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

**Board of Directors Teleconference Meeting**

**November 9, 2021**

1. Call to Order (10:15 a.m. MST)
2. Roll Call

Board Members Present:

Amber Ortiz, Secretary

Colleen Clark, Communications Chair

Debbie Smith, Treasurer

Trevor Sparrow, Education Chair

Becky Bryant, Membership Chair

Also Present:

Patty Morgan, AACPM Administrator

Board Members Absent:

Gregory Hyland, President

Dennis Martino, Past President

Jana Huffaker, President Elect

Debbie confirmed a quorum was present and convened the meeting at 10:16 AM (MST).

1. Continuing Business
2. Approve Minutes of Last Meetings: June – Oct. 2021

Becky moved to approve the June – Aug 2021 minutes with changes submitted by Becky. Seconded by Amber. A vote was taken, all were in favor, the motion carried.

Becky moved to approve the Sept - Oct 2021 minutes with changes submitted by Becky. Seconded by Trevor. A vote was taken, all were in favor, the motion carried.

1. Old Business and Voting
   1. Welcome new board members

Board members present welcome the new members. Tabled until next meeting.

* 1. Review Treasurer’s Report (Debbie)

Debbie provided the balance and advised the board of likely expenses remaining through November 2021.

No Askew awards sent out for the month of October.

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

* 1. Education Chair Report (Trevor)

Trevor provided the November Education Chair Report.

Suggestion to seek a corporate sponsor for speakers and trainers. This may offset expenses.

Working on calendar of events for training for the preferred frequency and types of trainings.

Are states able to make their trainings available to us?

Jeff has been in contact with Becky about a webinar. Becky will be in contact with Jeff and Trevor to coordinate a meeting.

Our relationship with the Education Foundation provides for them to be able to take the tax deductions for their contributions.

* 1. National Conference – debrief

Colleen expressed concern there was a large loss of participants during the awards ceremony. Perhaps we move the spot in the agenda in the future for virtual meetings and “tighten” the agenda and scripts.

Debbie provided the history of the in-person award ceremony. This was held at a dinner where the awards were the only presentation during the evening.

Trevor suggested to add more door-prize drawings throughout the day to keep people engaged.

Marta mentioned she enjoyed the speaker so much she purchased his book. The duration was perfect to keep people engaged.

Next year’s agenda and possible trainings could be driven by conference feedback and Colleen suggested a 10-question survey could be sent out to all members, not just attendees with conference/non-conference questions. Colleen will draft the questions and provide to the board for feedback before it’s sent out to members before our strategic planning meeting.

* 1. Communication Update (Colleen)

Colleen thanked the board for sending bio’s. She posted them on social media this morning.

Colleen will send out a questionnaire to the board to gather info and option for new photo to be posted.

We have 80 new members. We should highlight board members to spark interest in active members to become committee members or run for a position on the board of directors.

* 1. Henning Award

Is there a template the Arkansas society can use to publish recognition for the winner? Debbie will review the SOPs.

1. New Business
2. NCPMC and AACPM agreement renewal and add terms to SOPs

Becky – We’re waiting on Stephanie. Becky will reach out and see if she has done that.

1. Event planning for January – Annual business meeting and strategic planning – Jana will send out Doodle poll this month

Calendar invite sent out for December 10th.

1. Separate website from NCPMC discussion

Debbie mentioned although being standalone may be beneficial, there’s value in our relationship with the consortium. We’ve worked many years to establish a good relationship with them. Is there a way we can have the best of both worlds?

Becky is willing to stay on as a liaison with the consortium. The partnership is vital. This can be a win-win.

Colleen suggested we do our strategic planning first to define our goals. From there, we’ll need to know the direction of our website.

1. Group membership rates for any interested societies discussion

Tabled until next meeting.

1. Verify Dates for 2021 Meetings – Dec 11th

Tuesday, December 14

1. Adjournment

There being no further business to conduct, Debbie adjourned the meeting at 11:15 a.m. MST.

Respectfully submitted:

Amber E. Ortiz, CPM

Secretary

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

**Taken During the**

**November 9, 2021 Meeting**

|  |  |  |
| --- | --- | --- |
| **This action item** | **will be completed by** | **on or before** |
| Becky will be in contact with Jeff and Trevor to coordinate a meeting about a webinar. | Becky | Next meeting |
| Colleen will draft the questions and provide to the board for National Conference feedback before it’s sent out to members and before our strategic planning meeting. | Colleen | Strategic planning meeting |
| Colleen will send out a questionnaire to the board to gather info and option for new photo to be posted. | Colleen | Next meeting |
| Debbie will review the SOPs for a Henning Award template for Becky. | Debbie | Next meeting |
| Becky will reach out to Stephanie regarding the NCPMC and AACPM agreement renewal | Becky | Next meeting |