



**AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®
BOARD OF DIRECTORS MEETING**

January 3, 2011

10:00 a.m. PST, 11:00 a.m. MST, Noon CST, 1:00 p.m. EST

Call in number: 877-216-1555 Pass-code: xxxxxxx

I. Welcome and Call to Order (Heaton)

Review agenda for possible changes/additions

Heaton called the meeting to order at 12:01. Heaton completed the roll call and all board members were present. Special welcome extended to new members Smith and Totten. Heaton asked if everyone received the agenda. Everyone had an agenda to follow.

**II. Accept Meeting Minutes of Dec. Board Meeting (Bourbeau)
Previously approved via e-mail**

Heaton indicated that the December meeting minutes had been previously approved by email by the previous board, but believed it would be a good practice to have the current board review and approve them again. Tisdale made the motion to accept the minutes as provided and Bourbeau seconded the motion. No additional discussion. Heaton called for vote. Vote was unanimous.

III. Treasurer's Report (Tisdale)

Tisdale reported \$47,357.28 currently in accounts. Tisdale received 3 or 4 assessments and no outstanding bills at this time. Heaton polled for questions. No questions presented.

IV. Continuing Business

- A. Utah conference close-out Stu Smith, Utah Conference Chair submitted the close out report before leaving the country. Report will be made available to board by the Feb. meeting. It was submitted according to the SOP guidelines. Utah Conference Treasurer, Lance Taylor will submit the finance portion by the end of week; Totten reported the previous estimate of \$14,000+ remains accurate regarding the excess revenue. Utah and AACPM should receive \$7,031 as a result of the 50/50 percent split. Tisdale requested Heaton bring the check to AZ for the 2012 Mid Year Board Meeting.
- B. Columbia South Carolina 2012 conference update. Heaton recently talked with Chase and provided information regarding securing the CEUs and associated documentation. Heaton knows that Chase has been working on securing speakers; but did not receive a clear update during the discussion. Totten provided this update, Chase received 11 submissions, Chase requested newsletter deadline, and Totten provided the requested information.

Chase requested tickler card information. Totten will respond regarding use of any of our social media resources as a means to share “save the date” information for the 2012 conference. SOP may need to be updated to include social media, versus just the formal post card process. Chase requested printing cost information for items which are or may not be conference related, i.e. presenters handouts, HOD materials, banquet program, Askew booklet, etc. Totten will respond to Chase tonight. HOD printing is usually done by the attendees individually and if so HOD printing cost would transfer to AACPM along with room, food, and AV costs. Timeline for printing, etc. Chase requested that a countdown clock could be added to the conference website. Totten reported this request is already complete. Smith requested Totten check with Chase to see if he would allow a conference listing notice to be placed on GovManagement Magazine. Tisdale indicated Chase may have more requests for information after he reads the UT conference report.

C. Newsletter and communications progress update

Distribution of newsletter hard copies

Kramer indicated that before we begin this discussion, he is removing himself from the conversation and any voting on this matter as a result of a conflict of interest. Heaton requested this note be placed in the minutes. Conflict of interest – Kramer will not participate in the discussion or voting.

Shoemaker reporting receiving the 2012 Newsletter proposed contract from Sharon Kramer and it looks similar to 2011. Additional piece for consideration is that printed copies of the newsletter can be processed and mailed by her. Heaton verified the cost would be comparable to AACPM doing the same activity. Heaton ask when the board would review the contract and if it could be signed at the next meeting. It was decided that the proposal would be sent for review by the board (less Kramer) so that possible questions may be submitted back to Sharon and answered before the meeting, so final discussion could occur for a decision at the meeting.

Remainder of the board agreed seeing the contract and being prepared to discuss at the meeting would be the next step.

Heaton requested status of next newsletter. Request for articles is going out soon and deadline for articles is Feb 29, 2012.

D. Other continuing business

No other discussions were offered.

V. New Business

- A. Social media contributions policy Heaton proposed developing clarity on who can post and what to post to our social media sites. A consensus is needed regarding how posts are coordinated to the social media sites. Are they to be coordinated among the board or are centralized to one assigned party. And does Heaton prefer to see all communications before they are posted.

Currently Shoemaker is committed to posting information twice monthly. Board indicated that we should not bog down the process too much when frequent requests for posting come in. i.e. Conference Information. Kramer shared his original vision was to post information through a central point. Facebook requires Shoemaker become an administrator. Linked In allows for posts from any member. Tisdale wants to know about posting general membership renewals information through the many social media tools we have available. Board agrees that group reminders on social media is acceptable; but will not use any of the available tools to single out any society. Shoemaker suggests that in order to post frequently to the sites, board members can use agenda items as opportunities to share information with the members. Additional discussion at the next meeting will occur.

- B. Local society election ethics Board is aware that some societies may be challenged in filling leadership positions when unpreventable situations arise and the current members may be unable to serve in their current elected roles, and may be then be challenged in following their own Bylaws in doing so in a timely manner and without actually going through the actual steps to change the Bylaws to allow for a more formal process to do so before actually allowing leadership positions to be filled by individuals willing to do so. The board seeks to let all societies know that the AACPM board is available to assist in these challenges so that all society members feel everyone had equal opportunities to fill the positions.
- C. Review calendar and discuss upcoming deadlines - Bourbeau and Smith are working to secure outstanding society annual reports. Academy Reports are being worked on by Joyce Smith.
- D. ASPA Affiliation Committee report and discussion – Conference call scheduled for Jan 17 with AACPM and ASPA committees. Call to wrap up the high level organizational structure. Committee members provided a brief update of some of the discussions to date. Questions remain regarding retaining of Academy and Society legal structures, fees structure, membership classifications, etc. The five work groups are tasked with discussing details on these and reporting back at the next joint meeting. ASPA national council meets in LV in March. APSA wants to secure framework approval on this concept at this meeting on whether or not to proceed. AACPM would then go to the HOD. Details regarding many of these items would then be further worked out during the organizational transition period as the affiliation is put in place and formalized. Heaton commended Kramer and his committee on the work completed thus far.
- E. Committee Assignments
Heaton seeks to formalize all of the committees at the Mid Year meeting and seeks to have some approved today for the committees which need to get started early. They are the Communications, ASPA Affiliation, Bylaws and

Ethics, and Society Support. Russell Rost, MO prefers to work on the Bylaws committee versus the communications committee due to personal time availability. Board had no issue with this request and asks Shoemaker to contact Russell to confirm this is still his wish. Board agreed for Heaton to green light these committees to start and complete the committee work at the next board meeting.

- F. Other new business
Kramer reported travel arrangements for the mid-year board meeting are complete. Legado hotel to provide shuttle runs between the hotel and meeting location. He requested any special food requests for the evening meetings. Kramer confirmed that connectivity may be an issue for laptops, but he will double check it.

VI. Open Discussion

VII. Adjournment

- A. Next Meeting – Mid-Year in Gilbert AZ, Feb. 2, 2012
Meeting adjourned at 1:05 CST

For Distribution:
Original Signature on File:

Respectfully submitted by:

Debbie J. Smith, CPM, Secretary, AACPM

For Distribution:
Original Signature on File:

Respectfully submitted by:

Keith L. Heaton, CPM, President, AACPM