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

**Board of Directors Teleconference Meeting**

**March 8, 2021**

1. Call to Order (9:02 a.m. MST)
2. Roll Call

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

Board Members Absent: Staci Mason, Communications Chair

The President confirmed a quorum was present and convened the meeting at 9:04 AM (EST).

Board Members joined after roll call: Dennis Martino, Past President

1. Continuing Business
   1. Review of Minutes of Last Meetings (Amber)

Becky moved to approve the Feb 2021 minutes. Seconded by Jana. A vote was taken, all were in favor, the motion carried.

* 1. Review Treasurer’s Report (Debbie)

Becky – What does the liability cover? Greg explained it’s a board liability policy we’ve held for over 30 years. We also have treasurer’s liability and bond insurance. Greg confirmed there aren’t duplications in coverage.

Greg – Has a revised signature card been sent to Jana? No response.

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

* 1. Membership Report (Becky and Patty)

Patty shared membership list with board. Current paid members are at 111.

Greg requested a members-by-month spreadsheet 1/2020 – 1/2021 for the president’s report.

Jana – Is there an intranet where we can access the uploaded reports? Patty – Yes, on the website. She’s in the process of building a “board area” that we’ll need to log into to use. Patty will send everyone a link. The minutes are posted on the website.

Patty will share the letter for lapsing memberships to the subgroup. Tracy suggested no subgroup. But bring Jana into the discussion with Tracy, Stacy and Becky.

* 1. Communications Chair Update (Staci)

Greg tabled consideration of the communications ideas until the next meeting because Staci was absent.

* 1. Education Chair Report (Tracy)

Tracy reviewed our board approved education plan. There is concern about emails coming in regarding renewal, webinar, etc. that are competing with the plan. Tracy will remind the board of the education plan in the future.

Tracy reviewed survey questions.

Jana – Let’s make sure we ask about methods of communication that we can provide to members and follow-through on. We need Staci’s fingerprint on this. We also need to take some action and offer a webinar – Possibly information Dennis has already prepared.

Dennis – Provided information regarding his recent webinars. Tracy and Dennis will work on this. We can offer the webinar thru Patty. Dennis is also on the NCPMC committee and Tracy will reach out for more information.

Patty can create the survey the same day it’s sent to her. Require one week for response. Tracy will provide data at our next meeting. Possible gift card incentive.

Greg – Consider sending survey with membership and education questions for now. Save communications for later.

* 1. Report on SOP Updates (Dennis)

Dennis reviewed 13 sections and provided to members. Title “Chair” needs to be replaced with “President”. Historical data that isn’t procedural shouldn’t be in the SOPs and should be archived. The finance section needs some attention. All members should review their duties and Dennis has sent and see if they still make sense.

1. Old Business
   1. Report on Wilkinson & Henning Awards (Debbie)

No update on Henning. On Wilkinson, Debbie will send Patty some information to be posted on the website. Debbie will email information to current members. Greg will touch base with Bill.

* 1. President’s Award’s (Greg)

Greg will be awarding this to Bill.

1. New Business
2. SOP Updates (Dennis) – Duplicate agenda item. Skip.
3. NCPMC Agreement

Greg - We’re lapsed by 6-8 months.

Becky suggested board members review the agreement and see if it needs to be revised.

Jana requested a subgroup to examine whether we should have our own website. We should come together as a board and determine what we should do and look at all options.

Tracy reminded that Staci may also have a plan.

Greg – Right now, it’s 40% of our dues. Patty makes more money as we gain members.

Patty – After merchant processing fees, 40% goes to Patty, 10% goes to consortium, and 50% goes to AACPM.

Email Greg if you would like to volunteer for the subcommittee to review the NCPMC Agreement.

1. Other New Business
2. Verify Dates for 2021 Meetings – All

4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11, 11/8, 12/13

1. Adjournment (10:04 a.m. MST)

There being no further business to conduct, Greg Hyland adjourned the meeting at 10:04 a.m. MST.

Respectfully submitted:

Amber E. Ortiz, CPM

Secretary

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

**Taken During the**

**March 8, 2021 Meeting**

|  |  |  |
| --- | --- | --- |
| **This action item** | **will be completed by** | **on or before** |
| Send revised signature card to Jana. | Debbie | Next board meeting |
| Greg requested a members-by-month spreadsheet 1/2020 – 1/2021 for the president’s report. | Patty | Next board meeting |
| Patty’s building a “board area” that we’ll need to log into to use. Patty will send everyone a link. The minutes are posted on the website. | Patty | Next board meeting |
| Patty will share the letter for lapsing memberships to Becky for revision. | Patty | Next board meeting |
| Webinars. | Dennis & Tracy | Next board meeting |
| Create the survey. | Tracy & Patty | Next board meeting |
| Review duties and Dennis’ SOP review. | All members | Next board meeting |
| Send Patty some information to be posted on the website for Henning. Email information to current members. Greg will touch base with Bill. | Debbie & Greg | Next board meeting |
| Email Greg if you would like to volunteer for the subcommittee to review the NCPMC Agreement. | All members | Next board meeting |
| Ask ourselves how ASPA can help at the end of discussion for each agenda topic | All | All board meetings |