



ANNUAL BOARD OF DIRECTORS MEETING

San Diego, California

February 10-February 11, 2008

Attendees: President, Gregory D. (Greg) Hyland; President-Elect, Stephen (Steve) Mastro; Secretary, Debra A. (Deb) Bourbeau; Treasurer, Laurence E. (Larry) Gordon; Past President, Ronald L. (Ron) Buchholz; Member-at-Large, Deborah J. (Debbie) Smith, Member-at-Large, Becky J. Bryant

DAY 1: February 10, 2008

CALL TO ORDER

AACPM President Gregory D. (Greg) Hyland called to order the annual Board of Directors meeting at 8:42 a.m. on February 10, 2008, at the Hilton Garden Inn in San Diego California. Hyland welcomed the new and returning Board members.

SWEARING-IN OF 2008 OFFICERS

Past President Ronald L. (Ron) Buchholz swore in the new officers, President-Elect, Stephen (Steve) Mastro, Secretary, Debra (Deb) Bourbeau, Member-at-Large, Deborah (Debbie) Smith. The returning Board Members welcomed the new Members to the “Board Family” and wished them every success.

PRESENTATION OF MINUTES/TRANSFER OF INFORMATION

A motion was made by Bourbeau to accept the minutes from the September 12, 2007 House of Delegates (HOD) Annual Meeting. Gordon seconded the motion. The motion carried unanimously.

A motion was made by Buchholz to accept the minutes from the September 12, 2007 Board Meeting. Bryant seconded the motion. Mastro abstained and the motion carried.

TREASURER’S REPORT

Gordon reported that the Academy’s bank is Well’s Fargo. Currently, three board members have signature authority, Hyland, Buchholz and Gordon. Three signatures are sufficient to handle the financial transactions and double signatures on checks are required. The Academy has two certificate of deposit that renew on the 19th of designated months. By having the certificate of deposits mature during different months

it allows the Academy to have a cash flow as needed. Gordon reported the CPA firm Holcomb & Shreeves would review the 2007 books, in the spring. The following report(s) are taken from the un-audited records available January 30, 2008. A Budget Comparison Report, a Consolidated Statement of Financial Position, and a Statement of Cash Flows are attached as separate documents.

Motion to ladder CD's January and August was made by Mastro. Second: Smith
Discussion: To take advantage of higher interest rates, Gordon, took advantage of interest rates, with a laddering system. Gordon explained that laddering is a good idea for cash flow purposes, if an organization has many, Certificate of Deposits. The Academy has two at this time and both are due to mature at different times of the year.

Discussion continued with tracking the money in various funding lines. By tracking the funding, we can monitor expenses, revenue and losses.

Motion was rescinded by Mastro and the second was rescinded by Smith.

A Motion to accept the budget reports as presented by Treasurer Larry Gordon, pending the Auditor's review was made by Hyland. Seconded by Mastro. The Motion carried by unanimous vote.

President-Elect Stephen Mastro requested an additional column be added to the Budget Comparison Report showing the budget variance as a percent. Mastro has completed this on his copy and will forward the expanded document to Gordon and other board members. Hyland made the motion to add the additional column to the financial report. Mastro seconded.

Motion carried unanimously.

A motion was made by Mastro to accept the CPA Firm Halcomb & Shreeve to conduct a CPA review of the 2007 AACPM financial records. Second by Bryant.

Treasurer Larry Gordon indicated that he would like to amend the motion and leave it to the AACPM Treasurer's recommendation on a firm in the Treasurer's geographic location. The Treasurer's position is up for election in 2008 and a new Treasurer may prefer to have a financial firm in their area.

Motion Amended and Carried by unanimous vote.

Gordon also noted that three Societies have not sent in payment of their 2007 Assessment Fees. The Societies are District of Columbia, Virginia and Washington State. Virginia and Washington State also each received a \$500.00 grant from the Academy the prior year.

Gordon continued with review of the financial reports and would like to amend the line that reads Copyright Infringement Issues to Legal Services. The board approved the change in the line title.

During the September 2007 House of Delegates Meeting a discussion to establish a 10% limit for Board spending in excess of the approved budget took place and motion to establish the limit was approved.

Hyland explained that we need to look at the Board Travel Line and review the SOP's and what is required of Board Members and what is expected in terms of Board support to Societies. The Board Travel line has not been increased in quite a while. Most Agencies do not support Board Member travel to the Board Meetings or the annual Conferences. The amount in the budget line should reflect the actual cost to send seven board members to the Mid-Year Board Meeting and to the Conference with no employer support provided.

Gordon presented the budget and explained that it will meet minimal needs and the 1,600-member figure used is based on the previous year's membership level. Membership dues are the bulk of our revenue. This is a bare bones budget.

Smith questioned the Travel for Henning Award Recipients and perhaps that it be reviewed in SOP 11.40. Mastro suggested that we identify what we would cover instead of stating a dollar amount. Mastro continued to stress coach transportation, two nights lodging. The Henning Award Recipient should contact their employer for travel funding (currently stated in the SOP) as well as their home society since the Society nominates the recipient for the award. Bourbeau stated the Henning Award Winner might not need to be at the entire conference, unless they choose to do so. If they do decided to attend the entire Conference, they should pay for their conference registration fee, or their employer or their Home society should pay.

A motion was made to cover banquet costs for the Henning Award Winner and one guest, two nights lodging at conference hotel for the award recipient only, transportation costs for the recipient only, federal per diem for a maximum of three days for the recipient only. Hyland Seconded the Motion. Motion Carried Unanimously.

Ron Buchholz will draft the needed changes in the SOP.

For cost cutting discussion purposes, Hyland asked if the Board Members needed to attend the entire conference or do they need to attend only the House of Delegates Meeting? The Board questioned whether we want to go down that road? By not attending the conference, the Conference registration fee for each Board Member would be a savings. Bourbeau questioned what message would be sent to the Societies and Conference Committee if the Board did not attend the conference and attended only the House of Delegates? Buchholz explained that Board Members normally attend the plenary sessions, but very rarely the break out sessions as they are conducting board business during throughout the entire Conference.

Mastro suggested that the Board draft travel cost related information for distribution to the HOD Delegates so the Delegates have an idea of the actual travel costs for Board Members.

Hyland explained that during the September 2007 House of Delegates Meeting the Board attempted to provide an explanation regarding actual Board travel costs during the discussion regarding the motion to limit Board spending to no more than 10%.

A Motion by Mastro to bring in the \$1,985.00 and distribute an additional \$150.00 to the Askew Award line and \$150.00 to certificates line. Second by Buchholz Reduce the interest CD Line from \$1,000.00 to \$750.00. The difference would be allocated to board travel.

Hyland reminded the Board that there is no additional revenue in our budget. The Board is authorized to move money between lines and stay within the budget but not spend more than 10% more than approved budget amount. The Board has been told by the HOD to control our spending.

The Motion Carried by unanimous vote.

Hyland asked the Board how the Academy should handle the Societies that do not pay their annual Society Assessment and/or their individual member dues? Is it fair to the Societies that do pay their dues? Buchholz noted that the Academy secured protection for and the right to authorize use of the term “Certified Public Manager[®]” as a result of an Agreement with the National CPM Consortium. One possible sanction for those Societies who do not pay their Society Assessments and membership dues is to withdraw Academy authorization to use the term “Certified Public Manager[®]” The Board also discussed seeking payment for overdue Society Assessments and membership dues.

CPM EDUCATION FOUNDATION

Hyland spoke about the CPM Education Foundation and provided a history that goes back to the 2001 conference. The Academy is established as an IRS 501 (c) (6) entity. There is a need to create a separate Foundation as an IRS 501 (c) (3) entity to provide individuals, companies and corporations who wish to donate gifts, donations or contributions for educational purposes a tax benefit for their donations.

Mastro had concerns that the Board did not have direction from the HOD to pursue this issue. Hyland and Buchholz responded that the subject had been discussed and approved at previous HOD Meetings and in Committee Reports.

Buchholz will review his files and provide the Board with the chronological history of the Education Society.

Mastro shared with the Board his concerns regarding the Education Foundation. He would like to see a special sub-committee to review the process of taking in money and reviewing potential issues. Two issues he shared with the Board are that the Charter was developed without the HOD and the current process that we have today. The other issue is the assignment of the initial board members. Should it have been with the Academy Board or with the House of Delegates?

Buchholz noted that the goal was to establish a separate entity for the Education Foundation from the Academy since the IRS required the two organizations to be separate for tax exempt and related purposes. Therefore, involving the Academy, either the Board or the HOD, in the preparation of the Foundation Charter or the assignment of the initial (and interim) Foundation Board Members would have been in conflict with the separation requirement of the IRS. Future Foundation Board Members will address the issue of taking in monies and reviewing potential issues.

PRESIDENT'S LUNCHEON

The House of Delegate Meeting in 2007 discussed ways for the Board to look at saving money. The Board discussed the President's Luncheon at the Conference as being on possible area for cost savings. The President's Luncheon originally started as a President's Breakfast and was a forum to meet and discuss issues with the Society Presidents. Starting in 2005, a separate Meeting with Society Presidents has been scheduled at the Conference in addition to the President's Luncheon. The Luncheon has become more of a social event with the issue discussion-taking place at the Meeting with the Presidents. In 2007, the cost to the Academy for the President's Luncheon was \$875.00. The Board received feedback from a number of Society Presidents who would prefer not to attend the luncheon. A motion to remove the Presidents Luncheon from the 2008 conference and future conferences was made by Hyland and seconded by Mastro. During the discussion on the motion, Mastro asked for historical background information and questioned if a change to the SOP was needed.

Discussion from Mastro is this history and do we need to change an SOP. Buchholz provided information to the board and indicated that we will need to update the SOP. We're changing the SOP from President's Luncheon to read President's Meeting.

Buchholz provided information to the board and indicated that we will need to update the SOP. It was clarified that the Board's intent with the motion was to eliminate the President's Luncheon and replace it with the Meeting with Society Presidents. The motion carried unanimously.

Hyland will notify the Society Presidents and Past Academy Presidents that there will not be a President's Luncheon at the 2008 Conference and Mastro will notify the 2008 Ohio Conference Planning Committee of the change.

Hyland continued to stress the importance of keeping the lines of communication open between the AACPM Board members and Society Officers and Members. Hyland noted that he has upgraded his room at previous conferences to a mini-suite so that a meeting room would be available for small group meetings as needed. The Board discussed the need to expand the accommodations for the Academy President at the Conference to include space for small meetings. The SOP for Conferences does address the issue of accommodations for the Academy President and it was suggested that the SOP be expanded to address this need.

TRADEMARK DISCUSSION

The Academy Board previously authorized Tom Patterson (LA) to pursue securing copyright registration protection for the Academy's logo similar to the protection that was secured for the title American Academy of Certified Public Managers®. A recent E-Mail from Tom Patterson to Ron Buchholz indicates that the documentation process is lengthy, quite time consuming, possibly costly and beyond Tom's comfort level to continue. The Board discussed whether there is a need for the Academy to continue with this effort at this time, especially considering the current financial situation. . The Board has retained an attorney specializing in copyright law and that attorney could continue pursue securing the protection for the logo, but it would be quite costly to do so. Mastro questioned what the likely hood would be that someone would use our logo? Hyland feels it is not likely.

A motion was made by Buchholz to discontinue the effort to secure protection for the Academy logo at this time. Hyland seconded the motion. During the discussion on the motion, Smith suggested to keep this item on a laundry list if items to be reviewed from time to time. The motion carried unanimously.

LEADERSHIP INSTITUTE

Mastro, Co-Chair for the Leadership Institute, informed the board that the last few years have been a struggle to find members for the Leadership Institute. The committee is committed to getting the Leadership Institute back on track. The goal is to have a presence at the 2008 conference with break out sessions that meet leadership objectives. It's a very exciting time for the Committee and we have many concepts and ideas for the 2008 Conference as well as future conferences.

The original concept was to train the current and future leaders of the Societies and the Academy. The concept was based on service club-type training where the individuals are taught to better run and lead their Societies and the Academy and how to attract new members, retain current members, and better run their organizations. The Leadership Institute concept and offerings were then modified over the years. Mastro is focusing on two tracks of thought and hoping to meet in the middle of the original concept and today's concept. He is hopeful that this Institute will prepare CPM's to go out into their communities to serve on the Boards of community organizations as well as serving as Society and Academy leaders.

Hyland informed the Board, Leadership Institute Committee was one of the most requested committees on which to serve this year. Hyland also informed the Board of a modification to the committee list previously provided to the Board. Bill Herman has requested to be removed from this committee.

Mastro informed the Board that the Leadership Institute would also like to partner with the Mentoring Committee as well as other Academy Committees. Mastro will send out

the previous years reports to the current Leadership Institute Committee Members. The three goals are to have a presence at the 2008 Conference, design future LI Programs and to determine how best to deliver to the Academy members the information of the Leadership Institute.

JOINT AACPM & SOCIETY BROCHURE

Buchholz discussed updating the Academy Brochure. There has been some discussion about creating a brochure that could be used jointly with societies. The discussion among the Board Members is that the cost and mailing of brochures changes annually. It was noted that the Academy has a large supply remaining of 2007 Brochures. Buchholz informed the Board that most Societies have their own brochure and that they update those Society brochures annually using their own technology and updating the names of their own Society officers. Buchholz feels that we need to keep the Academy Brochure updated. Discussion from the Integrated Marketing Committee a year ago, was that some felt it was a good idea to have a joint Academy/Society brochure option while other Societies felt they wanted to remain with their own brochure. No one is currently requesting the joint brochure and Hyland recommends we now discontinue this joint brochure project. Bryant would like to include a template for marketing if a Society wanted to use the brochure. It could be developed easily enough and added to the resource catalog if a Society wanted to use it; it would be available to them. An electronic template could be provided and forwarded to Societies for their use.

A motion was made by Hyland to do-away with the year specific brochure through December 31, 2008 and re-establish a generic brochure, with no Academy Board of Director names listed in the brochure. The motion was seconded by Bourbeau. The motion carried unanimously. The Board provided Bryant with the approval to destroy any old membership brochures she has in her possession.

ARCHIVING PROJECT

Smith updated the Board with the archiving project. The Academy records from 1987 – 2001 are in adobe format and on CD. Smith provided all current Board Members with a copy of the CD for their records. Smith informed the Board the UPS will be delivering the remainder of the Academy files from former Board Secretary Julie Felice and once received, Debbie will continue with the archiving project. Smith is also willing to store the original Academy Records until she is no longer able to do so. She has room in a 10' x 14' storage facility, which should not run into any issues, short of tornados or fire. Another option would be to discontinue storing the hard copy files once the documents are scanned and retained electronically. Board Members were asked to review the documents on the CD's provided before a final decision is made on this issue. . The origination documents should be retained, as they are the establishing documents of the Academy.

Buchholz reviewed SOP 22.00 Maintenance of Record and Archives with the Board. Permanent files are to be kept indefinitely in their original format. Mastro informed the

board that it is important for Smith to have all the paper documents as she moves forward with the archiving process. Hyland asked if we have any municipal clerks in our Societies that we can ask for guidance and suggestions regarding retention schedules of appropriate documents. Bourbeau mentioned with today's technology we should be able to keep updating the Board information electronically. Buchholz also mentioned that Board has never formally updated the archivist position. Buchholz and Bourbeau have been in discussion about storing and shipping boxes around the country. This practice is not cost effective for the Academy. As the Board Secretary, Bourbeau has no issue with storing a set of CD's on behalf of the Academy.

Smith stated she would find the key documents, such as the meeting minutes, House of Delegates listing and incorporation documents. Bourbeau agrees with Smith to locate the key documents that established the Academy and made it what it is today. The recent Board of Directors and House of Delegates meeting minutes are located on the website and could serve as the living archive of the Academy.

Hyland thanked Smith for all the work she did for compiling and scanning this information for the Academy.

Mastro made a motion to create the Archivists position and to create a job description for the Academy. Buchholz informed the Board that there is no reference in the current SOP's regarding the Archivist position, although there was previous Board discussion and decisions made on this issue.

Buchholz informed the board that neither the Historian nor the Archivist positions have a legal standing in the current Academy SOP's or By-Laws.

Day 2: February 11, 2008 – The meeting was called to order at 8:04 AM

SPEAKER DATABASE

Mastro discussed the Speaker Database and putting the database on the website. Buchholz explained that at one time there was an official speaker database. Bourbeau informed the board that New Hampshire updated the database in 2005 and forwarded it to Larry Totten in Kentucky for use with the next conference. Bourbeau explained it was difficult to keep the database updated with all the proposals that were chosen and not chosen for the conference. Mastro feels that the database is a good tool for sharing of information. He asked if the Conference Committee feels that there is value in maintaining the database. If so, it should be posted on the Academy website. Hyland explained that all regions of the country have speakers that can provide the local flavor for the host State's conference. Most Societies choose speakers from their own area to also help save on costs. A motion was made by Hyland to discontinue the database. Bryant seconded the motion. Motion passed six to one being absent. Hyland explained that the database is a maintenance nightmare. Smith asked if the SOP could include that the Consortium be contacted when the Call is sent out. Buchholz will update the SOP accordingly.

CPM CONNECTION

Bryant explained it takes a great deal of time to do the initial edits. Hyland requested that the Committee Members when proofing the draft newsletter articles use the MS Word “Track Changes” feature. Buchholz suggested that Bryant not use “Track Changes” feature and send out a “clean” copy after her initial edit has been completed. The committee would then use “Track Changes” feature to complete their proofreading.

Hyland asked Bryant if it would help to delegate the Editorial Role of the CPM Connection to someone else? Bryant doesn’t feel that it is necessary. Buchholz asked if it is easier for the Committee to use track changes. Bryant finds it easier to use track changes. Bryant will provide the Societies with guidelines for writing articles.

Hyland requested that we give Michelle Pratt guidance to do the website version of the newsletter first and then do the print version of the newsletter. Buchholz informed the board that we mail 60 hard copies and print about 100 hard copies. Hyland mentioned the 60 are standing requests. Bryant then sends 20 out to Societies, one copy to each Society. Bryant asked if Bill Herman could mail the Society copies when he mails out the other 60 to save mailing them twice.

CONSORTIUM MEETING

The Board met with the Consortium’s Board for a brief meeting. Consortium Chair, Ann Cobb of North Carolina, welcomed the Academy Board members and introductions were exchanged. Hyland informed the Consortium that there were no issues at this time and the relationship between the Academy and the Consortium is excellent. The communication lines remain open and information is shared between the two groups. Buchholz, on behalf of the Wisconsin CPM Society and the Academy, thanked the Consortium members for their strong support of the Annual Professional Development Conference in Madison. A large number of Consortium members registered and attended the entire Conference. Ann Cobb told the group that we’re in this together and the ultimate goal is to provide effective programs.

COMMITTEE REPORTS

ELECTION COMMITTEE

Buchholz shared with the Board the two Election Committee Reports, one by Buchholz and one by Robinil Jameson (KY). Buchholz constructed his report from the time of the 2007 HOD meeting forward and concludes with the swearing in of the Board Officers for 2008. Jameson’s report includes the Special Election that took place after the 2007 Professional Development Conference. Buchholz stated that both reports are viable. The Board agreed and would like both reports to be submitted to the HOD.

Buchholz also informed the Board that the SOP timeline would need to be updated. The SOP refers to when the annual conferences were held in the spring rather than the fall.

Hyland asked the Board for feedback regarding splitting the Board of Elections Committee into two sections – one to secure candidates and one for the election process/ballot counting. Hyland explained that the one Board position that does not run for office is the President-Elect. Therefore, there is no conflict of interest with this position thus making this position the one to chair the Nominations Committee. Smith told the Board that she could relate to this idea. Bryant stated that the ballot counters could be appointed at the annual conference. The Past President would run the counting of the ballots process. A motion was made by Hyland to split this Committee's duties into two sections forward this recommendation and change to the By-Laws and Ethics Committee for consideration. Any changes approved by the Ethics and By-Laws Committee would be forwarded to the House of Delegates for final action.

The President-Elect would be in charge of the Nominations Process and the President would be in charge of the ballot counting process and Chair the Counting Ballots Committee of the Board of Elections. In addition, the Board also discussed and decided to include recommending the transfer of the Conference Committee from the President-Elect to the Past President. Smith seconded the motion. The motion carried unanimously. Buchholz will draft the changes for review and consideration by the Ethics and By-Laws Committee.

The Board continued discussion regarding open Board positions that had no candidates at the time the Election Process was to close. Buchholz made a motion to close the election for the positions that had a candidate and keep open the election for the position, which did not have a candidate. Seconded by Bourbeau. Motion Carried Unanimously

Buchholz will prepare an SOP for the election process where no candidates have come forward for the open Board position.

COMMUNICATIONS COMMITTEE

Bryant requested direction from the Board regarding the Academy's resource catalog. The catalog was presented during an LI breakout session and distributed to all Society Presidents in a CD format at the 2002 Annual Conference in Atlantic City, New Jersey. Bryant explained that most of the Society Presidents do not know where their copy of the CD now is located. Bryant's recommendation is that she put the information on a CD again and that each Society can add their own logos to the forms, brochures, invitations, newsletters, templates and press releases. Hyland agreed that it would be a good idea to put the information on the CD and provide when requested. Also, it was suggested to put the catalog on the website for downloading purposes.

Bryant asked if this could be a segment at the Society President's Meeting in Ohio on this subject. Buchholz reminded the Board that the copyright information is not part of the current resource catalog template documents since the catalog was created before the

copyright protection was secured. The templates in the catalog will need to be updated accordingly. Hyland asked who would be able to do the updating. Bryant mentioned going through the information and seeing what needs to be updated and to review the documents. Bryant asked if she could request a price from Michelle Pratt for updating the template documents to insert the needed copyright protection information (symbol). Smith suggested a generic template be made with instructions as to how to insert the society logo. Hyland said he would create the CD's to be handed out at the next Society President's Meeting.

Bryant informed the Board that there is dated material and information on the Website that needs to be removed. In addition, new information has been developed over the years that need to be added to the Website. Bryant requested direction from the Board. Buchholz also reminded the board that not all the copyright symbols are on the website. Mastro proposed to the Board that Academy Committee Reports also be added to the Website. Hyland stated the Board could put the information on the web site to stay within budget rather than having the Webmaster do that work. The HOD information packet can be added to the website in a PDF file. Smith said this is a good idea as it lets new people catch up on the history. Mastro would like to see finance reports on the website. Buchholz asked how many years of information do you keep on the site and for how long? Hyland talked about creating a bookshelf or a library. Bryant will check with Scott Biggers of NetGain Services on what it would cost to create this library section on our site. Mastro mentioned the need for a calendar for Societies to enter and update their information.

WEBSITE

Mastro asked about website development and re-vamping of the site. Hyland explained that anything could be done. It just takes money. Hyland informed the Board that the website doesn't receive many "hits". The Webmaster provided the number of "hits" and our site is not visited often. Out of 1,684 members only 9% (130 hits) accessed the site. We're spending \$1,200 annually on the site. Mastro believes we still need to develop the site as our depository tool for information. He believes that our goal should be 25% of our membership use the site as Bryant is putting a great deal of information into the site. If members were not using the site, Mastro would like to find out why. Buchholz stated that the website should be as user friendly as possible and we should encourage members to visit the site for information. Mastro believes the site has great potential but would like to see a good faith effort made for member benefits by providing CPM information or we will not meet the need of our organization. Hyland suggested that \$5,000 be set aside in next year's budget for revamping of the site. An approximate cost for our Webmaster is \$100.00 per hour. Bryant shared with the Board that information on the site may no longer be of value to the members. Mastro said that we are not using our site to promote what we're all about from a press release standpoint. Bryant will ask the Webmaster if a Content Management System could be provided.

There was discussion about passwords for members only. The passwords have been provided to the Presidents over the past few years at the annual conferences. The

passwords allow you to view and use the E-Mail Group Distribution Lists and the Academy membership database. The information posted on the Web Site is only as current as that provided to the Academy by the Member Societies. The E-Mail Distribution Group Lists have not been updated over time and are very labor intensive to keep them current. Hyland made a motion to remove the E-Mail Distribution Group Lists from the website. Buchholz seconded the motion. Motion carried unanimously. Mastro would like to see a list serve service available. Bryant will check with the Webmaster for cost.

THE PUBLIC MANAGER MAGAZINE

Hyland shared with the Board that money is tight and that we cannot commit to The Public Manager Magazine. Bryant asked if it would be possible request a discounted price for a member to sign up to receive the magazine on his or her own. Mastro would like to present the options to the membership so that they can make a decision if they would like to receive their own copy of the magazine. A motion was made by Hyland to discontinue the relationship and not purchase of the magazine for the Academy for the upcoming year. Buchholz would like to speak with the Publisher to determine if there is a possibility for Academy members to receive a discount if they would like to receive their own copy of the magazine. Gordon seconded the motion. Smith asked if a link could be on our site for members to sign up. Motion carried unanimously.

HENNING COMMITTEE

Hyland read the recommendations from the Chair for the 2008-committee members. The Academy SOP has a recommendation that no one from the Society that has submitted a Nominee for the Henning Award serve on the Committee. Buchholz is concerned that we may have a By-Laws issue when the Nomination Forms are submitted and there is a Candidate from one of the Home Societies of the Committee Members suggested. The Board provided an interim approval with the understanding that the issue would be reviewed once the Henning Award Nomination process closes and the names of the nominees are known. Buchholz made a motion to approve the committee members on an interim basis. Bryant seconded. Motion carried unanimously.

Mastro reviewed the recommendation that two members sign the Henning nomination form. This would be an SOP change and was directed to Buchholz. Mastro spoke about the distribution of the weighting of the criteria. Hyland would like to reweight the internal to make it thirty points Society and twenty points Academy based on perception that this award is a "Board Member" award (Persons serving on the Academy Board, especially Presidents have an advantage). Buchholz reviewed the past winners and there have been 18 Henning winners. To address the perception issue, of those eighteen winners, sixteen were members of the Board and eleven of them were Presidents. Only three winners had never been Board Members. Bourbeau requested that the internal fifty points be reweighted. It would give a different perception as it is a prestigious award and does not want anything to be taken away from the Past winners. Buchholz explained that when you're a President, you chair many committees during your three-year term on

the Board and your resume reflects that level of activity and involvement and Academy experience. Bryant explained that State's need to be educated on the importance of this award. A motion was made by Bourbeau to restructure the point system to thirty points Society and twenty points Academy for the 50 points allocated for Academy and State Society Activities. Seconded by Hyland. Motion carried unanimously. Buchholz will draft the SOP change.

MANAGEMENT PRACTICES COMMITTEE

Hyland asked if anyone had any discussion on this Committee Report. Charlene Cutting from NH will chair the Committee. Charles Phelps is the Consortium Member Co-Chair.

WILKINSON SCHOLARSHIP COMMITTEE

Mastro asked if we would still award the scholarship at the annual Awards Banquet at the Conference. Hyland confirmed that the Scholarship(s) would be presented at that time.

MEMBER AFFAIRS COMMITTEE

Hyland asked Smith if there were any updates on this Committee Report. Smith indicated that there were none to report at this time.

ORIENTATION COMMITTEE

Hyland informed the Board that Hazel Best Shaw (AZ) has attentively agreed to chair the committee. If anything changes, Hyland will update the Board.

NATIONAL SPONSORSHIP COMMITTEE

Smith asked if the Board had any direction at this time regarding donation acceptance. Smith would like to receive some updated information on how to move forward.

SOCIETY PRESIDENTS ACTIVITY TO DO LIST

Bryant would like to have this information on the website and will send a broadcast email to Society Presidents for informational purposes. Smith will provide Bryant with an updated Society Presidents List.

AACPM & ASPA PARTNERSHIP

The reduced price cost for Academy Members is an annual \$50.00 fee. Hyland explained that you receive updated information about ASPA as part of your membership. Hyland suggested that anyone interested should contact ASPA directly. Smith stated this is one more way to share information and network.

MEMBER BENEFITS

Bryant is not sure at this time if the Academy is receiving benefits from YTB. A \$5.00 service fee is charged to the person booking a flight and the Academy receives the \$5.00 fee. The Member At Large was to receive credentials and act as a travel agent. It has been discovered that it does not work this way. Buchholz explained that he could book his flights cheaper when he does them on his own and with research. Gordon verified that we have not received any payments from YTB to date. Bryant has booked two flights through the agency. Smith suggested that we respond to them formally and in writing to discontinue the agreement. Gordon asked if there were no fees, should we cancel? Bryant reviewed the contract with the Board. Either party may cancel this agreement in writing to the other party. Bourbeau suggested that someone follow up with the agency to locate our payments. Bryant will contact YTB and we can discuss at one of our monthly conference calls.

CONFERENCE UPDATES

2008 Ohio – A conference call with Ohio Conference Committee Members took place earlier in the week. Ohio has submitted the call for presentations. The concern of the Board is the keynote speakers have been selected without SOP required Board approval. Ohio is working on receiving direct sponsorships for their keynote speakers. This will help to offset the expense of those speakers.

2009 Florida – The Florida CPM Society Conference Planning Committee is currently working on their logo and theme for the conference.

2010 Oklahoma – The conference will be held in Oklahoma City. The theme and location are currently being finalized. One of the events will be visiting the Federal Building Memorial in Oklahoma City.

2011 – Utah – The Utah Society is currently looking at two locations. One is in the Salt Lake City area and the other is in the Southern part of the state near St. George. Utah has a large conference committee established and working.

2012 – South Carolina – No information at this time.

2013 - Idaho – The conference will be held in Boise, Idaho.

STRATEGIC THINKING EXERCISE

The AACPM Board met with Kay Eldridge (AZ) and developed a “Creative Hit List” and identified items as issues affecting the health and welfare of the organization. The list was prioritized and a decision was made as to which area would be explored during our limited time for this exercise.

The number one goal/focus is membership retention and improving communication among members. The Board reviewed various ways to communicate to its membership.

What methods should be used for communication? The Board's list consisted of Mail, newsletter, reaching out directly through personal contact to Society Presidents, Website and a Board Member at Society graduations (as funding allowed).

Compensation for Kay came to \$370.86 for her mileage reimbursement (426 miles round trip at \$.48.5 per mile). A motion was made by Hyland to reimburse this amount to Kay for her mileage expenses. Bryant seconded the motion. Motion passed unanimously.

MONTHLY BOARD CONFERENCE CALLS

The Board decided to hold monthly one-hour conference calls. This will allow the Board to continue conversations monthly and keeping the lines of communication open. Hyland's phone system has the capability to conference people in at one time. Buchholz will purchase a phone card for these calls. The Academy will reimburse him for this card. Hyland will prepare a monthly agenda and forward it to the Board members prior to the call. Calls will be limited to one hour per month.

HOD COMMITTEE CHAIR REPORTS

A motion was made by Hyland that Committee reports should be submitted to the Academy Secretary at close of the calendar year. As of 1/1/xx – 12/31/xx the reports should be submitted no later than 1/15/xx of the following calendar year for the Board of Directors meeting. Buchholz seconded the motion. The motion passed unanimously.

NEVADA AND NEBRASKA

These two states are interested in forming societies. Buchholz and Hyland have been in communication with them and assisting in the formation of the new societies.

The meeting adjourned at 4:56 PM