



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

Town of Gilbert City Offices, Gilbert, Arizona
February 2, 2012, 8:00 am-5:00 pm and February 3, 2012, 8:00 am-2:00 pm

I. Welcome and Call to Order (Keith)

Heaton called the meeting together at 8:15 with a warm welcome to President-Elect Larry Totten and Secretary Debbie Smith acknowledging their depth of experience and AACPM History plus looking forward to the challenges of 2012 and knows the board has ability to deal with any situation that arises. Members present: Keith Heaton, Jeff Kramer, Larry Totten, Debbie Smith, Reva Tisdale, Deb Bourbeau, and Michael Shoemaker.

Heaton expressed thank you to Kramer for all the work completed during his year as president and applauded the outcomes for the many challenges that arose during the year.

II. Presentation of Minutes (Deb and Debbie)

- A. Minutes from the 2011 House of Delegates Meeting
 - a. First order of business was the review of minutes from HOD meeting held in Salt Lake City, October 2011. Bourbeau indicated the minutes had actually already been approved. Kramer and Bourbeau have already signed the original set and they are ready for archiving. Heaton indicated no vote would occur, just a note in records the minutes were already accepted.
 - b. Minutes from January 3, 2012 board meeting were presented for approval. The board reviewed the version presented at the meeting which incorporated the suggested changes from the draft version presented earlier in the month for review. Tisdale motioned to accept the minutes. Bourbeau seconded. No discussion. Motion passed. No dissenting votes.

III. Transfer of Files and Information to Incoming Board Members

- A.
 - a. Heaton indicated that much of this has already occurred, but requested Kramer lead the group through the information, copies of reports, and webmail addresses which had been prepared for the board members.
 - b. Kramer had the information set up to match the order of the agenda. Copies of the SOP's and Bylaws were available with the approved changes from the previous October, 2011 HOD meeting for placement in our binders. Committee reports available, committee list for 2012, calendar, budget, and an update of the electronic media procedures (expanded to include constant contact, twitter, YouTube, LinkedIn, and all of the login and addresses. Scott Biggers (Netgain website manager) has set up webmail addresses for each of the board members which are now active. i.e president@cpmacademy.org. The constant contact was switched over to communications@cpmacademy.org at the end of the 2011 year.

V. Treasurer's Report (Reva)

- A. Tisdale presented the budget report for 2011 Year-end status and balance of accounts. The board was prudent for expenditures during 2011 and is currently \$5,000 under budget. The report shows the actual compared against the 2010 budget and the proposed budget for 2012. Bank balance at the end of 2011 is \$ 47,357.28. Also included was the membership report which demonstrates a slight increase in overall membership. The bank balance is reflective of the balance before Heaton presented the \$7,000 portion of excess revenues from the 2011 Utah conference and before any of the 2012 Society assessments were deposited. As of Feb 1, 2012 assessments had not received from: AL, AR, NCR, LA, TX, UT, and WA.

These Societies will be sent a past due request for their 2012 assessments. Kramer will send example letter to Heaton for use (if needed) to remind Societies of their past due status. MI is one of the first Societies to submit the 2012 assessment fee. Kramer requested information on projected mailing cost for new member packets as he did not see a budget item identified to cover this in 2012 and believed that 2011 may have some outstanding invoices. Bourbeau will follow up with the previous membership chair for reimbursement charges for mailing costs during 2011. Heaton complimented Kramer and Tisdale for keeping cost well under the projected 2011 budget. Bourbeau received a card regarding declaration of trademark registration is complete and transferred it to Smith for maintenance.

- B. Engagement Letter for 2011 Tax Return Preparation - discussion and possible action
- a. Tisdale discussed the requirement to sign an engagement letter for 2011. Estimate received is no more than five hundred dollars; but the exact cost will not be known until the returns are prepared. Tisdale to send the files for the tax return preparation. Bourbeau motions to accept the treasurer's report for 2011 from Treasurer Tisdale. Kramer seconded. No discussion. Motion passed. No dissenting votes.
 - b. Kramer moved to execute the engagement letter with costs not to exceed \$500.00. Bourbeau seconded. No discussion. Motion passed. No dissenting votes.

VI. Old Business

- A. Review and Approval of 2011 Year End Committee Reports
1. Society Reports
 - a. Heaton reviewed each of the reports received and polled the board for concerns or common themes. Items noted were FL seeks more communication from the board. ID is using Google.docs – type of document sharing tool. KY, LA, and NJ are without a functioning program. Seems to be a few Societies where the programs associated with educational venues are breaking down. Heaton complimented Utah for its strong link with the educational side producing 100 graduates annually, with the challenge being getting the graduates to join the Society. Totten gave information regarding the

situation in KY. KY is not currently taking candidates into its CPM program. KY was originally a state training program based on fees assessed to the various government entities receiving the training. Eight years ago the program was being shut down; but the current leadership is evaluating whether to revamp and possibly restart its program. Four years ago, assessment monies paid by agencies to the program were used for different training and right now the priority of the CPM program is in question. CPM currently is not a priority in KY. One of the KY University's is reviewing the program, the recommendation is now in the dean's office and a status is eagerly awaited.

Kramer indicated that LA is currently not functioning. KS is functioning and NH is functioning with the return of Dennis Martino. The NJ bid for its CPM Program was awarded to Rutgers and Farleigh Dickinson protested, current status of the award is unknown Heaton ask if ASPA may offer any solutions in the strengthening of our position with the Consortium and the return to active programs, graduating candidates, and securing members for AACPM or is this a terminal problem. Kramer answered that ASPA wants a certification program and is interested in working with the Consortium to secure a continuing certification program, not only for CPM but possibility other types of management certifications. ASPA is seeking a strong certification program with recertification that adds to the value of ASPA. ANSI certified or other recognized accreditation. Goal is to standardize the content and the exam and recertification requirements across ASPA. ASPA could assist government backed programs to migrate to universities where the programs may become stronger. Heaton asked if AACPM has approached the Consortium regarding the functionality of the programs. Totten indicated that when the originating folks retire and the energy source leaves a program it can have a devastating effect on the interest and productivity of a Consortium program and a Society. Heaton talked about changes in careers, a world of constant flux, and when the key person leaves, and the individual state Consortium leadership ceases to function, everything begins to breaks down. New graduates are key to continuing and growing a Society. Kramer indicates AZ is graduating an average number 60 CPM per year, but new graduates don't join. Heaton asks: "Why is it that new graduates will not join?" Discussion followed – with much being determined that it has been covered many times in previous year's discussions.

Older members renew out of a sense of duty and long term commitment. Tisdale indicated that ID has 300 grads with a current 20 members and less than 10% ever join and then don't stay. Now with the new governor's proclamation supporting the program, Heaton believes the recertification process will help them. UT requires 20-40 hours of pre-work or another form of continuing education prior to

CPM classes and graduation from the program. Kramer shared the Construction Management Association has a point system that contributes to its members becoming recertified and gave examples of how the point system works. Shoemaker – AACPM is a place where its members connect and network and share solutions of daily challenges. If they are not connecting through CPM where are they connecting? Heaton believes there should be a central point where all CPM's can connect. Getting the Consortium, AACPM, ASPA and any other competing faction all on the same page will greatly benefit CPM and what it stands for. Group conceded that too much competition for people's time, energy, and money currently exists. Employer's interest has lessened as well and they expect that you learn on the job. Much fewer (if not any) public dollars exist for training anymore. Heaton indicates board support to our local Societies remain important.

Smith asked a question regarding the format style of the reports received from the reporting Societies as some Societies reported financials and some did not, some followed the same format and others did not. Bourbeau indicated she and Bryant (AR) created the current format for Societies to use when submitting the reports. The format was provided to the Societies to follow two years ago. At this time with the current issues at hand Heaton prefers we focus on the larger issues versus the report style issues, it should be more about what we can do for the Societies than what they can do for the board. All agreed to accept the reports and post them.

2. Standing Committees

- a. Board of Elections - Kramer covered the report for Past President - Joyce Smith. 2011 elections were completed with at least one candidate per office. Bylaws regarding the elections were updated as were the related SOP sections. Kramer has already updated the forms to be used for the 2013 election process and is aware of two candidates who plan to seek the office of Treasurer. President Elect and Member at Large for Communications will be the other two offices with a need to solicit candidates. Shoemaker suggested that the board works extra hard to build confidence and through all communications with all members that AACPM will continue to exist. Kramer motioned acceptance of the reports. Tisdale seconded, no additional discussion, motion passed. No dissenting votes.
- b. Bylaws and Ethics – Kramer covered the report for Past President - Joyce Smith. Kramer reported the 2011 committee completed a very thorough review of the Bylaws and the October 2011 HOD approved the changes as submitted. Major changes clarified the electronic voting process works for not only elections but for completing board duties and when needed HOD votes. Bylaws were updated for the new board duties as associated to board position.

Kramer expressed great appreciation for the work and coordination completed by J. Smith and the committee for the work complete. Kramer motioned for acceptance of the report, Tisdale seconded, no additional discussion, and motion passed. No dissenting votes.

- c. Finance – Tisdale reported there are no actions in the report requiring board consideration, but did wish to discuss conference and marketing items for sale at the 2012 conference. Tisdale indicated that preorders on clothing seem to be a good method of not creating excess inventory. No merchandise was acquired for the 2011 conference and the inventory is now extremely low and asks for suggestions from the board. A few flash drives, computer bags, and a small number of shirts comprise the inventory. Shirts for preorder were discussed. Coasters are a good item to consider. Pens & stress balls were discussed as giveaways. Types of shirts for the preorder were discussed. Tisdale will create a list of items to be discussed during the March meeting. Bourbeau motioned to accept the report. Tisdale seconded, motion passed. No dissenting votes.

Bourbeau noted that the Henning Report, Askew Report and the Wilkinson Scholarship Report were presented and approved at the 2011 October HOD and additional year end reports would not be part of the reports for review at this Board meeting. Break taken at 10:20 am. Resumed at 10:38 am.

- d. Henning Award – at subsequent monthly board meetings, the board reviewed the recommended actions and implemented those associated with the nominated individuals acknowledging the information contained in the submission is correct by adding their signature to the nomination form. Copy of the 2011 Henning report inclusive of the individuals nominated and the Henning Award recipient along with the actions implemented from the committee recommendations will be sent when the HOD is called together for the pending ASPA update with any further required actions.
- e. Communications – Shoemaker discussed that the committee wanted to see more articles from membership rather than the leadership and that more articles were beginning to be received more towards end of the year. The committee liked the use of constant contact as did the AdHoc committee. Roles and responsibilities were updated in SOP 9.70. The committee reviewed the academy brochure, no updates recommended. Kramer reported the academy would have availability to constant contact through 2012 via the same provider that granted the access through 2011. After 2012 the cost would be approximately \$460 annually which includes email and event management services. The event management component is approximately \$120 annually. Month by month subscription is full price, 6 month subscription receives a 10% discount and a full year subscription receives a 20% reduction in costs. Registration is now more compatible with constant contact and can be aligned with PayPal. Newsletter links are distributed via constant contact. Shoemaker will get

with Kramer and review processes regarding how to re-subscribe to constant contact if the members accidentally unsubscribe. Shoemaker moved to accept the report, Tisdale seconded it. Motion passed. No dissenting votes.

- f. Scholarship report was approved at 2011 October HOD.
- g. Conference – Heaton reported Utah held a successful conference. Excess revenue resulted from the good speakers and work of the volunteers. Many non CPM attended the conference. Much positive feedback has been received. Totten reported SC moving along and frequent contact with Carl Chase is occurring. Totten shared status report from Chase. Hotel rate is \$85 per GSA per diem. Tisdale provided ID conference status with an amended room reduction from 505 to 260 rooms. Hotel rate will be \$107. Totten indicated the SC conference committee will meet on Feb. 9 to discuss the selection of presenters. Kramer motioned to accept the report. Tisdale seconded. Motion passed. No dissenting votes.

3. Committees of the Board

- a. Archives & History - Smith provided status on 3 requests received for information, plus indicated the file received from T. Patterson regarding patent filing update was added to archives in July 2011. Three digital drives have been purchased for transfer of data to the devices for disbursement regionally for safe keeping and multiple copies of records. These devices are to be distributed to various Society locations. An index scheme was shared with the board for review and comments. Additional materials have been received from members and are being added to the existing records. Requested physical locations to be identified at this board meeting. Review of SOP 9.22 and 9.40 is planned. Original scanning was completed in large groups and it is taking more time than originally targeted to break apart the large files and rename this into smaller files with names that more easily identify the materials. Board identified Kramer of the AZ Society, Bourbeau of the NH Association and Totten of the KY Society would receive the storage drives planned for the March – April time frame. Bourbeau motioned acceptance of the report. Tisdale seconded, Motion passed. No dissenting votes.
- b. Strategic Planning – Totten indicated the report correctly summarizes the committee’s efforts and that until the possible ASPA affiliation decision is made, no additional actions are required. Recommendation is to accept the report. Bourbeau motioned to accept. Tisdale seconded. Motion passed. No dissenting votes.
- c. Membership – Bourbeau reviewed the report from the previous committee and indicated that all planned actions were complete and no additional actions were required from the current board. Bourbeau motioned to accept the report as presented. Tisdale seconded. Motion passed. No dissenting votes.
- d. Mentoring – Kramer reported the Michigan Society was successfully chartered. Joyce Smith worked closely with the TX Society president to

assist the TX Society. Their membership increased and some new leaders established. Kramer reported continued Consortium international expansion; but not as new programs, but with current university programs establishing additional sites in other countries. However, Brazil wants their own program and not to be satellite of an existing university program. The US Virgin Islands remain active with trying to create their own program. Guam is interested; but appears to be considering the satellite avenue to establish a program. Tisdale sought information regarding requests for unaffiliated members. This discussion will be taken up in the new business items below. Kramer motioned to accept the report with no further actions needed at this time. Tisdale seconded. Motion carried. No dissenting votes.

- e. Askew Report – Presented and approved at 2011 October HOD.
- f. Society Support - Bourbeau presented the detailed report. It is a first year for the committee and some challenges were encountered with membership retention. No action required at this time. Bourbeau motioned to accept the report. Tisdale seconded. Motion carried. No dissenting votes.
- g. ASPA Negotiations - Kramer presented the report indicating the ASPA negotiations committee is the follow on to the original evolutions committee. The five member committee has worked the recommendations and instructions received at the direction of the 2011 October HOD. One joint committee discussion with all ASPA and AACPM committee was completed. Work groups were established and tasks within the divided work groups have occurred. Kramer moved the report be accepted. Tisdale seconded. Motion passed. No dissenting votes.

B. Consortium Update

- 1. Heaton presented the Consortium update regarding its work with Guam and Brazil. Minnesota and Oregon are possible expansions. 31 states are currently accredited. They are using a new system from Texas State University (TSU) which uses TRACKS for sharing information, Kramer shared that it is like a blackboard system that can have a discussion group similar to a Wiki group and it provides storage folders for sharing programs and committee information similar to the product SharePoint. Many universities use similar systems. The Consortium plans to remain hosting its website for at least 2-3 more years with TSU.
- 2. Discussion of joint issues and concerns – Heaton reported the following:
 - a. ASPA relationship – Consortium got the SCPM section established and like many new efforts, it takes time to both get it going and keep it going.
 - b. Continuing education/re-certification, CEUs remains a big issue with continuing discussion. Heaton shared the difficulty of being a one or two year member on the Consortium board. Heaton discussed the possibility of using one of the AACPM positions to the Consortium board as a continued role to improve and establish continuity on the Consortium board. i.e. current president and long term AACPM member liaison serving the role. If this suggestion is pursued, the AACPM SOP would require an update to modify who from the AACPM attends. The

Consortium would like for the AACPM to consider allowing the Consortium to have a seat on the AACPM board. Board discussed this and the possibility of allowing the Consortium to hold a seat(s) at or on the HOD list equal to the equivalency of the votes of a Society. Board agrees to continue looking at the possibility and the longer term liaison position in our continued endeavor to improve and grow the existing AACPM /Consortium relationship. New programs in Missouri and Pennsylvania are university based. New Mexico is government based and Nebraska seems to be more ASPA linked.

VII. New Business

- A. Media – Social media updates – Shoemaker reported on our various communication styles: Social Media update – Twitter is short information burst - 140 characters any member can utilize this. Currently 39 followers. Facebook - send something once a month to Shoemaker for posting. i.e. Call for articles. Currently 69 followers. LinkedIn – anyone can begin a discussion and also use it to share information. Currently 675 followers.
- B. Goals Heaton shared his goals
 - 1. Slight increase over last year and wants to grow membership by relying on Societies, supporting Societies is one way. ASPA may help, partnerships may help, allowing Consortium HOD seats, can help.
 - 2. Improve communications - Heaton wants to continue to work in this area, recognized that Kramer made significant strides last year that will be a big help this year.
 - 3. ASPA affiliation agreement – Heaton indicated how the agreement shapes up is important. Believes there is a good committee in place. Membership is an immediate concern and seeks help from all on the board to encourage those who haven't renewed to renew. Expects to have an ASPA agreement in place or know whether we want to continue to pursue an affiliation or not. Totten shared his goals and were much the same. Members who question the value of CPM and the lack of benefits should consider that the ASPA affiliation and resources can provide what we do not currently have or can acquire with the current membership fees. Will members still have reasons why they cannot participate in growing CPM and its mission let alone growing themselves? A bigger concern is that members who may not be involved in online training development and the cost associated to develop and deploy this level of services will also be upset when it comes time to invoice for the new services. Also will members be flexible enough to understand that invoicing times may need to change to meet the needs of the new or modified services. Plus the end result could be that members may end up belonging to one two or three organizations, Kramer reported the committees work will go to ASPA and ASPA will vote in early March for the joint frame work agreement. Then the information will be sent to the 2011 HOD group to approve the joint framework and work can continue with the AACPM section alignment with ASPA. Additional discussion resulted

regarding fine details and communication to the membership regarding information sharing on how, when and where to complete it for a seamless as possible transition.

C. 2011 Committees – discussion and possible action

1. Standing Committees

Heaton indicated discussion would occur and approval as a group would be solicited.

a. Board of Elections

i. Review of 2012 committee objectives and priorities

ii. Discussion and approval of 2012 committee assignments

Kramer reported there is anticipated to be two candidates for the 2013-14 Treasurer term. Election board committee reviewing vote counts will be identified after all candidates have filed for office.

b. Bylaws and Ethics

i. Review of 2012 committee objectives and priorities

ii. Discussion and approval of 2012 committee assignments

minutes Kramer is gathering additional information on a current situation and will come back to board for additional information and direction on the possible situation. On the Bylaws changes may be required because of ASPA activities and to develop a model template Bylaws to assist new developing Societies.

c. Communications & Publications Shoemaker reported he contacted Russell Rost and he will be serving on the Ethics and Bylaws committee.

i. Review of 2012 committee objectives and priorities resulted in goals and activities similar to 2011.

ii. Website services – New look, further updates Kramer indicated the site still needs the originally planned drop downs access.

iii. Graphic design services – Contract renewal discussion. Do we want the contractor to provide the postage plus the cost of the publication? Due to the nature of the vendor relationship to board member Kramer, Kramer abstained from any discussion and voting on this topic.

iv. CPM Connection publication schedule and expectations

Shoemaker mails approximately 26 print copies per quarter.

Bourbeau motioned to accept the contract from ShadowLight

Kreations. Tisdale seconded. Discussion: Tisdale requested

information regarding color versus black and white printing. Group discussion leaned to the black and white printing. Color cost could easily exceed the annual membership fee. Possibly a service fee could be added to the membership fee to cover color printing cost and mailing fee. Bourbeau amended the motion to require black and white copies. Tisdale seconded the amendment. Motion passed, 6 yes votes. 1 abstention noted. Publication dates are on the calendar and contributors for articles remain a challenge.

v. Discussion and approval of 2012 committee assignments

- d. Conference Totten reported on the following:
 - i. 2011 Utah conference closeout report provided \$7,000 in excess revenue to the AACPM.
 - ii. Flag Ceremony Kramer discussed the electronic draft version of the presentation and will demonstrate it later in the day or tomorrow morning.
 - iii. Review of 2012 committee objectives and priorities
 - iv. South Carolina conference updates (October 14-17, 2012) to be discussed at the next SC conference meeting.
 - review hotel contract and terms
 - current status of planning
 - marketing and promotion efforts
 - registration timing and on-line system
 - program/agenda progress
 - cash advance and insurance funds
 - group will table the budget portion of discussion until the committee review it next month.
 - credit application should be completed early to avoid any possible payment challenges.
 - v. Idaho conference update (September 22-25, 2013) Tisdale reported a successful hotel amendment in the following areas:
 - review hotel contract and terms room count reduction from 505 to 260 plus the rate was reduced to \$ 107 from \$ 129. Heaton signed contract amendment and Tisdale will return it to hotel upon return to ID.
 - vi. Current status of planning for 2014 AZ has expressed interest, as has discussion of a joint AR/MS possibility.
 - Board decided to hold further 2014 discussion until after more ASPA news is known.
 - vi. Approval of 2012 committee assignments

Adjourned for lunch at 12:20 Resumed at 1:30.

- e. Finance Totten reported
 - i. Review of 2012 committee objectives and priorities plus the PayPal link is already in place.
 - ii. Discussion and approval of 2012 committee assignments
- f. Henning Smith reported committee members would be designated later in the process after nominations have been received.
 - i. Review of 2012 committee objectives and priorities
 - ii. Discussion and approval of 2012 committee assignments
- g. Wilkinson Scholarship Bourbeau reported:
 - i. Review of 2012 committee objectives and priorities
 - ii. Number/Amount of awards - discussion regarding the number of scholarships that would be provided in 2012. Totten motioned to provide 2 scholarships based on the current 2012 budget projections and that if the budget conditions do not support it at the time of the open application period, the one scholarship will be removed from the

offering. Each scholarship would be for \$750. Tisdale seconded. No additional discussion. 5 in favor, 1 abstain, 1 dissenting.

iii. Discussion and approval of 2012 committee

Kramer moved all standing committee reports up to this point be accepted. Tisdale seconded. Motion passed. No dissenting votes.

2. Committees of the Board

a. Archives & History - Smith requested agreement on placement on the external drives. Reconfirmed Bourbeau in NH, Totten in KY and Kramer in AZ would be the sites. .

i. Review of 2012 committee objectives and priorities

ii. Discussion and approval of 2012 committee assignments

b. Askew Award - Tisdale reported all 2011 reimbursements were received and the 8 additional awards were ordered. The goal of building a complete catalog of all Askew awards was discussed. The archives will be reviewed for this data and as many program directors will be contacted for other needed information. Tisdale also projected the Askew budget would be short by \$ 800.00. At budget discussion the budget adjustment will need to occur.

i. Review of 2012 committee objectives and priorities

ii. Discussion and approval of 2012 committee assignments

c. Membership – Bourbeau discussed membership status in regards to proper placement of Ken Henning in the membership records. Archives demonstrated Henning was requested honorary member status on Oct, 7, 1991. Kramer motioned to reestablish honorary membership directory. Tisdale seconded. Discussion regarding the subject was held. Vote called. Motion passed. No dissenting votes.

i. Review of 2012 committee objectives and priorities

ii. Discussion and approval of 2012 committee assignments

AACPM Feeds America initiative. Board agrees to champion this one more year. Bourbeau to Issue news releases regarding guidelines on how to review and select a local program and how to report their outcomes which will then be included in a news article. Discussed how the unaffiliated dues invoices are requested. Bourbeau to give names to Tisdale and she will send out the invoices in January.

d. Mentoring – Kramer discussed delivery of the Michigan charter. MI now plans to pick up the charter at the 2012 conference in SC. Joyce Smith is in possession of the charter and she plans to take it to SC and complete the presentation in SC.

i. Review of 2012 committee objectives and priorities

ii. Discussion and approval of 2012 committee assignments model bylaws template, working with programs to generate interest. Develop packet.

- e.. Society Support – Bourbeau reported that she will be contacting the committee chair and discuss the course of action for 2012. One possibility is updating the Integrated Marketing & Resource catalog. Kramer explained the intention was to update the materials and place them in a central web site for Societies to access.
 - i. Review of 2012 committee objectives and priorities
 - ii. Discussion and approval of 2012 committee assignments. Kramer to update instant messaging information and put it on the web as a resource to Societies.
- f.. Strategic Planning – Totten See earlier report above on this subject.
 - i. Review of 2011 committee progress
 - ii. Review of 2012 committee objectives and priorities
 - iii. Discussion and approval of 2012 committee assignments Kramer moves to accept Committees of the Board reports. Seconded by Bourbeau. Motion passed. No Dissenting votes.
- 3. Ad-hoc Committees of the Board
 - a. Ad-hoc ASPA Affiliation (Jeff)
 - i. Review of 2012 committee objectives and priorities
 - ii. Discussion and approval of 2012 committee assignments
- 4. Discontinued Committees – discussion and possible action:
 - a. Ad-hoc Technology – Committee discontinued as many of the actions and outcomes were completed as a result of the many improvements resulting from increased efforts in the overall communications via social media.
 - i. Review of 2011 committee activities
 - ii. Activities to roll into other committee

Bourbeau motioned to adjourn at 3.17, Tisdale seconded. Motion passed.

Resumed at 8:50 am

- C. Discussion of SOP Update
 - 1. Heaton reviewed and summarized the past Committee/HOD/Board recommendations and with yesterdays discussions we may need some additional modifications in 2012. Plus any changes which may need to be occur as progress is furthered with the ongoing ASPA negotiations.
 - 2. Comprehensive format and grammar consistency review
 - 3. Update to reflect actual current practices
- D. Anticipated board travel and expenses – discussion and possible action
 - 1. Anticipated program graduations Bourbeau motioned the board allow Tisdale to purchase air travel to SC in Oct for the amount of \$391.00. Shoemaker seconded. Motion passed. No dissenting votes. Heaton and Totten to attend the annual Consortium meeting April 30, and May 1. Kramer indicated NE may request a board member attend their graduation services. However, without their movement toward a Society we may not want to continue the investment. Tisdale reminded the board of proclamation availability for Society graduations to receive this document for reading at the ceremony.

2. Conferences/workshops/meeting – None noted
 3. Potential new Charter Presentations – None noted other than Michigan.
- E. 2012 AACPM Budget Heaton and Tisdale
1. Review of actual 2011 Budget expenditures, including rollover
 2. Review of 2012 Budget for possible realignments/revisions
 - a. Newsletter items for first issue are due Feb 29, 2012.
 - b. Postage
 - c. Copyright Renewal
 - d. Marketing Initiatives
 3. Approval of revised 2012 Budget realigned moving funds from newsletter and flag transfers to Scholarships. Proposed 2012 budget is now in balance. Bourbeau motioned to accept the budget adjustments. Kramer seconded. Motion passed. No dissenting votes.
- F. Review and discussion of proposed 2012 Calendar of Events - Heaton stated appreciation to Kramer for the work completed on the document.
- G. Consider Bids for 2014 AACPM Conference
1. Arizona Society Bid – discussion regarding western US sites back to back may not be wise. AZ many variables currently exist, willing to move the bid to another time year and especially since ASPA may have an effect. .
 2. Wisconsin, Southern Societies like AR and MS as alternative considerations.
 3. Impact of potential changes to conference hosting concept
- I. AACPM Educational Foundation (Jeff and Reva)
1. Membership on the Board – Now includes Keith Heaton and Steve Mastro who replaces Tony Smith. Heaton expressed he was impressed with the organization and \$ 936.55 from donations to the foundation. The Web site was updated recently. Sharon Kelly is drafting a SOP so that any board member can maintain the site. Steve Mastro provided a SOP and application form for travel award and registration fee scholarships to the conference. He felt like he may be able obtain matching funds from some additional sources. Implementing these at this time may not be administratively efficient affective. Board wants to get Societies involved in screening of applicants. Board hopes to provide a presentation at SC Conference. Board wants to get documentation process going for donations, letters etc. Huge strides have occurred.
- J. Mid-year Consortium Meeting (Keith)
1. Attendance at Consortium Mid-year Meeting (April 30, Raleigh) Totten and Heaton will attend. Kramer requested that encouragement be given to the programs directors to let the Societies introduce the AACPM and Societies to the candidates early in the programs.
 2. Cost of attendance - discussion and possible action Heaton to fly and Totten to drive.

- K. Schedule monthly board teleconferences Heaton reviewed the meeting dates time and provider service.
 - 1. Date - first Tuesday, occasionally 2nd Tues at Noon CST
 - 2. Teleconference service provider scheduled for the first Tuesday of the month May 8th, July 10, are exceptions.
- L. Completion and submission of travel vouchers for the Mid-Year Meeting
- M. Review of proposed flag presentation for the SC conference was completed by the board and input was given to Kramer who will coordinate the suggested changes. Kramer also provided the group a presentation on Constant Contact media tool and basics on how to use it.

VIII. Adjournment

Tisdale motioned to adjourn. Bourbeau seconded. Motion passed. Meeting ended 11:27.

The meeting adjourned at 11:27 a.m. (MT)

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 Heaton, CPM, President, AACPM