



BOARD OF DIRECTORS MEETING

April 7, 2009

Attendees: President Stephen J. (Steve) Mastro; Secretary Debra A. (Deb) Bourbeau; President Elect Joyce Doakes Smith; Member-at-Large Deborah J. (Debbie) Smith; Treasurer Reva Tisdale; Member-at-Large Barbara Pepper

The teleconference was convened by President Steve Mastro at 1:06 P.M. Eastern Standard Time.

Past President Gregory D. (Greg) Hyland joined the call at 1:55 P.M. Eastern Standard Time

- Florida Conference Update

J. Smith has been in contact with Joanne regarding the Florida Conference. Tisdale and J. Smith have reviewed the detail in the budget lines and submitted to the Steering Committee for comments. The Speaker list has been provided to the Board Members for review and comments. The Leadership Institute will host two sessions during the conference. The Board discussed having three breakouts or four breakout sessions. The Board recommends having three break out sessions and has no concerns with the speakers that the Florida Conference Team has submitted for approval.

A motion was made by Tisdale to accept the speaker list as presented from the Florida Conference Team. Bourbeau seconded the motion. The motion carried unanimously.

The Board Members reviewed the Conference Schedule as presented from the Florida Conference Team. Mastro asked if the Consortium schedule needed to be posted for Conference Attendee's. Bourbeau and D. Smith shared information with the Board that the Consortium has their own meeting schedule, which normally ends, prior to the start of the Academy Conference.

A motion was made by Tisdale to accept the conference schedule as presented from the Florida Conference Team. Pepper seconded the motion. The motion carried unanimously.

The conference registration rates are a compromise between a variety of rates that were originally started with when reviewing the revenue and expenses for the conference. The rates have also taken into consideration suggestions from the Steering Committee. The Board discussed the conference rates for the various categories and what is provided with each level of registration fee. The HOD fee is set at \$30.00.

A motion was made by Tisdale to accept the HOD fee to \$30.00. J. Smith seconded the motion. The motion carried unanimously.

Mastro explained the Sterling Conference, which is a nationally known professional development conference held in May. Joanne has requested to attend the conference to market and promote the Academy conference. The registration cost is \$300.00 and additional \$300.00 travel expenses. Mastro asked if this \$600.00 expense item should remain in the conference budget or be an Academy budget expense item?

A motion was made by Tisdale to pay this expense item from the Academy budget. J. Smith seconded the motion. The motion carried unanimously.

After discussion, Mastro said he would contact Jerry McCarthy to see if the Florida Society would be willing to share in this expense as part of the conference promotion

Tisdale made the Board aware that this year's memberships are currently down and that will reflect in our membership revenue.

At this time we do not have updated information on the conference flyers. These are the documents that Joanne is creating for marketing the conference in Florida. Mastro asked if the conference information is linked to the Academy website? Pepper checked and at this time there are no links. J. Smith reported on March 27, 2009 she asked Bill Herman to contact Jason to prepare the registration system for which we will pay \$1,200.00. Mastro explained that once we have the final budget approval, the online registration process can begin.

Mastro asked the Board for comments on the Membership and HOD letters updating the membership on the Florida conference. Once reviewed and approved Mastro will send to the membership and HOD. The HOD will need to discuss the Florida Society's limitation of \$4,000.00 maximum vs. the AACPM SOP's twenty-five percent society responsibility.

- New Business – 1:55 P.M. Eastern Standard Time

Tisdale made the Board aware of the donation of \$1,202 from the state of Alabama. There was no cover letter from Alabama when the funds were sent, but Tisdale did receive a phone call informing the Academy that they could use the money, however the Academy chooses. They did not request the Academy to use for Alabama Fellow membership or annual society assessment fees. Hyland suggested we use the money as conference offset for a loss. D. Smith agreed that we hold in reserve in case of a conference loss. Alabama is no longer affiliated with the Academy. Members are paying as unaffiliated members.

A motion was made by D. Smith to accept the \$1,202 from Alabama and hold it in conference reserves in case of a conference loss. J. Smith seconded the motion. The motion carried unanimously.

Tisdale has been researching airline ticket costs for the September Florida Conference. She asked if Board Members should reserve their airline tickets now for better pricing and be reimbursed at the time the tickets are purchased? Hyland suggested that Board members when making their reservations plan on staying through Wednesday's HOD and departing on Thursday.

A motion was made by Mastro to reimburse Board Members for their airline-incurred expenses timely instead of waiting until September during the conference. Tisdale seconded the motion. The motion carried unanimously.

Mastro received an e-mail from the Arkansas Consortium member, Michael Waters, inviting an Academy Board Member to attend the Arkansas program's graduation on May 14th. Mastro will contact Michael Waters and Becky Bryant to see if the Arkansas program and/or the Arkansas Society can assist with travel expenses for a Board Member to be at the graduation ceremony. The Board would like to attend and be part of all the invitations they receive, however limitations on funding may be an issue.

- Unfinished Business

Tisdale updated the Board on the close out of the 2008 Financial Review. Larry Gordon will have the information to her as soon as possible.

Pepper provided an update on the generic membership brochure. The brochures have been printed and are being shipped to her for distribution.

The Consortium approved the testimonial brochure. Terri Callahan from the Consortium and Steve Mastro on the Academy are working on completing this project.

Mastro spoke with Tom Patterson (LA) regarding the Management Practices Committee recommendations. Mastro has requested that Charlene Cutting (NH) review the process with the Management Practices Committee and provide a recommendation for the Board. Mastro would like to know what does the committee want to do this year for the Askew Award Process? Do we start the generic awards this year? A decision and information needs to be made and the information provided to the Consortium and Program Areas as soon as possible. .

Tisdale asked how the Florida conference is being marketed to all states with recent graduates and the future societies. Hyland volunteered to send out information to Nebraska, Washington DC, Nevada and Iowa and any other new possible and potential societies to make them aware of the upcoming conference.

Pepper has been assisting Gail Gibson (LA) with the Henning Award application form. Once completed, Pepper will post the information on our website for Henning Award applicants. Gibson is working on forming this year's Henning Award Committee.

Hyland provided an update with Washington, DC, saying Camille has sent a draft of their bylaws. They will be requesting approval from the Academy for the chartering process. Mastro asked if Hyland could document the Society Chartering Process for the Board. Hyland will send an e-mail to the Board with the process.

Mastro updated the Board on the Strategic Planning Committee. The Strategic Planning Committee will be sending surveys to societies and Board Members. Mastro has requested all Board Members participate when contacted.

The Board Meeting adjourned at 2:30 PM (EST).

For Distribution:

Original Signature on File

Respectfully submitted by:

Debra A. Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File

Respectfully submitted by:

Stephen J. Mastro, CPM, President, AACPM