward.

Report of the Consortium Liaison:

Becky Bryant indicated she will be working with the Treasurer and Patty Morgan to ensure the AACPM membership renewals were issued.

Loretta Tillery indicated she would follow-up with Patty Morgan on this item also as it relates to the NCPMC Partnership Agreement.

Becky Bryant also reported between May and June 1st, the Academy gained six new members bringing the total close to the 160 mark.

Unfinished Business:

Proclamation Requests: There were no proclamation requests to report. Dennis Martino noted he developed a proclamation for New Hampshire CPM graduation from samples that had been provided and it was well received by the 41 program graduates. Becky Bryant reported she will get pictures from the Arkansas graduation. It was suggested the pictures and/or proclamations issued could be used for an AACPM newsletter.

New Business:

Deliverables Expected from the Subcommittee In-person Meeting: The Chair asked what the Board's expectations were from the June 20th in-person meeting of the Chair, Chair-elect and Secretary to ensure as productive a meeting as possible. The items mentioned included:

- A finalized conference program / agenda and presenters
- A finalized conference budget and cost confirmation for registration fee
- Review of AACPM Strategic Plan for immediate short-term goals
- Review and recommendation for handling of awards in 2018
- Updates to AACPM Web Site (which Loretta Tillery will be handling)
- What July 1st looks like under new AACPM / NCPMC Partnership Agreement

Authorize Travel for Chairperson's Travel to New Hampshire: The Chair requested the Board to approve her travel to New Hampshire for the June 20th In-Person Meeting. She indicated she had secured airfare for \$255 round-trip and hotel lodging for \$82.

Dennis Martino moved to authorize the expenses for the AACPM Chair to travel to New Hampshire for an In-Person meeting with the Chair-elect and Secretary to finalize pending AACPM conference and business matters. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried unanimously.

Wilkerson Scholarship: The Chair noted the Board agreed to discuss the Wilkerson Scholarship for 2018 and whether the AACPM would provide \$750 to the CPM Education Foundation for the award. Dennis Martino felt it was important to maintain the scholarship, but thought it should be presented by the AACPM and not through the Foundation to provide a direct link to member benefits of the AACPM. Bill Herman tended to agree and also noted with some personal changes for several Foundation

board members, he was not certain how timely they may act on the scholarship. He indicated he had made a financial contribution to the Foundation in December 2017, and the check was not cashed or acknowledged until May 2018. The AACPM Chair and Treasurer serve as members of the Foundation Board, and the Chair indicated she would contact Steve Mastro to discuss the current Foundation abilities.

Becky Bryant moved to authorize the provision of a Wilkerson Scholarship in 2018 in the amount of \$750 with a determination to be made whether it is handled by the AACPM or the CPM Education Foundation. Seconded by Bill Herman. A vote was taken, all were in favor, the motion carried unanimously.

Adjournment:

There being no further business, the Chair adjourned the meeting at 1:59 PM (EST).

Respectfully submitted:
William G. Herman, CPM
Secretary