



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

July 10, 2012

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

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

I. Welcome and Call to Order (Heaton)

A. Review agenda -

Welcome from K. Heaton and overview of agenda and important items to be covered during today's session. Meeting called to order at 12:00 Roll called. Present were K. Heaton, Larry Totten, Jeff Kramer, R. Tisdale, D. Bourbeau, M. Shoemaker, D. Smith.

II. Accept Meeting Minutes of Mid-year and June Board Meeting (Smith)

R. Tisdale motioned to accept the June Teleconference Board Meeting Minutes. D. Bourbeau seconded. Vote called. Motion passed. No dissenting votes. D. Bourbeau motioned to accept the Mid-Year Board Meeting minutes. R. Tisdale seconded. Vote called. Motion passed. No dissenting votes.

III. Treasurer's Report (Tisdale)

R. Tisdale reported \$62,275.65 in the bank account and 945 members currently on the AACPM membership roll. Roster from NCR not submitted yet, but NCR dues have been submitted. LA sent roster with 6 members. R. Tisdale will be submitting the special event insurance fee this month for the 2012 AACPM Conference in SC. The purchase request cannot be submitted more than 90 days in advance. Next week is the time the 90 day window opens. M. Shoemaker requested comparison of member count to last year. R Tisdale reported we were at 1400 at this same point last year.

IV. Committee Reports

A. Conference Committee – (Totten)

a. Columbia South Carolina update-fund raising

Making good progress, more than 30 registrations plus some additional registrations received this last week. K. Heaton requested how many were from SC. SC is seeking u-Tube files of the major speakers plus President. Heaton to upload to uTube as part of their marketing strategy. They are also working to get the Columbia mayor and Governor welcome statements up loadable to uTube as well. Constant Contact (CC) currently shows 8 registrations from SC. 2,000 invitations are yet to respond on CC. 6 registrations from Utah and 6 registrations from KY are expected. Monday's keynote session seemed to show a conflict but SC is working to adjust the format to correct the situation. SC has requested a format change of the traditional basket process. L. Totten suggested giving each attendee a set number of tickets to place in the various baskets and not sell any additional tickets. Then hold the basket raffle at the Tuesday afternoon's general session. SC is working on sponsors and may have two at this time. SC requested L. Totten to request Kindle's from Amazon. Letter for donations

were sent and a reply is being waited on. SC is soliciting donations for the conference bags. R. Tisdale reminded everyone that a final agenda was needed as some agencies will not approval travel without a final agenda. L. Totten to follow up on this reminder. J. Kramer verified that K. Heaton knew about the hosting the Monday night reception & meeting for the CPMEF. L. Totten reported no additional expenditures have occurred at this time. The golf tournament netted close to \$900 in conference operations income.

b. Boise, Idaho Conference – New Release Request and Update

K. Heaton reported that Idaho has presented a second request in response to the boards reply to their original request to cancel the conference then agreed to give board one more month on their original request and changed it to a request to be relieved from the fiscal 2013 conference hotel responsibilities. At this point the liability is approximately \$17,000. We have been requested to make a decision at today's meeting pending the decision to not cancel the conference; they have much work that must occur. In review the board studied the motion made last month to cancel the conference. After a second was given last month and during the discussion stage, K. Heaton tabled the motion for additional research and work to be completed. L. Totten shared that regardless of our decision; the recent attendance pattern demonstrates the conference will not be well attended do to the continued decline in membership and lack of employer support. This is no reflection on the ID Society, it is merely the state of the times and the number of people which could attend. M. Shoemaker indicated it seems to make sense to release the ID Society, and if we do not have an activity in ID, would we look at tagging onto the ASPA conference. Totten believes ASPA would appreciate it. The next annual ASPA conference is in New Orleans in March 2013. Or March 2014 in DC which is ASPA's 75th Anniversary. More discussion and planning questions were briefly discussed. J. Kramer shared each ASPA Section is responsible for their own speakers. Options of doing a 25th AACPM Anniversary event in lieu of the conference were briefly discussed; but then discussion was tabled until the board can do more research and decide on how to proceed. R. Tisdale indicated that ID is not opposed to the work; but cancelling the conference now is much cheaper than subsidizing a full conference. K. Heaton re-shared that ID is really inquiring about being released from fiscal responsibility of the hotel contract and not necessarily asking to cancel the conference. Consensus of the board is the big concern regarding not knowing the SC Conference outcome will be and then not knowing what the 2013 conference outcome would be. Board referred back to the July motion on the table from J. Kramer. D. Smith asked if R. Tisdale had any feel that the hotel would grant any additional consideration regarding additional input and would the ID hotel grant any additional considerations of reducing the amount further. R. Tisdale indicated that she would be willing to further query the hotel. L. Totten offered suggestions on how the 2013 event may be restructured to keep cost like food to a minimum and still have a successful event and is inclined to support the request of the ID Society regarding their request for release of fiscal responsibility of the hotel agreement. Motion is to release ID, but work with hotel to reduce the effect of

the current Hotel agreement. Motion is restated: June: Kramer motioned to allow ID to cancel the 2013 conference and the AACPM pay the cancellation fee; but that Tisdale work to reduce the cancellation fee as much as the hotel will concede. Bourbeau seconded. Vote Called. Motioned carried. No dissenting votes. K. Heaton will notify the ID Society that they are released from hotel fiscal responsibility and that R. Tisdale will continue to work with hotel in reducing the amount of the fiscal cancellation amount and reduce the 2013 conference amount should any event still occur.

- B. Communications – Newsletter date for fall distribution was just moved up to assist SC in the 2012 conference promotion and those dates have been provided via social media. Links to uTube channel for access to conference information. Have been updated, plus the message link to AACPM home page. Notes with instructions to check back often for uplinks to key presenters and new posting information will occur every two weeks via social media. J. Kramer suggested that once the video files are update to uTube for SC to notify everyone the updates are there and should be watched.
- C. Membership – Update – (Bourbeau)
All rosters are updated on the web and the Food Drive information sent out to all Societies and a newsletter article will follow. 2nd quarter membership packages are prepared to be sent out.
- D. ASPA Affiliation – Update (Kramer)
Kramer reported a joint meeting with ASPA will occur on August 3, 4, 5 to meet with ASPA to work out the details and issues supporting the affiliation movement. AACPM team will meet this Friday to finalize our portion of the meeting agenda. Preliminary draft of Bylaws in the ASPA format and everything included that we wanted in the Section draft will be reviewed in order to have these materials ready and submitted to the AACPM Secretary by August 17th.
- E. Other committee reports and business
Henning Committee chair discussed the seven nominations received by the SOP required timeframe and offered names to complete the evaluating team. Board agreed that the seven nominations received by the required time frame of the SOPs would be the only nominations considered for the 2012 Henning Award. Once contacted & confirmed they will be given to the AACPM board for final approval prior to the evaluation process starting.

VI. Old Business

- A. Conference Call Policy for Committees
R. Tisdale motioned to allow the president to share the conference call information and required PIN number to committee chairs when the conference call system would aid them in the completion of their committee tasks. The requesting entity must notify the President of the each intent and give notice to the treasurer prior to each and every use as the AACPM bank account is immediately debited once the call ends. L. Totten second. Discussion question of what the costs are was requested. Average call is \$20 - \$30 or .06 cents per minute per person. Vote called. Motioned carried. No dissenting votes.
- B. Long term Consortium Chair Representative. - Advertise in Newsletter

- No feedback at this time from the invitation.
- C. Food Drive – This item was discussed earlier in today’s meeting. .

VII. New Business

- A. Other new business
None.

VIII. Open Discussion

IV. Adjournment

- A. Next Meeting – Aug. 7, 2012
Meeting adjourned @ 1:03 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