

**American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
December 6, 2018**

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

Board Members Absent: Debbie Smith, Treasurer; 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 4:02 PM (EST).

October 24, 2018 Meeting Minutes:

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

2018 Annual Meeting and Conference:

Prior to the meeting, Patty Morgan circulated conference financials to the Chair, Chair-elect and Treasurer. She reported for revenue, there remained four conference registrations left to be paid including three AACPM officers. She indicated the fourth was in process. The expenses totaled \$5,884.72 leaving a conference balance due of \$754.72. Patty also reported she had dues revenue from October and November totaling \$476.19, leaving a balance owed to the Consortium of \$278.53, which she felt with 11 more memberships, the AACPM would break even. There was discussion of the report and the fact the AACPM had intended to underwrite some of the costs of the conference from the beginning. The Chair indicated she would like to settle the account prior to the end of the year and requested a motion for the AACPM to pay the \$810 for the three AACPM registrations and the balance due of \$278.53. Bill Herman indicated he was not comfortable making the payment until the Treasurer was able to be part of the conversation and until he had a chance to review the written financial report. Dennis Martino agreed Debbie Smith should be part of this discussions.

The Chair agree to table this item until the Board's next meeting on December 12, 2018.

Loretta Tillery will connect with the Debbie Smith on this issue ahead of the December 12th meeting.

2018 Annual Meeting and Conference:

Following up on an offline discussion, the Board discussed with Patty Morgan the idea of converting the web page promoting attendance at the 2018 Conference to a page that provided access to the various training program and capstone projects presentations, as well as some information and photos concerning the recognition provided to the newly formed Georgia CPM Society and the establishment of the Becky Bryant Scholarship., as well as some general conference photos. The Board members felt this would be a way to provide value added to AACPM members who were not able to attend the conference to at least access the information that was presented. Patty Morgan indicated that was relatively easy to do mechanically and various Board members agreed to provide information they had or reach out to presenters for their presentations. Becky Bryant also recommended adding a "Save the Dates" box to the page for the 2019 Conference to be held in Omaha, Nebraska. Bill Herman suggested once the page was established, the AACPM should send a blast notice out to the membership to inform them of the site and information.

Membership Update:

Patty Morgan reported there were two new memberships in November and as of now 62 active members with 149 memberships with renewal notices out and still outstanding.

Patty Morgan suggested the AACPM send an electronic newsletter out now to the membership, including those pending renewal, with a message from the current President, some of the conference follow-up information and anything else timely to begin a communications effort with the members. She is able to help produce and distribute the newsletter.

The Chair will work on a message and get it to Patty Morgan for this purpose.

Patty Morgan also recommend the AACPM send a message out to the 39 CPM Program Directors asking they share information on the AACPM to the students. She suggested this be a message from the AACPM President that is done in December and possibly again in January. Dennis Martino felt this effort may also require some calls to individual CPM Program Directors to ensure they understand the AACPM is not requesting any student information, but for the program do a distribution in the manner easiest for them

Dennis Martino, Becky Bryant and Loretta Tillery agreed to work on this effort.

Dennis noted he would be attending a holiday event sponsored by the New Hampshire alumni group on December 7th. He anticipated there being 30 to 50 current and former CPM students in attendance, and he would be promoting the AACPM.

Report of the Elections Committee:

Dennis Martino reported as of the close of the balloting period, there had been a total of 18 ballots cast for AACPM officers. The results of the election were:

- Jeffrey D. Dinkins, Sr., Georgia – President-elect
- Deborah J. Smith, Oklahoma – Treasurer
- Becky Bryant, Arkansas – Director of Membership
- Greg Hyland, Arizona -- Director of Communications

Loretta Tillery will contact the four individuals to congratulate them on their election and poll for first Board meeting of the new year which is tentatively scheduled for 1 PM (Eastern Time) on Wednesday, January 9, 2019.

Dennis Martino will work with Patty Morgan for a notice on the results of the election to be sent to the AACPM membership once the direct contact with the four individuals has been made.

Communications and Newsletters:

The Chair noted this item has been covered in earlier topics and discussion at this meeting.

Report of the Consortium Liaison:

Becky Bryant indicated she had nothing new to report. Dennis Martino suggested moving forward it appeared the AACPM Past President has served as the Consortium Liaison and he would likely be looking at Loretta Tillery serving in this role. He noted the AACPM President and Past President serve as members of the National CPM Consortium Board. Becky Bryant and Bill Herman noted it has been the AACPM President and President-elect who are designated for the Consortium Board, and the Liaison position was formally established by a prior AACPM Board to actually increase participation by an additional member instead of by a sitting Board member.

Patty Morgan left the teleconference at 1:34 PM.

Awards and Recognitions:

Wilkinson Scholarship: Loretta Tillery reported she has not received any applications to date for the scholarship. The other Board members indicated they had not received a membership notice indicating the scholarship was open for applications. Becky Bryant

noted an e-mail message she had that the notice would be going out on November 12th, but no one on the teleconference has received a membership notice concerning the scholarship. The Chair made an attempt to reconnect with Patty Morgan, but was not successful. The Board members felt the application deadline needed to be extended until at least December 21st, and the Board agreed to discuss further at the next meeting on December 12th.

Becky Bryant noted since the last teleconference meeting on November 30th, she had circulated the Evaluation Criteria for the Wilkinson Scholarship to board members noting some confusion with the criteria for financial need and community service / leadership. She and Loretta Tillery indicated they were in agreement with suggestions offered by Bill Herman that provided a clearer understanding for scoring within the subject areas and eliminated some subjective determinations by individuals who would be reviewing and scoring applications.

Loretta Tillery will contact Patty Morgan to determine if a notice had actually been sent out and to send another to all members that extends the application deadline to December 21st.

Henning Award 2019: Bill Herman indicated he had requested this item be on the agenda to ensure the Board took steps to present a Henning Award at the 2019 conference and annual meeting in Omaha. He indicated he had not read the rules recently, but previously nominations for the Henning Award had to come from local societies. With the change in the AACPM structure and most members not part of a local society, he felt the rules should be reviewed and amended to enable nominations from individuals including potentially self-nominations. There was consensus among the Board members this should be done. Dennis Martino indicated he had been thinking about the potential of establishing an Awards Committee to handle items such as the Henning Award and the Wilkinson Scholarship. He suggested this could be a way to get other AACPM involved in the organization. Bill Herman recommended at a minimum, the Committee perhaps should be chaired by a Board member. Loretta Tillery offered to Chair the Awards Committee for 2019 and Dennis thanked her for volunteering.

Jack Lemons Student Scholarship: Loretta Tillery indicated she did not want to lose sight of the Lemons Scholarship. She reported the Consortium has never responded to the Academy's first inquiries about this earlier this year. She indicated she will look into this further as part of the Awards Committee efforts.

Unfinished Business:

Proclamation Requests: There have been no requests since the Board's last meeting.

New Business:

Transition of Officers and New Board Members: Loretta Tillery asked Dennis Martino as the incoming Academy President if there was anything he had in mind to assist in the transition of new Academy officers in 2019. Dennis felt it would be helpful if we provided materials to all Board members that describe the duties and responsibilities of the officers and directors. He also felt we should try to work out a schedule of monthly meetings on a general schedule that works for all members, as it has been the common practice during the past year to meet on the second Wednesday of each month at 1:00 PM EST.

Dennis agreed to prepare a proposed meeting schedule for 2019 and circulate it to all current Board members prior to the December 12th meeting.

Bill Herman asked whether we would be inviting the newly elected Board members to participate in the December 12th meeting or not, indicating he had heard both sentiments expressed. Loretta and Dennis felt it would be more helpful if the current Board could closeout the business of 2018 at the year-end meeting to enable the members to start the year with a clean slate.

It was agreed the first meeting of the new year will be scheduled for the second Tuesday of January (January 9, 2019) at 1:00 PM EST.

Adjournment:

There being no further business, the Chair adjourned the meeting at 4:55 PM (EST).

Respectfully submitted:

William G. Herman, CPM
Secretary