

**American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
October 10, 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: Rick Ward-Harder, Director of Communications and Dan Matthys, Director of Education

Also Present: Patty Morgan, Red Shoe Solutions

The Chair convened the meeting at 1:02 PM (EST).

September 12, 2018 Meeting Minutes:

Dennis Martino offered he wanted to thank Bill Herman for the outstanding job in handling the minutes of the AACPM Board.

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

Annual Meeting:

Patty Morgan noted as of today there were 20 individuals registered to attend the Atlanta conference, with a number of attendees being from Fulton County, GA. Loretta Tillery and Dennis Martino both noted this was close to the goal set for this event. Patty advised she would confirm payment arrangements with the hotel and how she will account for all of the financial transactions with the hotel and the AACPM. It was noted transportation to the Carter Center was still an outstanding item for the conference. Patty indicated she had not been advised yet to charter a bus, while Becky Bryant noted she was in discussion with folks in Georgia about other potential means of transportation including the possibility of transportation in personal vehicles by Georgia attendees.

Patty and Becky will coordinate on the transportation item.

Another outstanding business item was covering a docent fee of \$75 for the tour of the Carter Presidential Library. The fee provides a docent as a tour guide and covers a tour of approximately 30 – 45 minutes.

Dennis Martino moved for the AACPM to cover the Carter Center docent fee of \$75 as part of the AACPM Conference expenses. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried unanimously.

Patty noted hotel reservations are set, and there will be some comp rooms available to the NCPMC and AACPM due to the total number of hotel room nights reserved for the conference. She indicated how those are divided up will be between the AACPM and the NCPMC to work out.

Membership Update:

Patty Morgan reported she is working on financials now, but the AACPM membership is looking strong. She reported all databases have been used and invoices are out to all individuals. She indicated there are 206 individuals in the database and currently, 42 have paid to renew their AACPM membership while 164 are pending renewal with 82 of those having invoices that are more than 30 days overdue. There was a bit of confusion over the membership lists, and Patty indicated she would forward the Board members a current list later in the day.

Patty indicated with the membership list now in place, she could assist with the distribution of an AACPM newsletter or membership items by distributing them through this system. She noted the call for elections was distributed last week through this system, as were notices promoting the conference and the membership renewals. Becky Bryant noted the officer job descriptions appearing on the AACPM web site needed to be updated to be in sync with current requirements.

Becky agreed to forward information to Patty to accomplish this item.

Patty indicated the AACPM will need to make a determination at what point would individuals be removed from the active membership file for not renewing their dues – 30 days, 60 days, 90 days? Becky Bryant also expressed the need to ensure the information for new and renewing members is shared with ASPA so they receive the full benefits of AACPM membership, while individuals not renewing are removed from the ASPA list for the same reason.

Patty Morgan left the teleconference at 1:34 PM.

Annual Meeting:

Loretta Tillery noted there were three time slots in the two-day agenda for capstone presentations. She was under the impression these have not been arranged and perhaps the time slots should be adjusted for other purposes. The time slots include October 25th from 11:15 – 11:45 AM and 5:00 – 5:30 PM, and October 26th from 10:00 – 10:30 AM. Loretta suggested the October 26th time slot could be used to lengthen the time frame for the AACPM Business Meeting, while Bill Herman suggested it could also be time made available for those individuals departing that day to be able to check out of the hotel. Loretta also felt the October 25th time slot of 11:15 – 11:45 AM could be used to afford more time for the “Setting Up of a Municipal Government and Value of the CPM Credential” program. Becky Bryant reported these specific time slots have

been provided to Georgia CPM officials for the scheduling of capstone presentations, and we should wait to hear back from them before making any potential schedule changes.

AACPM Membership Report:

Loretta noted Patty Morgan had already covered this information earlier in the meeting.

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 noted the Annual Conference was the education and training offering immediately ahead for the Academy.

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 indicated the AACPM communications recently has been the e-mail notices distributed for conference attendance & registration, AACPM membership renewal and the call for elections.

Report of the Consortium Liaison:

Becky Bryant indicated she had nothing new to report. Becky and Loretta will be attending as much of the NCPMC meetings in Atlanta as they can. Dennis will as well as a Consortium member, and noted the Consortium usually asks for a brief report from the AACPM on their activities during the Consortium meeting.

Unfinished Business:

Proclamation Requests: Loretta reported she presented a proclamation at the Washington, D.C. CPM graduation during the past month. There had not been any other proclamation requests since the September meeting. Becky Bryant inquired about the potential presentation of a proclamation or recognition to the new Georgia CPM Society at the annual meeting or the Friday luncheon in Georgia. She felt there was an expectation to do so while the AACPM was in Georgia.

Debbie Smith offered to draft language for a document that could be formally prepared including the AACPM seal and presented in Atlanta. The Board was in full support of this effort.

Awards/Recognition: The Wilkinson Scholarship was raised and there was consensus there was not enough time to put a call out for applicants and select a

recipient or two in time for presentation at the conference. There was a brief discussion as to whether this should be a scholarship for advanced learning or to attend the AACPM Conference. It was agreed there was established specific criteria for the scholarship that should be followed.

Becky Bryant moved to approve funding for the Fran Wilkinson Scholarship of \$750, and to further discuss the scholarship at the AACPM Business Meeting in Atlanta with the intention of soliciting applicants and making an award before the end of the calendar year. Seconded by Dennis Martino. A vote was taken, all were in favor, the motion carried unanimously.

Elections: The Chair noted the call for elections has gone out to the membership. She thanked Dennis Martino for his efforts, who indicated the real work was accomplished by Becky Bryant. The Board members were hopeful for potential candidates to step forward.

New Business:

NECoPA Conference: Dennis Martino indicated the Board has had conversations about getting out to some regional meetings and promoting the AACPM for new members. He presented information on the Northeast Consortium on Public Administration which will be meeting in Baltimore, MD in early November. He checked into this event, and found an exhibitors table would cost \$1,000, which included two free conference registrations to attend the entire event. He felt having a presence at an event like this could be beneficial to the AACPM as attendees tend to be practioners and academics.

Becky Brant felt the AACPM needed to develop a new brochure to help promote the organization before attempting any marketing effort. She felt a brochure could be used in a number of settings from CPM graduations, conferences, exhibitors' tables, etc. There was general consensus on this idea moving forward.

Dennis withdrew his original request, but urged the Board members to work on developing a presence at CPM outreach events. He noted the New Hampshire alumni group would be hosting a NH Professional Outreach Conference on November 2nd where he could share AACPM information. He felt perhaps we should initially be looking at where local groups are having meetings and possibly have a presence at their meetings.

Debbie Smith recommended the Board consider potentially working with ASPA to develop an ad for the AACPM to appear in ASPA publications.

Becky Bryant noted the AACPM used to have a Society Support Committee to assist local CPM societies, and she would like to have discussion on this possibility at the annual business meeting in Atlanta. Becky also noted she learned there was a CPM Program established in Tennessee that she would like to follow through on for a

potential CPM Society to follow. Dennis noted the Tennessee program had been revised a year or two ago and was operated through the Institute of Public Service at the University of Tennessee.

Treasurer's Report:

Debbie Smith reported the Academy had a \$39,079.87 cash balance as of October 10, 2018.

The Treasurer reported the purchase of ink pens for the AACPM conference was completed, but the order placed for \$149.45 within the Board's approved amount of \$150 ultimately came to a total of \$155.12. She was seeking approval to cover the \$5.12 overrun amount.

Bill Herman moved to approve the \$5.12 overrun expense for the AACPM conference ink pens. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried unanimously.

Debbie Smith also noted some of the recent communications pieces going out such as the call for elections, the registration mark had not been used at the end of the phrase "Certified Public Manager". She felt we all needed to be diligent in its use to adhere the standard moving forward.

Dennis Martino noted Patty Morgan is handling the shipment of the AACPM Conference bags from New Hampshire to Georgia. He will be sending a minimum of 40 bags so not only all conference attendees, but speakers and others may get a bag.

Adjournment:

There being no further business, the Chair adjourned the meeting at 2:14 PM (EST).

Respectfully submitted:

William G. Herman, CPM
Secretary