**American Academy of Certified Public Managers® (AACPM)**

**Board of Directors Teleconference Meeting**

**January 11, 2021**

1. Call to Order
2. Roll Call

Board Members Present: Gregory Hyland, President; Jana Huffaker, President Elect; Dennis Martino, Past President; Amber E. Ortiz, Secretary; Debbie Smith, Treasurer; Becky Bryant, Membership Chair; and Tracy Watterson, Education Chair; Patty Morgan, AACPM Administrator

Board Members Absent: Staci Mason, Communications Chair

The President confirmed a quorum was present and convened the meeting at 11:06 PM (EST).

1. Welcome New Board Members

Each member introduced themselves.

Greg – Current sitting president. No longer in public sector. Took over when Jeffrey abruptly resigned. Been involved since 1992.

Jana – Excited to be part of AACPM.

Dennis – Immediate past president. Joined as part of local New Hampshire society that invited teachers to be part of the society. Has been involved at various levels since 2002. Looking forward to the upcoming year.

Amber – Recent CPM graduate, 2019. Currently Tax Auditor 3 for Idaho State Tax Commission. Excited to be part of the team. Looking forward to the onboarding process and what my role will be.

Debbie – Excited to work with the new board members. Has been involved since 1988. One of few charter members to the organization. Resource for historical information. Current role is to keep finances in order and balance everything monthly. Sends out a brief treasury report and redacted bank statement. Keeps all annual filings up to date and in order. AACPM involvement is great for personal development. Moving through the ranks of officer positions will prepare you for what it takes to run a non-profit organization and to know the duties and responsibilities associated with that. We are there to help all work through the steps.

Becky – Has been in public service for 40 years with the Arkansas DOL. Involved with AACPM since early 1990s. Retired from public service for five years and remains directly involved with AACPM and serves on the board for the Arkansas state society. We have an interest from some societies as to how they can become recognized as a society of AACPM. However, we still want to retain individual recognition for those members because it will help strengthen us, build membership and eventually our finances to do more for our members. This is something we have to work through this year.

Traci – Happy to be here. Has been in public service for 8 years now. Before that, spent career in public schools.

Patty – In 2018, the consortium entered a Memorandum of Understanding with the AACPM. Basically, what the consortium does is allow Patty to provide membership management services for the academy. She is paid through a portion of the membership that’s processed on behalf of the academy. In return she manages the membership process, communications, website, financials and helps with board issues. She also managed the November town hall meeting. She doesn’t have a contract with the academy. It’s through the relationship with the consortium. She is dedicated and thrilled to have two ladies from Idaho joining the board.

Greg – The academy used to be a bottom-up organization. Dues were paid to the societies, the society then remitted so many dollars per member to the academy. Now we’re top-down, no more societies. Societies are now wanting to be back in the academy. The academy was the big brother to the consortium. The consortium is now the big brother/sister to the academy.

1. Continuing Business
2. Review of Past Meeting Minutes, December 14, 2020.

Dennis moved to accept the minutes from the last meeting. Seconded by Debbie. A vote was taken, all were in favor, the motion carried.

1. Review Treasurer’s Reports (Debbie)

Debbie noted there has been no activity through January 11, 2021. She provided the balance and advised the Board of likely expenses remaining in January or February 2021. It’s time to renew our incorporation with the Georgia Secretary of State.

Greg –Request for Debbie to send a new signature card out now that we have Jana on the board.

Becky moved to place the Treasurer’s Report on file for audit. Seconded by Dennis. A vote was taken, all were in favor, the motion carried.

1. Membership Report (Becky and Patty)

Becky reported the current AACPM membership roster:

* 108 Current/Active Members
* 25 Members Pending Renewal
* 8 New Members Pending Payment
* 7 additional new members in the last 30 days

Greg - Members used to pay at the same time. Now members receive a full year of membership when they pay their dues. This helps keep our cash-flow going throughout the year. We are flexible with membership dues and payments.

Patty - It has been difficult for some public organizations to pay dues in 2020. A number of members are now going back the office not wanting to lose their membership. She’ll work with Staci and reach out to members whose status is technically cancelled. We don’t remove anybody from our website and still consider them members, but they aren’t active. We’ll make a concerted effort to get as many back as possible.

Dennis moved to accept the membership report as presented. Seconded by Debbie. A vote was taken, all were in favor, the motion carried.

1. New Business
2. Communications Ideas (Staci)

The Board agreed to table consideration of the communications ideas until the next meeting.

1. Education Ideas, including webinars, Zoom calls, etc. (Tracy)

Greg – Admits we’re lacking in communication. Wants to work on that and education.

Becky – A couple years back, we signed an agreement with the American Society for Public Administration (ASPA) to provide membership benefits. They offer webinars, book talks that we didn’t feel we had the capacity to provide for members at the time. It’s an annual agreement. We sign it every year. As people are added, Becky notifies ASPA of the new members so they start receiving emails from ASPA. Members can notify Becky is they would like to opt-out. Under our agreement, our members can sign up for up to three webinars, which we can sponsor. If we don’t have something of our own that we can put out there, then we can choose something they already have on their schedule and we can say we would like to be a sponsor for that webinar and we can inform our members it’s coming up. Becky would like to get Tracy in touch with Philip at ASPA. He can let Tracy know of the upcoming webinars, etc. Becky will email both Tracy and Philip so they can look at that schedule.

Tracy – What is the organization’s mission/vision for education for its membership?

Greg – Honestly, the ball was dropped and is a hands-off president. All ideas are welcome. Our mission is to further the cause of public service. We need to get information out to our members. We haven’t taken advantage of our ASPA agreement. He will share information from people he knows (Consultants, presenters, etc.) that have volunteered to help us. The board agrees.

Dennis – We have a mission statement and values that are part of our Constitution. There is a specific mission for the education component. We’ve talked about it, but it hasn’t been well focused. We could really use someone who will get us ahead.

Jana – We need a go-to area with our strategic plan to gain a deeper understanding of the rich history of what has already been accomplished. There is so much the new members do not know.

Greg – There is a lot of information and documentation. Don’t be scared off by the Standard Operating Procedures (SOP). We’re open to all new ideas. Our constitution is a framework.

Becky – The SOPs from 2016 forward have been very fluid. We’ve only revised those necessary to accomplish what we needed to during all the transitions from going into ASPA to coming out of ASPA, etc. Several have been updated but haven’t been put into one full document yet. Just reviewing all SOPs and seeing what we need to still update, a lot of it we can rid of. Some are very technical and detailed. Look back to our minutes from the last year to see what we’ve discussed and what we’re recommending going forward.

Greg – Will approve all other meeting minutes as old business (Oct – Dec and Town Hall meeting)

Dennis – About a year ago, we were planning a spring retreat for the board to do some strategic planning. It was postponed due to the pandemic.

Greg – Jana, you have 3 years (president elect, president, and past president year). This is a good opportunity to review the SOPs with your new team and see what you think. Use Dennis, Becky and Debbie as resources. We’re open to making this better.

Jana – Will reach out to Tracy, Amber and Stacy to discuss what we can offer to non-current members and provide an appetizer of Tracy’s ideas for the future.

Tracy –

1. What board members are available for collaboration?
   * Greg – We’re going to give you your own direction to go. Run questions by the board.
2. Who makes the decisions about what professional learning will be offered?
   * Greg - The board makes the ultimate decision. The President doesn’t really have authority here.
3. Does the board itself need professional learning that be separate from what we offer the members?
   * Debbie - Any type of education that would help any type/level of public manager that would help we on board with. Any expansion of the CPM training and continuing to build on the basic requirements for the CPM certification.

Tracy

1. Could we survey the membership to find out what they want?
   * Debbie – agrees with using surveys
2. What has worked well in the past?
3. What might be a problem that needs to be solved?
4. What resources are available? Funding? Zoom?

* Patty – A contractor for the consortium and therefore, AACPM. Her company has survey tools and online communications tools. Tracy will connect with Patty about utilizing the tools.

Dennis – Currently hosting a webinar: Managing at a Distance. Willing to make a generic version of it for our members.

Greg – Hope also has a webinar that she offered to make national for us as well.

1. Old Business
2. Report on Elections (Dennis)

Greg – Dennis, send out an email with a wrap-up summary with how many people voted.

Dennis moved to suspend dealing with the old business until next meeting. Seconded by Tracy. A vote was taken, all were in favor, the motion carried.

The Board agreed to table consideration of the meeting minutes until the next meeting.

1. Report on Wilkinson & Henning Awards (Debbie & Bill)

The Board agreed to table consideration of the old business until the next meeting.

1. Discussion on Other Awards (All)

The Board agreed to table consideration of the old business until the next meeting.

1. Continuing Discussion on Agreement between AACPM & ASPA (All)

The Board agreed to table consideration of the old business until the next meeting.

1. Continue discussion on Society Memberships (All)

The Board agreed to table consideration of the old business until the next meeting.

1. 2021 Meetings
2. Dates

Greg – The previously board moved the meeting date to the second Monday.

The Board determined the next meeting will be held on Monday, February 8, 2021 at 11:00 AM EST.

1. Other new business

Greg provided his email address and cell number.

1. Adjournment

There being no further business to conduct, Greg Hyland adjourned the meeting at 12 PM EST.

Respectfully submitted:

Amber E. Ortiz, CPM

Secretary

**Action Items of the AACPM Board of Directors**

**Taken During the**

**January 11, 2021 Meeting**

|  |  |  |
| --- | --- | --- |
| **This action item** | **will be completed by** | **on or before** |
| Work on steps to recognize societies | TBD | TBD |
| Send new signature card to Jana | Debbie | Next board meeting |
| Reach out to members with inactive status; Retain non-current members – provide Tracy’s ideas for the future | Patty, Staci, Jana | Next board meeting |
| Get Tracy in touch with Philip at ASPA | Becky | Next board meeting |
| Share information from consultants/presenters to assist the board | Greg | Next board meeting |
| Update SOPs and look back to minutes from last year for recommendations | Jana | Next board meeting |
| Put all SOPs into one full document | Jana | Next board meeting |
| Approve Oct. – Dec. and Town Hall meeting minutes | Greg | Next board meeting |
| Plan retreat for strategic planning | TBD | TBD |
| Make a generic version of webinar: Managing at a Distance for members | Dennis | Next board meeting |
| Reach out to Hope for her webinar presentation | Greg | Next board meeting |
| Send out email with wrap-up summary of election | Dennis | Next board meeting |

*\*TBD = To be determined*