



## **BOARD OF DIRECTORS MEETING**

December 6, 2011

Attendees: President Jeffrey (Jeff) Kramer; Member-at-Large Michael Shoemaker; Secretary Debra (Deb) Bourbeau; Past President Joyce Doakes Smith; President-Elect Keith Heaton, Treasurer Reva Tisdale

Absent: Member at Large Linda Jefferson

Guest: 2012 Secretary Debbie Smith and 2012 President-Elect Larry Totten

The meeting was convened by President Jeff Kramer at 1:00 P.M. Eastern Time.

- Board Minutes - A motion was made by Heaton to accept the minutes from the November 8, 2011 Board Meeting. Tisdale seconded the motion. The motion carried.
- Treasurer's Report - The checking account balance is at \$47,901.96. There is an outstanding invoice to Blackinton for Askew awards and a receivable for three awards from DC. We hope to have both completed by the end of the month to close out the year.

### CONTINUING BUSINESS:

- Utah Conference – Heaton updated that one payment is outstanding and the conference closeout report will be completed and forwarded to the Board. A review of the preliminary figures shows the conference to be a profitable one.
- South Carolina Conference Planning – The Call for Presenter's has been sent to all members, to the Board, Consortium and the Society Presidents. The Presenter Database was also used for solicitation. The call was tweeted, put on Facebook and posted on the Academy Website. SCSCPM is also working on details related to the HOD, like securing a registered Parliamentarian and understanding A/V needs. The Board was complimentary of SCSCPM's progress and efforts in the planning process.
- Idaho Conference Planning – Reva Tisdale, Conference Chair would like the Board to review the conference information and decide if the conference will move forward as planned. She will speak with the Idaho Program Director about support and assistance, and needs to speak with the hotel pending the Board's decision.

- Nebraska Program has requested a speaker for its upcoming graduation. The graduation is scheduled for December 9, 2011. J. Smith is requesting one hotel night due to the airline travel schedule. Bourbeau made a motion to pay for the additional hotel night in addition to the airfare for J. Smith. Seconded by Tisdale. Tisdale asked if J. Smith would be able to meet with them about forming a Society? J. Smith answered there are plans for a meeting with program alumni. The motion carried. J. Smith abstained from voting based on having a conflict of interest as this directly benefited her activity.
- SOP Update

(a) 9.70 Duties & Responsibilities of the Member-At-Large for Communications

E. “Provide information updates and engage the membership in conversation using the Academy social media accounts on a frequent basis, occurring at least biweekly in some form as a target frequency, to be adjusted as warranted by activity and content availability”

F. Prepare news releases and issue to appropriate media outlets to publicize Academy news, events and accomplishments; and,

A motion was made by Tisdale to accept the language as stated above for SOP 9.70. Bourbeau seconded the motion. The motion carried with a 5 – 0 vote (Linda Jefferson voted yes via her proxy vote, Heaton abstained, Michael Shoemaker abstained due to wanting to wait until we query our members about how often they would view, read and use this information prior to the AACPM Board voting on it.)

(b) 11.40 Duties & Responsibilities of the Henning Award Committee

J. Smith suggested adding language that a travel expense advance may be requested by the Henning Recipient. The request should be sent to the President. The timeline needs to be updated to reflect the President will notify the Award Recipient at least two months in advance of the annual meeting.

Add language for Section E that the nomination form must be signed by the nominee to certify accuracy of the information contained in the nomination; and for Section G. and the nomination form that the nomination must comply with all submittal criteria or it will be disqualified.

A motion was made by Tisdale to accept the language as stated above for SOP 11.40. Bourbeau seconded the motion.

The motion was amended by Tisdale to add Times New Roman font, size 11, to ensure consistency. Bourbeau amended the second. The motion carried.

(c) 17.0 – Academy Milestones

At this time the listing shows Consortium and Program Information in addition to Academy information. Do we leave these items in the SOP or only include Academy content?

Heaton motioned that we only have the Academy content. Bourbeau seconded the motion. The motion carried.

(d) Overall SOP update adoption

Bourbeau made a motion to adopt the revised SOP with clean up edits and implementation of items affected by committee reports approved by the HOD, Heaton seconded the motion.

J. Smith brought up an issue on Travel for Award Recipient as discussed in Section 8, Travel & Expense Reimbursement. Edit section D (1) changing that for business class, traveler pays the difference between lowest fare price and business class. For D (2) and D (3) remove airport limousine and replace with airport shuttle.

Bourbeau amended the motion to include the additional edits, Heaton amended his seconded. The motion carried.

After the approval J. Smith recommended that we retain the Consortium and CPM program information as an exhibit to Section 18 for historical and research purposes. Tisdale motioned to add the information into Section 18.00, J. Smith seconded. The motion carried.

NEW BUSINESS:

- Mid-Year Board Meeting - Kramer discussed the 2012 Mid-Year Board Meeting to be held February 2 – 3, 2012. Meetings will be held at the Gilbert Town Offices at no cost to the Academy. Kramer sent out the Board travel plans and rooming information. Heaton thanked Kramer for making the arrangements for the meeting. Heaton will be forwarding material to the 2012 Board Members. Heaton requested Board Members to bring their Board notebooks to the meeting.
- Michigan Charter – Kramer has been in contact with Monica Reyes (Program Director) and Sharon Pinch (Society President). Discussion is ongoing on how or when they would like to receive their charter. Monica suggested they may plan to receive the charter in South Carolina. Unless we hear differently, J. Smith will bring the Charter to South Carolina for presentation.

- Farewell - J.Smith thanked the members for their many years of service together. She has enjoyed her three years serving on the Board and has made many friends.

The Board Meeting adjourned at 2:07 PM (EST).

For Distribution:

Original Signature on File:

Respectfully submitted by:

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Debra Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File:

Respectfully submitted by:

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Jeffrey A. Kramer, CPM, President, AACPM