



## **BOARD OF DIRECTORS MEETING**

March 17, 2009

Attendees: President Stephen J. (Steve) Mastro; Secretary Debra A. (Deb) Bourbeau; President Elect Joyce Doakes Smith; Member-at-Large Deborah J. (Debbie) Smith, Past President Gregory D. (Greg) Hyland, Treasurer Reva Tisdale

Absent: Member-at-Large Barbara Pepper

The teleconference was convened by President Steve Mastro at 1:02 P.M. Eastern Standard Time.

Today's teleconference is to review with the upcoming Professional Development Conference to be held in Orlando, Florida this September.

Mastro reviewed the two options with the Board.

- Option one is to hold the conference with using the revised contract of 275 room nights. We would need to use 90% (248 room nights) or be responsible for payment. The total is \$33,412.50 at the rate of \$135.00 per night. The Food and Beverage amount did not decrease and is \$35,000.00 as stated in the contract. The 275 room nights would also include the room nights for the Consortium members.
- Option two is to delay the conference until 2014. If we delay, we would need to use the original contract room nights and room rate of \$155.00 per night. Bourbeau asked about liability if in 2014 a conference could not be held. The Academy would still have liability at that time.

J. Smith spoke with the Consortium at their meeting. The Consortium would be willing to have as many of their meals in-house as possible to help reduce the liability of the \$35,000.00 food and beverage minimum in the contract.

D. Smith made the motion to move forward with option one as stated above. Tisdale seconded the motion. The motion carried unanimously.

Mastro asked about notifying the HOD and the Academy Membership. Information will be prepared to notify the HOD and members of the upcoming conference and how the decision was made so that they are aware. We will work with the Florida Conference Team to start promoting the conference. Promotion materials will also be sent to the Consortium and other professional development groups.

No vote is required from the HOD regarding the holding of the conference.

Hyland made the motion to move forward with notifying the HOD and the Academy membership. J. Smith seconded the motion. The motion carried unanimously.

Mastro will notify Jerry McCarthy of the Florida Society of the Board's decision as well as Joanne Robertson, Florida Conference Team. Mastro will request the Florida Society provide the contribution of \$4,000.00 they Florida Society has committed to provide in support of the conference.

Tisdale will secure the required insurance policy for the conference and inform Robertson of the expense for the financial tracking report.

J. Smith has suggested that ideas from Academy members be sent directly to her and she will contact Robertson. J. Smith will also work with Robertson on the meal choices that would be most cost beneficial to the conference, such as including lunches in the conference registration fee.

Tisdale will work with Robertson regarding signature authority on the financial account.

Action List for Steve:

- Write a letter to the Academy members and to the HOD informing them of the conference decision and how it was reached.
- Telephone Barbara Pepper who was unable to be on the conference call today. Inform her of the Board's decision to move forward with the conference.
- Contact Jerry McCarthy and follow up in writing to him and the Florida Society of the Boards decision to move forward with the conference. Inquire about the \$4,000.00 contribution the Florida Society committed to providing for the conference.
- Contact the Educational Foundation regarding an idea for donations for scholarships for future Professional Development Conferences.

J. Smith will contact Robertson and let her know of the Board's decision to move forward with the conference. She will also request an additional signature line be added to the contract for Mastro's signature on behalf of the Academy. A review of the presenter's versus the costs needs to be looked into for feasibility of cost and space cost. A Monday night in house event to assist with food and beverage costs may also be another option to help ensure the food and beverage costs are met.

J. Smith will follow up with Danny Weiss regarding the payment processing system.

Bourbeau asked who should be on the Conference Steering Committee? The larger the committee becomes, the more difficult it may be to have resolution to an issue. Hyland agreed that the Steering Committee, remain at a reasonable size. The Conference Steering Committee will consist of: Hyland, Bourbeau, J. Smith, B. Herman, R. Buchholz, R. Tisdale, J. Robertson as the contact for the Florida Conference Team.

The Board Meeting adjourned at 1:45 PM (EST).

For Distribution:

Original Signature on File

Respectfully submitted by:

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Debra A. Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File

Respectfully submitted by:

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Stephen J. Mastro, CPM, President, AACPM

