



American Academy of Certified Public Managers®

www.cpmacademy.org

BOARD OF DIRECTORS

Ronald L. Buchholz, CPM
PRESIDENT
Division of Safety and Buildings
P.O. Box 2599
Madison, Wisconsin 53701-2599
608-266-1817
FAX 608-266-9946
rbuchholz@commerce.state.wi.us

Deborah J. Smith, CPM
PRESIDENT-ELECT
Department of Human Services
7700 E Sandy Lane
Edmond, OK 73034
405-522-1265
FAX 405-522-6025
debbie.smith@okdhs.org

Julie R. Felice, CPM
SECRETARY
5752 South Blake Drive
Taylorsville, UT 84118
801-536-4256
FAX 801-533-4097
jfelice@utah.gov

Edward R. Burt III, CPM
TREASURER
216 Harvester Dr.
Holly Springs, NC 27540
919-577-8097
FAX 919-577-8097
eburt@nc.rr.com

Larry P. Totten, CPM
PAST PRESIDENT
5465 State Park Road
Jamestown, KY 42629-7801
270-343-3111
FAX 270-343-5510
larry.totten@ky.gov

William G. Herman, CPM
MEMBER AT LARGE/C&C
P.O. Box 207
New Durham, NH 03855
603-859-2091
FAX 603-859-6644
ndadmin@worldpath.net

Robinil H. Jameson, CPM
MEMBER AT LARGE/MA
KY Governmental Service Center
KSU - ASB 4th FL
Frankfort, KY 40601
502-564-8170
FAX 502-564-2732
robinil.jameson@ky.gov

HOUSE OF DELEGATES (HOD) ANNUAL MEETING

June 23, 2004
Topeka, Kansas

CALL TO ORDER

AACPM President, Ronald (Ron) L. Buchholz, called to order the annual meeting of the House of Delegates at 1:08 p.m. on June 23, 2004, at the The Capitol Plaza Hotel - Topeka in Topeka, Kansas. Delegates were welcomed and AACPM Board Members were introduced. Board members in attendance were President-Elect, Deborah H. Smith; Secretary, Julie R. Felice; Treasurer, Edward R. (Ed) Burt III; Member-at-Large (MAL), William G. (Bill) Herman; Member-at-Large (MAL), Robinil Jameson; and Past-President, Larry P. Totten. Former President Thomas (Tom) H. Patterson also attended.

To facilitate the meeting time, prior to the meeting, delegates representing their Societies signed the Academy's official roll call sign-in sheets, while members of the Board of Elections Committee, chaired by Larry Totten, collected official ballots from the delegates. The Delegates in attendance representing Societies were:

Alabama:	Paula Lansdon, Betty J. Wood
Arizona:	Larry Gordon, Jeffrey Kramer, Marilyn Medearis
Arkansas:	Becky Bryant, Bill Hogue
District of Columbia:	Danny Weiss, Nancy Hapeman
Florida:	Chris Grasso, Ted M. Barber, Ada Burnette
Georgia:	No Delegates
Kansas:	Shirley Hollis, Rita Barnard, Mike Purcell
Kentucky:	Helen Koger, Glenn Thomas, J.R. Brown
Louisiana:	Sandy Scallan, Gail Gibson, Judy D. Cain
Mississippi:	William Pope, Lisa Romine, Mary Murtagh
New Hampshire:	Charlene Farmer, Patricia Gagne, Theresa Jarvis
New Jersey:	Robert Daniello, Paulette Laubsch, Janis Geary
North Carolina:	Tami Hinton, Steve Mastro, Pete Burke
Ohio:	Julie Trackler, Gina Mee, Deborah O'Hara
Oklahoma:	Kay Hagerman, Judy Dennis, Paula Green
South Carolina:	Deborah Hotchkiss, Paul Linhardt, Herb Lanford
Texas:	Naomi S. Hines
Utah:	Mel Castillo, Happi Hansen
Wisconsin:	Dianne L. Hughes, Jeffrey Roemer, Mark H. Evans

Others in attendance were: Sandy Powell (KS), Pat Writt (KS), Pat C. Ashford (MS), Haywood Poole (NC), and Richard Holden (WI)

Ron Buchholz indicated the results of the elections would be brought back to House of Delegates as soon as the Election Committee has completed its tally of the ballots.

Also, Ron Buchholz indicated the Academy has had two long time goals. The first goal was to record the history of the CPM program; and the second goal was to record the words, vision and guidance of our founder Ken Henning. The first goal was realized due to the outstanding efforts of Tom Patterson (LA), AACPM Past President. The History of the CPM program was presented at the 2003 conference and was distributed after its presentation. The history of the CPM program now appears at the Academy's website. The second goal was achieved when CPM founder Ken Henning and first CPM Program graduate, George Askew, attended and participated at the 2003 conference in Charleston, South Carolina. Ken Henning made two presentations during the 2003 conference. One presentation was given at the Presidents Luncheon and a second presentation was given at the Academy's Awards Banquet. Both Ken and George participated in a number of other conference activities. It was an opportunity of a lifetime for those of us who were privileged to hear Ken speak and to spend some time with him. We were able to videotape Ken Henning's presentation at the Awards Banquet and now have his vision, words and guidance recorded on tape and DVD. The Academy is currently investigating options to make copies and distribute Ken's presentation, in DVD format, to Society members through Society Presidents in the very near future.

The achievement of the second long-time Academy goal was only achieved through the dedication of Greg Hyland (AZ). Not only did Greg make the arrangements for the needed equipment, but he also recorded the presentation, and edited and formatted it into a highly professional end product. In recognition of all that Greg did to make this happen, he is presented with the AACPM's President Award for 2004. Since Greg was unable to attend the HOD meeting this year, the award was accepted by Jeffrey Kramer of the Arizona Delegates in attendance.

There were discussions at a meeting earlier this week held with Society Presidents and at the Presidents Luncheon regarding the Presidents Luncheon in its current format. The Presidents Luncheon in the Conference was originally intended to be a forum for Society Presidents to come together, raise issues, discuss, and provide information to one another, and to exchange information with the Academy. Over the years, the Presidents Luncheon has evolved into a more formal agenda meeting with less and less time available for Society Presidents to have time to exchange information and discuss items of mutual interest with the Academy. In order to rectify this situation, the Academy will schedule a Presidents Forum at the 2005 conference. This will be in addition to the Presidents Luncheon. The Academy recognizes that we only have an opportunity once a year to get together and meet face to face and the need for such an exchange of information is vital. The Academy Board will assure that this will not only happen next year, but in the conferences to come. The Academy Board thanks all of the Society Presidents for their participation and input regarding this issue.

Agenda Format/Consent Agenda Process

Ron Buchholz explained that the agenda was organized by the primary goals, as enumerated in the Academy's Strategic Plan. This is an attempt to focus the HOD discussion on Strategic goals rather than a recitation of Committee reports, old business, and new business. We will continue to use the concept of common consent to approve those items not requiring discussion or action using a single motion to accept Committee Reports.

PRESENTATION OF MINUTES

A motion was made by Jeffrey Kramer (AZ) to accept the minutes from the 2003 House Delegates Meeting (April 10, 2003) and the 2003 Academy Board Meeting (October 27 and 28, 2003). The motion was seconded by Tom Patterson (LA), AACPM Past President. No discussion was held. The motion carried.

Governance

Ron Buchholz indicated that the following Committee Reports would be considered in the common consent agenda: The Elections, Mentoring, Ways and Means, and Bylaws and Ethics Committees.

Board of Elections Committee

The Board of Elections Committee Report indicates states:

The Committee has conducted the nominations process according to the requirements of the Bylaws and the SOP 11.10.

Mentoring Committee

The Mentoring Committee Report states:

The Committee has been active in communicating with current AACPM Societies as well as CPM programs with new and/or pending graduates.

Ways and Means Committee

The Ways and Means Committee Reports indicates:

The Committee will continue having organizational meetings on possible ways to implement better ways to “revenue share” between the AACPM and the member Societies.

Bylaws and Ethics Committee

The Bylaws and Ethics Committee Reports states:

For the first time in several years, no changes to the Academy’s Bylaws or Code of Ethics have been proposed for consideration by the House of Delegates.

There was no request to have any of these Committee Reports to be removed from the common consent agenda. A motion was made by Tom Patterson (LA), AACPM Past President, to accept the reports as presented. The motion was seconded by Dianne L. Hughes (WI). No discussion was held. The motion carried.

Finance Committee

2003 Financial Summary

Ron Buchholz recognized Ed Burt, AACPM Treasurer, who explained the 2003 Financial Summary should have been included in the HOD packets that were mailed or sent by electronic means to the Delegates. This includes a Consolidated Statement of Financial Position (December 31, 2003), a Statement of Cash Flows FY 2003 (checking and stamps combined), and a Budget Comparison Report for FY 2003.

2003 Review

Ed Burt, AACPM Treasurer, indicated that the 2003 CPA Financial review was a review and not an audit. The final results of the review appear on the last page of the review report. The accountant found AACPM’s year-end financial statements for calendar year 2003 to be in compliance with generally accepted accounting principles and accounting standards as provided by the Financial Accounting Standards Board and the American Institute of Certified Public Accountants.

The Finance Committee report indicates that:

The Committee secured the services of a Certified Public Accountant to review the financial records of the Academy. J.D. Cox and Associates Company, Inc., Cary, North Carolina to provide this service.

2004 To-date Financial Summary

Ed Burt, AACPM Treasurer, referred Delegates to the following documents: A statement of Financial Position for All Funds (June 10, 2004), and the Budget Comparison Report for FY 2004 through June 10, 2004. On the Budget Comparison Report the following items should be noted: under Receipts, footnote (1) should be placed by Expense Reimbursement, Other Party; and footnote (2) should be placed by Miscellaneous. Also, under Miscellaneous, under Actual Receipts & Expenses to Date, the amount listed should be \$18.00 and not \$182.00. Referring to the Statement of Financial Position All Funds (June 10, 2004) Ed offered the following explanation. In 2003, because the annual conference makes up such a large percentage of the Academy's financial expense and because it occurred so early in the fiscal year, one of the three CDs that the Academy had in reserve for operating shortfalls was cashed in and placed in the Academy's checking account to avoid any cash flow problems. Then at a later date, the CD was reestablished after the Academy received its share of excess receipts back from the annual conference in South Carolina.

Danny Weiss (DC) indicated that he was curious to the tax status of the Academy why we have chose 501(c)(6) versus 501(c)(3). Ed Burt indicated that the Internal Revenue Service (IRS) chose this for the Academy. Danny asked if there was anything that you can tell us about that that boils down to the individual Societies in their pursuit of tax-exempt status that we ought to know about? Ed Burt indicated that most of the time with the type bylaws, activities, and functions that we have you are going to be classified as a business league. The Idaho Society just recently just got their tax status back and it was a 501(c)(6). Churches, the American Red Cross, and those sorts of entities that are collecting tax-deductible contributions are the ones that end up in 501(c)(3). It is the IRS's final determination. It is possible that in the future, that if we get some people with the right legal background and understandings, we can establish a separate foundation which would use all of its money for scholarships and that sort of thing as a 501(c)(3). We would have to be certain that we did not co-mingle the funds from one to the other.

A motion was made by Paulette Laubsch (NJ), AACPM Past President, to approve the Finance Committee Report, the 2003 Financial Summary, the 2003 CPA review, and the 2004 To-date Financial Summary. The motion was seconded by Larry Gordon (AZ). No further discussion was held. The motion carried.

Strategic Plan

Ron Buchholz indicated that the plan was revamped, reorganized and presented at last year's HOD Meeting. Please review the plan at the Academy's website. The Board will be considering changes and updating of the plan beginning at the Board's Annual Meeting that is to be held in Kentucky in November of 2004. If you have any suggestions, issues, or comments regarding the current Strategic Plan, HOD members were encouraged to forward them to any one of the Board members. Ron indicated that he would prefer to have the suggestions come directly to him so that he can have them in place and have them as part of the Board's discussion at the Board's Annual meeting.

Ron Buchholz referred HOD members to two documents for 2003 and 2004, "The AACPM Board of Directors Tracking of Actions/Motions via Electronic Mail." Handed out to the HOD members at this meeting. These documents represent all of the motions and actions, which have been taken by the Board since the 2003 HOD meeting.

Communications

Publications Committee

The Committee report indicated that:

The Publications Committee has worked with the AACPM Board of Directors and the Academy membership to establish the Academy newsletter as "The CPM Connection."

In addition, the newsletter was re-designed in 2004 to reflect the new name of the newsletter, in addition to providing a format that is more conducive to electronic distribution, while retaining the ability to publish paper copies for those in the Academy membership without access to e-mail.

With the support of the 2003 House of Delegates and the AACPM Board of Directors, the Committee undertook a full-scale re-design and updating of the Academy web page.

Integrated Marketing and Resource Catalog Committee

The Integrated Marketing and Resource Catalog Committee report indicates that:

Since the April 2003 House of Delegates meeting, the Integrated Marketing and Resource Catalog Committee was able to publish a significant project, which focused on the return on investment of the CPM credential.

The Committee is hosting a workshop presentation of this project by the CPM Project Team at the 2004 AACPM Professional Development Conference in Topeka, Kansas.

The Committee as a result of the information contained in the project will develop further branding of the "CPM" credential and marketing tools for the Academy and its member societies.

A motion was made by Jeffrey Roemer (WI) to approve the Publications and the Integrated Marketing and Resource Catalog Committee reports by common consent. The motion was seconded by Naomi S. Hines (TX). No discussion was held. The motion carried.

CPM Connection (Newsletter)

Ron Buchholz recognized Bill Herman. Bill Herman, Publications Committee Chair, indicated that earlier this year the Academy has gone to an electronic version of the Academy's newsletter. The Board agreed to try this as a pilot for the first two issues this year as opposed to the E-mail attachment or traditional paper pdf file and paper distribution. The Board is interested in knowing if that is what you would like us to continue to do. An electronic distribution in PDF format is easy to distribute and much easier and cheaper to produce. The AACPM has about a 1700 membership list, and we still print and mail about 100 of them because those members do not have E-mail access. The Board would like your feedback.

Paulette Laubsch (NJ), AACPM Past President, indicated that she would like to recommend that since the Academy has the E-mail addresses for its members, this needs to become an Academy responsibility and not a Society responsibility. The burden should not be on the Society. The Academy needs to E-mail members and say here is the link, it is up, go get the newsletter. ASPA does this with different things. It would not be a bad thing if someone who was not a member this year got a newsletter since there really not a cost associated with this.

Bill Herman indicated that he personally does not have a problem with this, however, the Academy does not have all of the membership E-mail addresses. There are several Societies that have not submitted their membership lists. Ed Burt, AACPM Treasurer, indicated that what we can do without too much difficult is to notify those Societies with which we are not prepared to send out a particular newsletter based on a current year's E-mail addresses. It should not matter as long as we are clear what we are doing, each Society can determine whether or not it needs to go further and send a copy to individuals that are not yet on the Academy's list. It has been the Academy's policy to continue to use the previous year's information in terms of addresses until we have enter the new year's information,

Mike Purcell (KS) is the individual in Kansas that does the distribution of the newsletter to its Society's members. Mike indicated that he does like the idea that was brought up, but he did want to say that it is getting easier and easier to do the distribution with just the link and we appreciate that.

Mel Castillo (UT) indicate that she likes that idea, however, in Utah there are times when they might block certain E-mails from coming into our servers, but if you would send it to me (the Society President), our membership chair has all of the E-mails for all of the members of our Society. She forwards the E-mail to the membership chair who has maintains all of the active Society members in an E-mail group so he only has to click on it. For Utah, I would prefer that you just send it to me because if you send it individually it might not go to all of the people that you want to target.

Danny Weiss (DC) indicated that for different reasons he would like to ask that for the time being that the Academy newsletter be sent to the DC Society President for two reasons. Regarding the privacy issue, the DC Society does not know whether or not we have the appropriate disclaimers to use their Society members' E-mail addresses. Until we can certify that any address we have given the Academy has that, and I know I can't, I think we need to be more careful with that. Ultimately, don't get me wrong, I think it is a great idea but some intermediate combination needs to be made until we can get those permissions.

Ron Buchholz asked for feedback regarding the new newsletter format versus the old newsletter format.

Charlene Farmer (NH), stated that while she agreed that it is nice to go to the Society Presidents, if you do have a President that is not real responsive to some of that, your Society members do not get the information. Charlene indicated that the only way that she got the last Academy newsletter was by going to the Academy website and not through the Society President. Charlene indicated that she uses the website all of the time and thinks that maybe if we start training people that this is their resource, they can do it.

Ron Buchholz indicated that clearly that one of the positions that the Board has taken because of the nature our associations and the Societies being spread nationally, we need to rely more and more heavily on electronic communication and that is one of the reasons why the Academy's website was updated. The newsletters are on the Academy's website and can be accessed at any time. We would like to get the notices out so that people are aware that they are going out. We are obviously relying on the membership of the Societies to elect President who are going to be responsive and send the information out but that is up to the members and who they elect.

Steve Mastro (NC), indicated that different Societies have different cycles of their officers. We think in the Academy pretty much on the calendar year, but some of the Societies are on different cycles, so someone who is President from January through June may not be the same person who is President from July through December. Steve encouraged the Board to think about sending the link to the newsletter to more than one person from each Society, maybe two or three officer's positions in each Society to make certain it gets out to all of their membership. Let the Societies decide which of those people will be going to take that responsibility each year. This would help in the transition when different annual cycles are in the Societies that are in the Academy.

Bill Herman asked Steve Mastro if President, President-Elect, and Secretary would be the right contact mix? Steve replied that that would be a good place to start. Tom Patterson (LA), AACPM Past President, stated that what he would not like the Board or HOD to lose focus on an earlier comment on elected officials having a responsibility. If the delegates here are nodding because they have member in their Society who is not undertaking the responsibility that they have been elected and charged with, I think that is a problem that needs to be dealt with at the same time as the simple solution of just sending the link to multiple recipients within the Society. I think that this is the Society's issue. If the Board can accommodate that by sending it to more than one address then that helps solve the problem. The basic problem is not in receiving the newsletter, in some of these cases. It is whether or not we have a leadership issue.

Ron Buchholz recognized Bill Herman and the work of the members of the Publication Committee for the work that they have done this past year in making the transition from the old newsletter to the new newsletter, including the mailing of the newsletter.

Website Status & Membership Directory

Ron Buchholz stated that one of the major communication pieces in the Academy is the website and our Membership Directory. The completely redesigned website became operational this year. This item was tabled until a future time in the agenda.

Larry Totten, Chair of the Board of Elections Committee, announced that there was a tie vote for the Member-at-Large position. Larry indicated that a new ballot would be distributed and only those delegates present can vote. Also, alternate delegates cannot vote at this time. Ballots were distributed and collected by the Committee members.

Danny Weiss (DC) asked in lieu of the tie, if it was appropriate to hear from each of the candidates. Ron Buchholz indicated that one of the candidates was not in attendance at the HOD meeting today. Therefore, we will have to rely on the information that was provided Monday at the Candidates Forum.

The National CPM Consortium Update

Ron Buchholz indicated that this year he and Debbie Smith had the opportunity to attend The Consortium committee meetings held on Saturday, June 19, 2004 and most of their Board meeting held on Sunday, June 20, 2004.

Initial/Re-accreditation

There were a number of issues that were discussed and agreed to at the Consortium with regard to continuing accreditation. Continuing accreditation was approved for the Alabama, Kentucky, New Jersey and Utah programs. Ron Buchholz expressed thanks to those who may have participated in the accreditations. Also, there's a lot to do with these evaluations but I know I find it interesting to review other programs and see what they do.

This next year, the Consortium will be conducting continuing accreditation for the Florida, Louisiana and Ohio programs. They will need one CPM volunteer each to assist with the Florida and Ohio re-accreditation process. Ron Buchholz asked if there was anyone attending the HOD who would be interested in participating in this process so that he could forward the names on to Robbi Dreifuerst (WI), Chair of The National CPM Consortium as of July 1, 2004. Because of the makeup of the committees on the Consortium side, volunteers cannot be accepted from Florida or Ohio. The participation in the accreditation process does not require travel. You are provided a binder of information which includes the program information, curriculum review, evaluations, etc. and you participate on a team in terms of evaluating that program and making a recommendation for reaccreditations. Ron asked if there was anyone in attendance who would like to volunteer. The following individuals volunteered. Paulette Laubsch (NJ), AACPM Past President; Jeffrey Kramer (AZ); Glenn Thomas (KY); Theresa Jarvis (NH); Judy Cain (LA); Happi Hansen (UT); Mel Castillo (UT); and Dianne L. Hughes (WI). Ron thanked all of those individuals who volunteered and indicated that he would forward their names on to Robbi Dreifuerst and she will be in contact with those of you who are selected for the process.

It is a five-year reaccreditation and the Consortium has a cycle where in one year they have twelve programs that need to be reaccredited. What they plan to do is adjust the workload so that they will have no more than four or five accreditations in any one-year. The Consortium Board will work out the details on how they are going to adjust that process because of the five-year requirement. Several of the programs have volunteered to go to a four-year or a three-year cycle to help with that process. Over a period of time, the workload will even out, but they will continue to ask the Academy for volunteers and participants. Ron encouraged HOD members to participate in the process if you have the opportunity.

Key Issues

The following are key issues discussed at the Consortium meetings:

- Growth of the CPM programs both within the United States and internationally. Several of the CPM programs have ties with other countries interested in the developing a CPM program. Their primary emphasis is still on growth and expansion of the CPM Program to all of the fifty U.S. states.
- Developing a list of competencies to be used to evaluate the effectiveness of the CPM programs.
- Reviewing their current organizational structure, Officers, terms of office, By-Laws, Constitution and procedures and making needed changes.

2004/2005 Executive Council

Sandra Hanson (AR), becomes the Past Chair; however, Sandy has taken a new job outside of the CPM Program and will be leaving the Consortium as of July 1, 2004.

The Consortium voted on the following persons for their 2004-2005 Executive Council: Robbi Dreifuerst (WI), Chair; Howard Rasmussen (FL), Chair Elect; Imelda Roberts (DC), Secretary; Charles Phelps (OH), MAL; Norma Ford (USDA), MAL; Terri Widick (KS), MAL; Leslie Lloyd (MS), MAL; Jim West (UT), MAL; Jack Lemons (NC), continues to serve as the Executive Director.”

The Consortium considered changing the terms of office for their Board of Directors to be on a calendar year term. The Board Members elected on Sunday will serve a 12-month term ending on June 30, 2005. Any change in the terms requires a By-Laws change and would be implemented with next year’s election.

Due to the Conference schedule change beginning next year (September Conferences rather than late spring/early summer Conferences as in the past), two Annual Board Meetings will be scheduled before the next Conference. This is a transition year and this situation will occur only once. The next meetings for the Academy Board and The Consortium Board will be held in November 2004 in Louisville and a second Annual Meeting in late winter/early spring of 2005 at a location yet to be determined. The Board will need to discuss how we will handle this transition. More than likely we will have two Board meetings, one in November and one early next spring. After that, the Annual Board meetings will be held in the spring of each year to offset the fall Conferences.

Membership

Henning Committee

The Committee report indicated that:

The call for nominations was published in the AACPM Newsletter and followed up with e-mails for the Society Presidents through the AACPM President. Eight (8) nominations were received by the deadline of March 20, 2004. No accommodations were necessary for late submittals. All nominations were scanned and transmitted electronically to the committee members. All committee members reviewed their nominations and submitted them to the Committee Chair by April 22, 2004.

As a result of the scoring, the Committee submits the following individual as 2004 AACPM Henning Award Winner: Larry P. Totten, CPM

On April 28th, Ron Buchholz, AACPM President was notified of our committee's results and after a verbal notification to him, the committee chair notified Larry Totten and the President of the Kentucky Society of Certified Public Managers®.

Management Practices Committee

The Committee report stated that:

The Committee recognized exceptional CPM projects that utilized management practices exemplifying philosophy of the AACPM.

A motion was made by Sandy Scallan (LA) to approve the Henning and Management Practices Committee reports. The motion was seconded by Steve Mastro (NC).

Naomi S. Hines (TX) indicated that she was confused about an action item in the Management Practices report. Are we accepting nominations from non-member groups? Does this mean that they are not members of the Academy? Ron Buchholz indicated that we had this year two CPM programs that submitted Askew Award winners who are currently not members of the Academy (Idaho and Iowa). USDA also, for the first time submitted an award although they do have a society (DC). Both the Idaho and Iowa have Societies formed but they have not yet submitted their application for membership to the Academy. Both Societies have approached Ron during this conference and requested information to join the Academy. It is anticipated that they will both be part of the Academy later this year or the first part of next year.

Danny Weiss (DC) indicated that he has a concern that it is possible for Askew Award nominations to be named and to reach the Academy without coming through the local societies in any way, shape, or form. He would like to see a change made in whatever procedure is required to ensure that can't happen in the future.

Charlene Farmer (NH), Management Practices Committee Chair, indicated that each Society has its own practice. Some come through the CPM Program Directors solely, some come from the CPM Program Director to the Society and then the Society makes the recommendation, and some the recommendation is done clearly by just the Society. When she talked to several of the different societies about the process, many of them were content with the process and wanted to leave it alone because what they had was working for them. This was two years ago when Charlene started talking to people about the process. Also, what happened is that the SOP states "programs" it doesn't say anything about Societies. She thought that the Askew winners will probably drive the new Societies. All are interested in being a part of this organization.

Tom Patterson (LA), AACPM Past President, indicated that the reason why there is so much diversity in how the Askew award selections are made is because it does say "programs" in the SOP. It does not say Societies. In many cases, the CPM Programs did not want to make the choice because then they would have had to select one above others and many of the Programs did not want to do that. What you will see across the board is a combination of approaches that produce names and projects that come to the Committee. It has never been specified that the Society would make the choice. That is a local decision that worked itself out, but there is no prohibition either way.

Ed Burt, AACPM Treasurer, indicated that the Academy Board made a determination because some Societies submitted projects that were group projects. This impacted the cost of providing the Askew medallions, which we feel are very distinctive and should be continued. A system was worked out for each Society that the Academy would pay for the first medallion. If Program or Society, whichever was making the decision, wished to give a group award then it was their decision to give the award to the group or each individual. The additional cost of extra medallions would be picked up by the Program or Society. Not every Society gives us the names of individuals because some Societies/Programs do not wish to single out individuals. Ed Burt believes that the system works well the way that it is. It is an award that we grant based on what they have done during their educational program. Some Societies do not feel that they are qualified to step in and evaluate what the instructors have already evaluated.

Danny Weiss (DC), indicated that he is not asking that we mandate one or the other procedure at the local level. What I am asking is that it is an Academy award, based on Academy funds, presented by an Academy Committee, and the Societies are the Academy. However, it is negotiated between the Society, the CPM Programs (Universities) at the local level it is not something that we ought to necessarily mandate, but what I am asking to be mandated is that before it come to the Academy, it all comes through the Society President so the local Society can not be put in the position of getting here and finding out that someone submitted Askew award for their Society members that they know nothing about or would have reason to have great concern over. He is trying to prevent this from ever happening.

Ed Burt, indicated that he could envision a situation where an entity would elect to nominate three people for a group project for the award, and the Society would find out later that they were to pay for two of the awards. It is a matter of communication, courtesy and protocol that it go through and that Society are made aware of it. This is a reasonable process.

Tom Patterson (LA), AACPM Past President, all of that well said as long as we do not prohibit an organization or program that has no Society from submitting nominations. Ron Buchholz indicated that one of the reasons that Iowa is coming into the Academy is because of the Askew awards.

Kay Hagerman (OK), recommended that this be referred to Committee. Ron Buchholz indicated that this matter would be referred back to the Management Practices Committee and would include a discussion, findings and outcomes in the Committee's next report.

The question was called to accept the Committee reports. The motion carried.

Larry Totten, Chair of the Board of Elections Committee, announced that there was a second tied vote for the Member-at-Large position. Larry indicated that a new ballot would be distributed and only those delegates present can vote. Also, alternate delegates cannot vote at this time. Ballots were distributed and collected by the Committee members.

Member Services

Ron Buchholz indicated that was no Committee Report from the "Blue Ribbon" Conference.

For the consent agenda, HOD members were asked to consider the following Committee reports: The Wilkinson Scholarship Committee report, the Conference Committee report, the Leadership Institute Committee report, and the Orientation Committee report. Tom Patterson (LA), AACPM Past President, and Charlene Farmer (NH) requested that the Leadership Institute Committee and the Orientation Committee reports be removed from the common consent agenda.

Wilkinson Scholarship Committee

The Committee report indicated that:

The committee completed its work of revising the Policy and Procedure 11.60. This revised version was approved by the AACPM Executive Board in late December 2003. This version was used to evaluate the applications for the 2004 award of two \$750 scholarship awards at the June meeting in Kansas.

The Committee presents two Wilkinson Scholarship recipients for 2004. They are Nikki LeMaster-Butler, CPM from Mississippi Society and Ronald S. Volkerding, CPM from the Ohio Society.

Conference Committee

The Committee report indicates that:

The Conference Committee focus and primary responsibility are to plan, develop and produce the Annual Leadership Conferences jointly sponsored by the Academy and the Host Society. The Committee continued to work closely with the Academy Board of Directors, the Finance Committee and the Host Societies in undertaking its activities. These activities occur at both the Host State Society level and at the Committee level making communication, understanding and cooperation essential for the success of the Committee and the Conferences. The enhanced scope and breadth of communication and information exchange between the Academy and Host Societies remains strong.

The Committee has concentrated its efforts with the Kansas Society in final preparation of the 2004 AACPM Topeka Conference and in initial planning for the 2005 AACPM Manchester Conference. Much detail and attention was paid to lessons learned from the previous conferences and to the importance of utilizing the SOP guidelines and directions early in the current and future planning stages. Learning from past lessons is delivering success with current conferences.

A motion was made by Mike Purcell (KS) to approve the Wilkinson Scholarship Committee and the Conference Committee reports by common consent. The motion was seconded by Naomi S. Hines (TX). No discussion was held. The motion carried.

Member Affairs Committee

The Committee report indicated that:

The Member Affairs position acts as a conduit for communication among the member Societies by encouraging the Society Presidents to share information, successes, and challenges with each other in order to strengthen both our local and national organizations. During the year, we have issued new member certificates to all new members, and corresponded with Society Presidents as needed. No Membership Directory was printed this year; however, an online membership directory is planned for the future.

A motion was made by Ed Burt, AACPM Treasurer, to accept the Members Affairs Committee report. The motion was seconded by Chris Grasso (FL). No discussion was held. The motion carried.

Tom Patterson (LA), AACPM Past President, and Charlene Farmer (NH) suggested that the Leadership Institute Committee and Orientation Committee reports be handled at the same time. Some of the comments that have been gathered since we have been here have indicated there are specific types of training that are being requested by the Society Presidents. He would like to offer the two Committee reports with the proviso that he and Charlene Farmer are going to work together to find out where the appropriate place is within either the Orientation or the Leadership Institute Committees for the specific training. In particular, the position specific training or position specific meetings to be held at the annual conference to prepare the various Society positions for doing their job. Both Tom and Charlene would accept the charge to develop the topics for the Society Presidents and pick out the proper place for them and see how that can be worked into the agenda for the New Hampshire Conference. Charlene Farmer (NH) stated that this was from the input that we had at a meeting and a need that we have heard that the Society Presidents have.

Orientation Committee

The Committee report indicated that:

The Orientation Committee shall meet ½ day before the general convocation and be an extension of the current mentoring process for new societies. Presenting topics such as: organizational culture, membership rosters and contact, organization structure, policies and practices, HOD role, proceedings and responsibilities, available AACPM society assistance, timing of various reporting and assessment/dues collection activities.

Leadership Institute Committee

The Committee report indicated that:

The AACPM Leadership Institute Committee evaluated the presenters and their course content and, with this report, continues into the third year of the pilot for the Leadership Institute. The approval of the presenters was requested of the Committee and all presenters are now included in the offerings for the 2004 Conference in Topeka.

Happi Hansen (UT) stated that as she attended the Leadership Institute Sessions during this conference it raised a question in her mind about the out come purpose of the Leadership Institute and whether that was for continuing education for people beyond CPM? Is it strictly for Society leadership training, or if there was some other purpose for Leadership Institute? Ron Buchholz indicated that the purpose of the Leadership Institute was to provide a series of training sessions specifically geared towards potential leaders of Societies to provide them with skills and knowledge to be effective Society leaders.

Tom Patterson (LA), AACPM Past President, indicated that the reason that he and Charlene Farmer asked to figure out where to sort these things is that when the Leadership Institute and the Orientation Committee was first proposed, the concept of preparing leaders to lead and preparing people for the technical part of their jobs was kind of mixed in between the two Committees. It was not wholly within the Leadership Institute or the Orientation Committee. One of the concepts of the Orientation Committee is to prepare new members and delegates and there is also mention in the 2000 call for issues, that Society leaders needed the training in order to do the technical part of their job. This year's difficulties were due partly to miscommunication and getting started late during the year. When the topics are already selected and the Leadership Institute Committee is not afforded any funds in order to bring in special speakers you do the best with what you have. This is the reason why the Committee selected the mix of topics the last two years. Until the Leadership Institute Committee gets a line item budget for the quality speakers that people are looking for which will be in the thousands of dollars, we will be forced to do what we have done. Listening to the comments this year what the Society Leaders want are things that prepare them to do their job. As we all know, management and leadership are two different things. What I'm going to be working with Kay Rogers, AACPM Past President, on is an appropriate mix of the technical part of the leadership positions and leadership topics in general for the New Hampshire conference. For the Orientation Committee; however, we can get very specific on what it takes those positions to do their job. Tom referred HOD members to the AACPM website to look at the Leadership Institute charge and all of the topics that were in the 2000 call for issues.

Happi Hansen (UT) indicated that she is President Elect for her Society and did not attend the conference last year and she is feeling panic because she has to take over next year. Tom Patterson (LA), AACPM Past President, indicated that the AACPM Board might also encourage the Societies to make the extra effort to pass on the knowledge from year to year and even if a person cannot attend, to make sure that they prepare the person who is going to be in their stead when they get here.

Julie Felice asked the Committee Chairs of the Leadership Institute and Orientation Committees to consider capturing this information that is going to be needed because of the change and turnover in Society Officers so that institutional memory does not have to be rebuilt year after year. This guidance could be captured and placed on the Academy's website so that the information is available when Societies need it.

Paulette Laubsch (NJ), AACPM Past President, indicated one of the issues that the Academy has is that, since the next conference is going to be held in fall, people that take office in January are not going see the Academy Board or have any assistance that they need until September. This becomes an issue for new officers at the local level. We may have to re-think how interaction is done. The other thing is that this is the third year with the Leadership Institute and we should have some feedback from the three years to know where we really have to beef things up and do things better. We should hopefully get some type of summary of information.

Ron Buchholz indicated that the Leadership Institute has been a three-year pilot. The last few conferences have had Leadership Institute seminars designated. The first year in New Jersey it was actually a separate track of very specific topics. The next two years relied upon the topics and presenters that had already been screened by the host Society. We have talked about this at the Board level. This is the end of the third year and we clearly do want to seek input from the membership in terms of what the Leadership Institute has meant to you and whether it has or has not met your needs. We will do a general survey and the intent now is that we will survey the Presidents of Societies, the current HOD, and individuals who have taken the Leadership Institute classes. The survey will be done some time after the conference in the summer or early fall to get feedback. Robinil Jameson has been charged with conducting the survey. Recognize that there is no funding at this point, this is an issue that the AACPM Board will have to consider.

Tom Patterson (LA), AACPM Past President, asked the Society leadership at the HOD to refer to the Academy website and since we might only have one or more Society Presidents who were around in 2000 who might be here today, ask your leadership what they wanted back in 2000 and then see what the changes are in your Societies wishes. We have some statistical data what we can produce, we have the original Committee charge, and we have the documents that gave us the original charge. If we want to modify this, this is fine. The wishes of the Society Presidents will rule.

A motion was made by Jeffrey Kramer (AZ) to accept the Leadership Institute and Orientation Committee reports, as submitted. The motion was seconded by Paulette Laubsch (NJ), AACPM Past President. No further discussion was held. The motion carried.

Larry Totten, Chair of the Board of Elections Committee, announced results of the AACPM Election of Officers as follows: Larry Gordon (AZ), Treasurer; Greg Hyland (AZ), Member-at-Large (Conferences and Communication); and Bill Herman (NH), President-Elect. He also encouraged those who did not prevail in the election to run for office in the future. Ed Burt, AACPM Treasurer, likewise encouraged individuals to run again, even multiple times, if necessary,

AACPM Trademark

Ron Buchholz recognized Tom Patterson (LA), AACPM Past President, to provide the HOD with a status report regarding this effort. Tom Patterson indicated the trademark was filed in the last month of Kay Rogers' (SC), AACPM Past President term office (December 2002). The Patent and Trademark Office took quite some time to get back to us to give us any kind of status at all. When they did they told us that we had not filed something properly. We had and we had copies of it so we filed back. They came back in January of 2004 and said that we had not filed a statement of use, which we certainly had because we had alleged the exact date the name was first devised, the exact date of first use, and all the way down the line. The attorney at the Patent and Trademark Office that Tom spoke with said that there had not been a fee paid for the filing of an allegation of use. Tom indicated did that he did not need to file an allegation of use because it was in the original documents. Tom indicated that a fee of \$100.00 was needed to tell them exactly what we had told them before. The fee was paid along with a submission of an allegation of use. The last communication with The Patent and Trademark Office was February of 2004. Tom has communicated with this office for several weeks and referred the HOD to go to the Academy's website. The success of AACPM trademark should be forth coming. This is for the name only and is not the logo.

Ron Buchholz indicated that AACPM is pursuing two separate protections at this time, one is for the name "American Academy of Certified Public Managers[®]," and the second is for our logo. Tom Patterson has also spoken to two attorneys who work regularly with The Patent and Trademark Office and they said that this is nothing that they would consider surprising.

American Society of Public Administration (ASPA) – Membership Opportunity Reminder

Ron Buchholz indicated AACPM reached an agreement with the American Society of Public Administration (ASPA) last year that they offer reduced memberships for individuals who are members of the Academy. It is an opportunity for AACPM members to join ASPA at a reduced cost (about one half of the regular ASPA membership). There is information about this at the Academy's website. This is a benefit to members of the Academy. Ron thanked Larry Totten for working with ASPA to get this arranged. This information was also in the January 2004 Academy newsletter.

Metrics

Annual Report

Ron indicated that the 2002 and 2003 annual reports have been completed and have been provided to the HOD at this meeting. Larry Totten indicated that Kay Rogers (SC), AACPM Past President, wrote the 2002 text and he wrote the 2003 text, and the Treasurer provided financial documents. These reports will be posted at the AACPM website. Larry wanted to remind Society Presidents that this is function that you do as well for your own Society membership. One of the things that came out of the Consortium meetings on Saturday and Sunday was that the Consortium had requested that their members post their individual program reports on their own websites. The Academy thinks it would be best if you posted your Society reports on your Society's website. We have links to Societies on the National website. This way it is your report, your property, and your responsibility to update at the appropriate time. Unless there are strong objections, this is the Board's recommendation on how these reports will be distributed electronically. The advantage to this is that you will not be receiving E-mails from the Academy Secretary asking you to submit your reports. It will be up to the Past President to write the report and getting on your Society website at an appropriate time for your individual Societies.

Ron Buchholz indicated that there are two parallel issues with this; one is that several Societies do not have websites. Obviously, those Societies would need to submit an annual report to AACPM and we will post those reports on the Academy's website because they do not have websites. The other thing is that the annual reports from the Societies vary significantly in size and content. If we were to post all of them on the Academy's website we would probably have to put some type of a size limit because of service fees. If you post it on your Society's website, you can continue the format of your reports and post it on your Society's website.

Mark H. Evans (WI), indicated that the Wisconsin Society put up their own website this year. If Societies would like to know about how they did their website in a very inexpensive way, feel free to ask Society members from Wisconsin, or E-mail them, or visit their website at www.wscpm.org.

WebSite Status & Membership Directory

Larry Totten indicated that yesterday at the President's Luncheon we received two comments for additions to the website. One was to make it more readable for the visually impaired and the other comment was to post a section on best practices. These were both good ideas and the Board will work on these to see how we can fit these comments in. The website is an ongoing process. The major effort was just getting completed. As we find more and more items that we want to be included on the site we will certainly add it. If there are items that you feel that should be added, please contact Larry or any one on the Academy's Board and we will work on getting them added. We want to make the website as useful as possible for all of us. If you haven't gone out to the website and looked at it, please do so.

Membership Directory

Ed Burt, AACPM Treasurer, indicated this year the Academy had to make certain that each Society gave each member an opportunity to be aware of the AACPM's Privacy Policy and of the possibility that their information (phone number, address, and E-mail address) would be put on the web page behind a password. Each member could thus be given the opportunity to then tell their local Society, and then through the local Society to tell the AACPM Treasurer, that a particular individual wished to opt out. Ed noted that each Society is typically giving him two to three people who wish to opt out, and some a few more than that. Alabama has opted out all together at this point. There are still a few Societies who need to report this information.

The Board will be interfacing with the Academy's web master on how the membership directory will be done. We will consult and take information from whoever wishes to provide it and then will put the membership directory on the website. We need to develop in order to make the membership directory really useful to individual members, and that allows individual members to link with other individual members regarding problems that they may have. This is to have the membership directory be useful to the average member.

Ron Buchholz indicated this was identified last year at the HOD as being a priority item to get this information onto the website. This still remains so at this point. In addition to the priority on this issue, last year a Privacy Policy was developed for the Academy in anticipation of the website update. A copy of this Policy was provided in your HOD packet and is also posted on the Academy's website. The Board is continuing to use this policy in terms of decisions we are making with regard to the website development and expansion, as well as to the membership list to be posted on the website. When the membership list does become available, it will become available under the "Members Only" portion of the website. It will be pass-word protected so the information will only be available to our members and will not be available to non-members. The Academy's Privacy Policy is posted on the Academy's website. The need for a privacy policy is something that the Academy strongly suggests each Society consider and implement. If you want to use the Academy Privacy Policy as your template, that is fine. If you have other ideas or additions to the Privacy Policy, the Academy Board would like to hear about them. At this point the Academy Privacy Policy and does not automatically pertain to your Society. This is a decision each Society needs to make.

Mel Castillo (UT) suggested that we forward the set of generic entry fields that AACPM wants the Society's to add to their membership form so when Societies send to AACPM the membership lists, the required fields can be added to what the Societies already have right now.

Paul Linhardt (SC) indicated one of the things discussed by many people at this conference was the need for Society Presidents to have a means to communicate with each other between conferences. We thought it was best to use an electronic solution. Some type of electronic communication between Society Presidents would help new Presidents, it would help best practices, and it would help in a lot of things that are very specific to being a Society President. It is not to exclude, but there are certain questions that Society Presidents have.

A motion was made by Paul Linhardt that the Academy develop an electronic communication system to connect Society Presidents, President-Elects, Past Presidents, and the Academy within three months. The motion was seconded by Bill Herman, AACPM MAL.

Larry Totten indicated that he sees two issues that need to be addressed by the HOD. One is the priority in relationship to membership directory, and the second is cost. What will it cost to set up, is there a dollar limit? What do we take away from the budget? The cost may be a significant factor that may become a part of this process.

Happi Hansen (UT) asked if a decision had been made about who would be responsible for updating the membership directory. Larry Totten indicated unless the Board finds out that it is extremely cost prohibited, individual members will be in control of his or her information in the membership directory. Otherwise, the next plan would be to contact the Academy Treasurer who would have access to this information

Glenn Thomas (KY) agrees with some form of electronic communication between Society Presidents. Unfortunately some states are now looking at web usage, and as long as it is understood it not the only means by which information is expected to be passed to Society Presidents. In my own case e-mail is a lot more instantaneous because I don't have the time to log on and check bulletin board or chats or things like that. If a thread is required, I'll keep in touch with it. If its not I'll delete it. If you are hoping to keep a history on a bulletin board you are then talking about memory. You are talking about money. If it is important to me I put it down into my personal folders and I have it forever.

Ron Buchholz indicated that in his communication with Presidents, he created a distribution group for Society Presidents (monthly and as needed basis) and it was one-time sitting down and entering all e-mail addresses to create the group. Occasionally there is a need to edit the group when e-mail addresses change. This is a real short cut. If you have one of Ron's last E-mails, just do a forward on it, take Ron's name off and you now have a distribution group ready to go for current Society Presidents.

Deborah Hotchkiss (SC) indicated the reason the motion was made vague was so that we could start at a level, whatever level we start at, which doesn't require a lot of money. If indeed down the road we see that usage warrants

getting more sophisticated then we tackle that. Right now what we need to do is see if we will use some easy simple electronic vehicles to communicate with each other. That is the intent of the motion.

Bill Herman, AACPM MAL, indicated there are several different types of electronic styles like Glenn has talked about and a bulletin board I don't know a price either but I do know that it takes time, space, and cost. A list-serve is probably the best way to start quickly. To do several things, to find out if its going to be used, and what kind of use, and maybe even feedback through that process as to what you are looking for a communication style. I'm guessing that we could probably find that within the budget.

Danny Weiss (DC) stated we could go around many circles as to what we really need, which particular of several different communication technologies is best; whether it is better to do it in a way that is stored then a continuing database is developed so a new Society President in three years can now jump in and read a three year old thread that maybe as relevant to them when they take office as it was to us when we created it. Whether it is better to have a lesser technology that throws this away and arguably serves someone's storage class. It could be costly if we don't do it right. It needs to be proven. I have been in too many discussions where everyone absolutely thought it was a great idea and then no one ever logged on. So there is no absolute thing here. I want to restate, however, where I started with this and make the offer again and make it clear how it addresses several of the concerns and its basically a standing offer, take it or leave it. I think that it is meant to be helpful. I have this technology available. I can set it up and provide it for the Presidents and it probably makes sense to do all current officers. I can have that going with the list we have in current offices probably next week. We run on a professional based website provider, same as you and same as the Academy does. We have a contract that provides a great deal more space than the Academy's does, but that is not a big issue. The Academy could buy more space, if necessary. We are willing to assume the responsibility for that space and ensure preservation of the data in case something were to go wrong. I tried to be very clear in the discussion the other day that if at any time this proves so successful and economical that the Academy wants to move it, that ownership here was not the issue, doing it is the issue. So I wasn't trying to say we can take three months and come to the conclusion that to implement it would cost money. There is no question about that. It would take effort and would take resource cost from other projects. All that is correct, I cannot deny that. We can demo it as a pilot at no cost or risk to the Academy. If people do not want to participate even as a proof of concept issue, perhaps that proves something itself. I am willing to invest personal time to make it work, provided as time goes by we can see how it works and make future decisions based on that. My objection to the entire process issue is sometimes process issues get thrown in as a way of saying we really aren't that interested and we want to kill it and we will sent it off there. I'm not suggesting that is what happened here. Sometimes process issues get thrown in because we have a whole set of other priorities. This is something new that no one has thought about and it has to be put on that list and discussed in turn. Now assuming that is the case, all I am saying is that this is something you can have, get the benefit of the test without having to wait until the process allows and at that point decide what sort of investments want to be made more formally.

Larry asked if Danny was making a formal amendment to the motion? Danny indicated that he really was not sure. Danny suggested an amendment to the motion and indicated that he could provide this on a trial basis without cost to the Academy quickly.

Paul Linhardt was asked if he accepted the amendment to the motion. Paul indicated that he would like to hear what others had to say first.

Tom Patterson (LA), AACPM Past President, indicated that he could not offer a motion, but just a caution that many of the Societies have had web pages that come up and fall down because a member said they were going to be there and weren't. I would much prefer we institutionalize whatever we are doing under contract or agreement with someone that we can sue if needed if it doesn't work. Not to jump into an agreement today, right now, or even the promise to do it today right now. There are various methods of communication that could be explored and that there are various needs and wants of Society Presidents and a chat room or a list-serve does not serve all the concerns. I think that it is not the proper time for a counter motion, but I think that there is more discussion needed on this. I am not so sure we need a 64-person committee to deal with it right now. I think it is definitely a Committee issue. I think a committee can be charged with a rapid turnaround and that a report back to the Society Presidents and the

Board. I am not so sure we need a decision on this in this forum on this issue right away. I just think there is another way to do it to accomplish the same purpose. We have a process, we have a system, fast or slow, we can still speed it up. I am cautioning entering into a no cost, no promise kind of agreement that is not in writing.

Steve Mastro (NC) stated he thinks that this is a great concept to pursue. Being a Past President of a Society, he sees the advantages of setting up a system where Society Presidents can share information, ask questions of each other, etc., and also connect with the Academy. He stated he is also very comfortable referring this issue to some sort of committee or group to make decisions about it. Steve indicated he does have a couple of concerns about how we go about selecting the medium that he hopes whatever group or committee that will decide this will take into consideration. Having been a member of an organization or several that have list serves, I can tell you that on those days when people decide to discuss issues and your e-mail fills up with thirty or forty e-mails as people go back and forth about this issue that you may or may not be involved in discussing it can be a bit distracting to your day. So I would ask that be considered. His concern about the chat room format is that when you get into those you open yourself up to the worldwide web and we are no longer discussing issues amongst ourselves, we are discussing issues in a public forum, and even if it is appropriate discussion that is very passionate between individuals, do we want people from the outside looking at our debates. He asked the Committee to think about that. So, it maybe a little old fashion to consider the regular old e-mail, but at least that is about as confidential as we can keep things at this point. If there were some potential within the membership directory to mark those people that are Presidents that would automatically get added to a list of Presidents that someone could hit one button and E-mail out to all the Presidents. That could potentially be an option. It also deals with the issue that I brought up earlier that Presidents don't all have the same term and during an Academy year a Society President may change from one person to another and like Larry has said earlier, it would be better if those people from those Societies can go in and change that information themselves so that it is current and up to date. Whatever solution we go to, there has to be some responsibility of the Society Presidents to go in and make sure that this list of Presidents is current and up to date and not put all of that responsibility on the Academy Board to do that.

Herb Lanford (SC) indicated he has served in this house a number of times and have heard many instances in which individuals made very interesting recommendations to this Board with frequently not a great deal of detail given to the implementation to carry it out. He believes we have got a unique situation here. He personally supports the general proposal that Paul made earlier. Herb was particular pleased to hear an individual step forward and offer a method to implement this proposal on a trial basis that would not impose the responsibility and the effort and the time on our Board and our elected officials to try to carry out. So he strongly support the proposal to initiate a pilot project with the support of the DC Society leadership. Herb thinks that is a great opportunity for the Academy. We are not bound to anything; if it works great; if it exposes greater needs, that is fantastic. If it turns out to be something that nobody uses or does not serve a purpose, we have not invested immense amounts of Academy resources in it and we can move away and move on to something else.

Sandy Scallan (LA) stated she appreciates the opportunity to express my opinion here today. As a fairly new President, she would like to make sure this discussion and any groups involved gets extended to President Elect and not just be limited to Presidents. She thinks that is a learning curve and based on her background in educational experience, she thinks it is important to consider this as a three year cycle (President Elect, President, and Past President) and therefore, any of these groups that might be formed include all three of those individuals as a group. She thinks it is obviously a passionate issue among many of us. There has been a lot of discussion that has taken place over the past few days because of that exact point. Sandy strongly deferred the Board to wait on a decision other than to form a committee and let the committee do its job. Any quick response to a passionate issue can also have inappropriate responses and ultimate outcomes especially when there is not a guaranteed continuity with an individual proposing something. She just would like the Board to consider that.

Mark Evans (WI) stated he would agree with the previous speaker. My concern is, and I am normally very eager to try new things, but when one does a pilot normally one wishes to define the duration of the test, and have some criteria or sets of evaluation measures that one plans in advance to determine success and then has some ideas about what the next steps might be if one deems its successful or not. We have not defined these things. Mark thinks a committee should do that.

Paul Linhardt (SC) stated this is 2004, the Internet is not new. List-serves and bulletin boards are not new concepts. He recognized that the Academy, and most of the Delegates are not objecting to sharing information. It is just about the method to do it. For one piece, Paul indicated that he left the motion vague with the one piece being that it be implemented soon. Because any group that only meets twice a year. We only meet once a year (HOD) but the Board meets twice a year. It could take a long time for things to happen and he thinks this is an urgent need and he does not think that it's a radical or passionate issue. I think it is sharing information. If the Academy Board and the HOD feels this is a good thing to do, then we need to do it. If we feel that it is still too iffy, then maybe we need to turn to the DC and let them try it for us, which would be free. Paul stated that he is not a techy and does not know the costs, but he does know there are more expensive solutions and there are cheaper solutions. Paul indicated that he is also on a list-serve and that is annoying and he gets these things when he does not want them. He also has access to a bulletin board that he gets to go out to when he wants to, but he doesn't know if anything is hot if he doesn't think about going there. So there are pluses and minuses. Paul indicated that he didn't mean to cause an enormous amount of trouble, he wanted to enhance communication.

Paulette Laubsch (NJ) stated it is very possible we could since the HOD and the representative here get to serve for a year even though we don't have a meeting. A couple of times it has been brought up they could be called upon to voice their opinion on something. You could empower a committee to come up with best options, not jump the gun and say this is the only way to do this, but to do a good analysis and say within three months come to the delegates that are here and say here are the best things we can come up with, here are some associated costs, and then make a decision on whether or not we want to move forward. We don't want to be out there doing something that makes us look foolish because it doesn't work and we don't want something that is not going to be serving the purposes we want it to serve. So if we did that this group can then say yes we are for this or no, we are not.

Bill Herman, AACPM MAL, stated that procedurally he believes we wouldn't necessarily need an amendment if we were to fall back on Paul's general concept in his motion and follow what Paulette said. Paul's motion with Paulette's philosophy encompasses Danny's amendment without having to go through the process of mixing them up. It doesn't preclude it. It lets the Academy look at everything and it lets the Academy get some feedback from all of the delegates. The vagueness opens it up to let the Academy do anything. Which Bill views as positive, and not negative.

Paul Linhardt (SC) stated that although he really appreciated the offer from the DC Society, Paul indicated that he was not willing to revise my original motion. The question was called by Deborah Hotchkiss (SC). The motion carried.

Ron Buchholz stated in follow-up to Paulette's suggestion, a committee is to be formed to look at this issue. The Committee members are to be: Danny Weiss (DC); Bill Herman, AACPM MAL (C&C); Debbie Smith, AACPM President-Elect; Sandy Scallan (LA); Mark Purcell (KS); Mark Evans (WI); and Chris Grasso (FL). The charge of the Committee is to review and evaluate the alternative options, including Danny's, and report back to the Board two months from today with a suggested list of recommendations that the Board should consider in how to best implement the motion that was just passed by the HOD. The Board will implement action by the third month.

Deborah O'Hara (OH), requested a point of clarification. Deborah indicated that there are some Societies that do not follow the same President, and President Elect officer structure, and there are some Societies that have Vice Presidents. Deborah asked the Board to please make sure that these individuals are included. Ron Buchholz indicated that the President, the next in line for President, whether it is President-Elect or Vice President, and Past President would be notified.

New Business

2005 Conference

Ron Buchholz indicated that the 2005 conference would be held in Manchester, New Hampshire in September. The 2006 (Kentucky) and 2007 (Wisconsin), and 2008 (Ohio, at a location yet to be determined) Conference will also be held in September.

AACPM/ National Association of Government Training and Development (NAGTAD) Conference

The Board has been working with the New Hampshire Society and has had several planning meetings during this conference. Also, we have had a meeting with regard to the National Association of Government Training and Development (NAGTAD) to hold a concurrent conference to be held at the same conference in Manchester, New Hampshire in 2005. Also, as part of the Conference for next year we will include a President's session and a conference wrap-up session that will be part of the conference proceeding so that the host societies from 2006 and beyond will be able to meet.

The 25th CPM Anniversary Celebration

A celebration will take place at a banquet dinner to be held on Sunday night, the first night of the 2005 conference and will follow the Social welcoming activity of the conference. It is scheduled to run from 7:00 p.m. to 9:30 p.m. The venue will be heavy hors d'oeuvres, a cash bar, a celebration cake, and a 25th celebration toast. Ken Henning and George Askew and other notables from the starting of the CPM Program will be invited to attend and make presentations. There will be a poster development from each CPM Program. Also, there will be a program. The anticipated non-conference add-on cost is \$35.00. There will be information in the 2005 Conference registration.

A motion was made by Paul Linhardt (SC) to spend the profits (approximately \$5,394.32 in reserve) from the Charleston Conference on the New Hampshire 2005 conference related activities, above and beyond normal Academy conference expenses. Paul left it vague to leave it up to the Board.

Ed Burt, AACPM Treasurer, asked if this was to be in the form of a grant to the New Hampshire Conference Committee? Paul replied that he left the motion vague.

Bill Herman, AACPM MAL, asked if the enhancement to the Leadership Institute that Tom Patterson has talked about, do you consider this part of the conference? Paul Linhardt indicated that could be a good way to spend the money.

Paulette Laubsch (NJ), AACPM Past President, stated that it is the 25th anniversary of the CPM Program which is what will be commemorated. The Consortium will be having some events that will be happening which will include travel for Ken Henning, and other types of things that the Consortium is taking care of.

The motion was seconded by Deborah Hotchkiss (SC). Ed Burt indicated that the monies associated with the motion are held in Academy reserves.

Theresa Jarvis (NH), stated that we have heard a lot of discussion about the Leadership Institute and the fact that it has been a pilot project needed by the Society leaders in order to improve their ability to function as Society leaders, but have been unable to fund the Leadership Institute. Looking at the big picture of the Academy as a whole, is it fair to send \$5,394.32 to only one conference if you are not going to supplement future conferences? Rather, should we look to addressing the money to an on-going account for the Leadership Institute or some other endeavor that will carry over from conference to conference.

Mel Castillo (UT) in addition to what has been said, we have a similar setup in Utah where the Society co-sponsors an annual conference with the Utah Consortium component (Department of Human Resource Management). A Society who made money on a previous conference can redirect the funds to whomever they want to give to is contradictory to what it should be. Once the AACPM Board has been given the funds, I believe that it is within their discretion as to how to spend that money and not the previous Society's redirection. There are so many other priorities that the money must be given to. If it were used for leadership training it would benefit more people where as if it were for an upcoming conference this might create a future conflict and not all Societies may benefit from it in the future. Mel suggested that there be a clarification on how revenues from Conferences be handled in the future so that there will be no redirection from other individual Societies but rather be decided by the AACPM Board for the benefit of the mass instead of the few.

Haywood Poole (NC), although I feel that it is a benevolent thing to earmark the money, I don't know that we have the luxury because we run on a pretty tight budget as it is and travel is even difficult. I think we want to do a lot of things in this Academy in the future. It will take those with the vision to carry us to the next step and hopefully we will realize some of these dreams soon. It is going to take money. Also, this is the 25th Anniversary of the CPM Program and this is a Consortium celebration and not an AACPM celebration and this is why I would be against spending the \$5,394.32.

Tom Patterson (LA), AACPM Past President, I would like the Board to consider that there have been Conference Committees that have come to the Academy Board in the past and have asked for advances of varying amounts. I think that while the motion is a noble motion, I think it might be more appropriate to query the Conference Committee from NH to see what their needs are and not address the needs until we know what they are. The budget is tight, and I don't think that just deferring that money is the right thing to do right now because, so far, no need has been expressed only a preference that the money be advanced with no indication of a repayment.

Sandy Scallan (LA), I agree that the motion is a noble idea, however, I think it is a budget idea and I suggest that this get referred to a budget Committee rather than be a discussion item.

Nancy Hapeman (DC), I recognize the intent behind the motion, but I think that we should not put a burden on NH to try to have them spend \$5,394.32 for which a need has not been identified. If you get a pot of money and don't have a plan for it, you tend to spend it differently than if you identified a specific need. If NH were to come forward with a specific proposal then, that would be something to consider. Also, there are other things that the Academy is doing. The Board should have the flexibility to help decide where this money is going to be spent rather than just earmarking such a large amount for one purpose.

Danny Weiss (DC), asked Ed Burt if there is an existing policy on what happens to surpluses from Conferences? Ed Burt indicated that the money is put into reserve and at the present time the Academy has approximately \$30,000.00 in reserve in CDs. We look at the Academy's checking account at the end of the year and if it is available we put more money in reserve. We are actually down from where we were two or three years ago after the FL Conference. We lost money on the AZ and NJ Conferences. The Academy does not yet have enough money in reserve to pick up the entire cost of a single conference if we were to have a failure. We so far have only had a partial loss from conferences. The Academy's normal budget is constructed to run on dues, sale of merchandise, and Society assessments and that sort of thing. The Academy's normal budget does not assume any expenditure from reserves. There has been one occasion to spend money from reserves because we did not make revenue and we had budget commitments. This is what we need to be very careful about. The money from Conferences is not used for annual expenses and has not been. It is used to build reserves and the Academy is not at the point where I personally am comfortable given the obligation of a Conference and what might happen if we had an earthquake and we were sued. This is a possibility. Another thing to consider is that some hotel chains are now requiring certain amounts for deposits. Ed believes that the Academy is not yet at a point, in terms of reserves, that we are in a safety margin. Danny Weiss indicated that until the dues that the Academy charges its members are forever set at \$15.00, I think the money ought to be held onto and used to protect that issue among the others spoken about.

Charlene Farmer (NH), I think the motion was well intended. There was a profit from the SC Conference. Earlier we had talked about when you had a profit from a conference that money would be available for the enhancement of conferences. The NH Conference is new this time because we are affiliated with NAGTAD. We don't know what is going to happen. It would be nice to have money placed in reserve and identified for the 2005 Conference, if it should be needed. Then if there were any profit it should be used to enhance conferences so we can keep more people coming.

Ada Burnette (FL), asked to make a substitute motion that a Committee be appointed to look at the reserve funds and identify those things for which this money should be spent, including CDs to keep money so we have backup for emergencies. Ed Burt indicated that we have an HOD directive that \$30,000.00 be held in reserve in CDS for operating expenses and that \$12,000.00 be held in reserve to protect against conference losses. The \$12,000.00 for

conference loss reserve has yet to be reestablished because of past conference losses. The substitute motion was withdrawn by Ada Burnette.

Jeffrey Roemer (WI) stated that he thinks that Academy already has Conference and Finance Committees in place. If anybody should be making motions and recommendations, this is where they should come from. We should let them do their job.

Herb Lanford (SC), stated that the actual intent of this motion was to build upon something discussed at last year's HOD which was to begin a process of further enhancing the activity at the conferences through heightening the role of the Academy itself in supporting and strengthening its national conferences. It is not to celebrate something which none of us are really sure exactly what is being celebrated. The intent was to provide a vehicle for further support of improvement and development of our own national conference.

Paul Linhardt (SC), stated that he now desired to withdraw the original motion hoping that the Board will keep any of NH's specialties in mind when doing the funding in the future.

Tom Patterson (LA), AACPM Past President, stated that clarification was needed because of the previous discussion. According to the AACPM's History document, available at the Academy's website, the CPM Program was signed into law in February of 1976. The first CPM was graduated in October of 1976. The 25th Anniversary of that was in 2001 or 2002, depending on how you look at this. The Constitution of the Consortium was ratified in October of 1980, which makes next year the 25th Anniversary of the Consortium and not the CPM or the Academy. Ron Buchholz indicated that it was whatever legal paper was filed with GA to create the Consortium. This is what they are using for the 25th Anniversary date.

Askew Awards/Wilkinson Scholarships Presentations

Ron Buchholz indicated that for the last several years the Academy Board has received consistent feedback that Awards Banquets have been too long and that steps should be taken to shorten them. In response of that feedback, we tried a trial presentation this year of presenting the Askew Awards and the Wilkinson Scholarships at the Presidents Lunch rather than at the Awards Banquet. Ron indicated that he has already received feedback regarding this. Some of the comments have been that the Presidents Lunch is by invitation only and this has a limited audience (Board Officers, AACPM Past Presidents, Society Presidents and President Elects), and peers do not have an opportunity to see the presentations. Also, we had a situation where some people who were Askew Award winners could not make anything but the Awards Banquet, and then they could not even make that because their funding got pulled at the last minute. Ron Buchholz asked for comments from the HOD in terms of if they would prefer to have it go back to have the Askew Awards and Wilkinson Scholarships presented at the Awards Banquet where everyone who is a registrant of the Conference would have an opportunity to see it presented.

Charlene Farmer (NH), indicated that she knows that the CPM Directors like to be there to watch their students receive awards. They were very upset they could not be there. One recipient from FL, her mother was there and her mother didn't get to see her receive her award and she was very upset. Charlene thinks that this is an honor and we need to do it where the Awards Banquet is used as the Awards Banquet.

Steve Mastro (NC), indicated that he would offer latitude to the HOD to decide how and what is the best forum. Steve thinks that both the Askew and Wilkinson Scholarship Awards are awards that are very important to the Academy and awards that should be given to recipients in front of all members and guests of the Academy that are in attendance to the Academy's annual event. He would offer that a decision would be to move it back to the Awards Banquet, or to consider that the Presidents Lunch and an Awards Lunch may need to exist but not on the same day. If we wanted to take one of the lunches to do the Askew Awards and the Wilkinson Scholarships and continue to do the Henning Award at the Awards Banquet this might be an alternative that could be discussed and considered. The event just needs to be one that everyone can attend.

Ron Buchholz indicated that this year's Awards Banquet ran 2 hours and 15 minutes and it would probably add another ½ hour to add the Askew Awards and Wilkinson Scholarships.

Debra Hotchkiss (SC), indicated that it is an Awards Banquet. We should do the Awards during the Awards Banquet. Would it be terrible to move the raffle for the Society baskets? It is a question to consider.

Gina Mee (OH), indicated that the Askew Awards, Henning Awards, and Wilkinson Scholarships are what we are all here for and that maybe we should move other awards, such as Board awards, to a forum like this.

Tom Patterson (LA), Past AACPM President, if you are going to vote that all of this be done at the Awards Banquet, or you let the Board do it and you don't speak up that means that when the complaint comes in from your Society members you defend it. If we are going to do it all in one place then, we need to defend our decision.

Shirley Hollis (KS), indicated that they had many concerns that the Award winners were recognized before a very small group and this was an honor and not many people got to recognize these people. She recommends that it be done at the Awards Banquet and if we need to move something else then, let us do that.

Sandy Scallan (LA), I concur with those individuals who say that it needs to be combined. It is an awards function and it needs to be before the whole group. Look at the time factor. We spent almost an hour distributing Society baskets. There must be a more efficient way to do baskets and put the recognition where it belongs with the honor going to the recipients.

Mark Evans (WI), suggested that the Society baskets still be used at the Awards banquet, but other things such as raffles be done at another time. The baskets are a key part of our celebration.

Dianne L. Hughes (WI), indicated that at the Presidents Lunch was some discussion about websites and other things and if we are talking about having other opportunities throughout the Conference that would free up that lunch and perhaps you could do something different with that time.

Ron Buchholz indicated that what he is hearing is that the HOD would like to have the Askew Awards, the Henning Award, the Wilkinson Scholarships, and other recognitions done at the Awards Banquet. There was no disagreement within the HOD. Ron also stated the intent is to keep the Awards Banquet as short as possible. We need to do some planning in terms of what we will continue to include in the Awards Banquet or add another event where everyone who is a conference attendee would be able to participate as a fall back.

Posting of HOD information at the Academy Website

Ron Buchholz indicated that the Board received a suggestion to post HOD information at the Academy's website as an alternative to send it to HOD members in multiple E-mails. Ron asked the HOD members if it would be better have the information come to you posting it on the web rather than sending it by E-mail? The response from the HOD members was a unanimous "Yes." Ron Buchholz indicated that we will continue to mail out HOD packets to HOD members who do not have an electronic capability. Bill Herman, AACPM MAL, indicated that out of 64 HOD packets, only 6 packets were mailed.

FY05 Proposed Operating Budget

Ron Buchholz recognized Debbie Smith, the Finance Committee Chair. Debbie Smith encourage HOD members to have Societies use the Amazon.com link at the Academy's website when ordering materials from Amazon.com. This generates extra funds for the Academy. Also, Societies are encouraged to purchase Academy merchandise at Conferences. Ed Burt, AACPM Treasurer, indicated that each Society was given a membership projection sheet to complete.

The projected total income and expense is \$34,400.00. A motion was made by Paula Lansdon (AL) to accept the FY05 Proposed Operating Budget. The motion was seconded by Larry Gordon (AZ). No discussion was held. The motion carried unanimously.

Value of the CPM Designation

Ron Buchholz indicated the NH CPM Survey Team was at the Conference presenting this year. Copies of the NH Team report was sent to Society Presidents and to all CPM Program Directors in CD form last year, and copies were also distributed at this year's Conference. The report in the near future will be available at the Academy's website.

AACPM Standard Operating Procedures (SOPs)

Robinil Jameson indicated that the Academy SOPs is available on one CD. HOD members were asked to sign a sheet and indicate their Society if they need a copy of the SOPs. Robinil will get addresses from the HOD Delegate listing.

Tom Patterson (LA), AACPM Past President, indicated that he sees disk copies going to individuals in Societies and we all know from experience that there is no guarantee that the next person will receive it. A solution might be that we investigate how we can put these on the Academy's website so that updates will be available to all. Robinil Jameson indicated that this is coming and that is why the SOPs have been converted into one document. Ron Buchholz indicated that this is a stop gap for now since many do not have the Academy's SOPs. Larry Totten indicated that over the past several years time was invested to send it out to your predecessors. Please copy it and pass it on. These belong to the Societies.

Ron Buchholz encouraged Societies to do succession planning. Ron indicated that he is amazed at the amount of information that is sent out every year that goes to the current President and does not get to the next person in line. If you have not addressed this at your Society level, you are encouraged to do so that the information is out there and available. As this information becomes available on the Academy's website this will not be as important. However, you also need to capture that institutional memory as people leave office.

AACPM Brochure

Bill Herman indicated that on each table is a copy the new Academy brochure. If any Societies want quantities of these, some are available at the HOD or please let Bill know and he will send these to the Societies.

AACPM Officer Installation

Ron Buchholz indicated that Greg Hyland would be installed at a later date. Ron Buchholz indicated that our newly elected President-Elect (Bill Herman) and Treasurer (Larry Gordon) would be installed today. Their terms begin January 1, 2005. It will be a three year term for Bill (President Elect, President, and Past President) and a two year term for Larry. The new officers were asked to raise their right hands. Ron stated: "As newly elected members of the Board of Directors of the American Academy of Certified Public Managers[®], will you: Agree to faithfully execute the duties of the office to which you were elected?" Bill and Larry respond, "I will." Ron stated: "Abide by the provisions of the Academy's Constitution and By-Laws?" Bill and Larry respond, "I will". Ron stated: "Uphold the professional principles of public managers as espoused in our Organization's Code of Ethics?" Bill and Larry respond, "I will". Ron stated: "Having publicly committed to these duties and obligations, it is my pleasure and honor to confirm your installation to the Board of Directors of the Academy." Ron asked members of the HOD to join him in welcoming the new Board Members for 2005.

Ron Buchholz thanked HOD members for their participation, for their comments, suggestions, passion and your vision. You help to guide us in terms of being the best Academy officers we can be to make the Academy the best it can be. We appreciate your time and dedication in serving in the HOD. We look forward to seeing you next year in Manchester, NH.

ADJOURNMENT

A motion was made by Judy Dennis (OK) to adjourn. Ted M. Barber (FL) seconded the motion. There was no discussion and the motion carried. The meeting adjourned at 4:12 p.m.

For Distribution:
Original Signature on File
(authorized November 2, 2004)
Respectfully submitted by:

Julie R. Felice, CPM, Secretary, AACPM

For Distribution:
Original Signature on File
(authorized November 2, 2004)
Respectfully submitted by:

Ronald L. Buchholz, CPM, President, AACPM