



BOARD OF DIRECTORS TELECONFERENCE

July 17, 2008

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

The teleconference was convened by President Greg Hyland at 2:01 P.M. Eastern Daylight Savings Time.

OLD BUSINESS:

- Approval of June 11, 2008 Teleconference Minutes

A motion was made by Gordon to accept the minutes from the June 11, 2008 teleconference. Bryant seconded the motion. The motion carried unanimously.

- Approval of Midyear Board Meeting Minutes

A motion was made by Buchholz to accept the minutes from the Mid-Year Board Meeting held in San Diego, California. Gordon seconded the motion. The motion carried unanimously.

- Membership Update

Gordon informed the board that we currently have 1,424 paid members through July 17, 2008. Through email contacts, there are an additional 30 members from the Texas Society, 31 in Florida and 5 in Arizona that will be paying their annual dues. This will bring the membership up to 1,490. Second quarter rosters are due July 31 from Society Treasurers.

- Membership Database & Certificate Mailing

Smith is working on updating the membership roster with the 2008 membership information. Membership certificates for new members will be mailed out on or before the 19th of July.

- Virginia & Washington DC Society Status

Christy Porterfield from the Virginia Society is out of the office until next week. Hyland and Gordon are working with her to get the Society back in good standing. They are requesting that the \$500.00 grant check be returned to the Academy, as it has not been cashed, and is now outdated and now longer valid. The Academy Board is willing to continue the grant and re-issue the check provided it is used to pay for two years of Society assessment and individual membership dues that are outstanding. Once this payment is made, the Virginia Society will again be current.

A motion was made by Buchholz to continue the Grant provided to the VA Society in 2006 and allow them to pay their Society Assessment and individual membership dues with it. Gordon seconded the motion. The motion carried unanimously.

Washington DC Society never received the original hard copy letter, and the return receipt-tracking card has been returned to Hyland. E-mail's including an electronic copy of the letter have been sent from Hyland to the DC Society Board Members, and Hyland received confirmation receipt that the E-mail was opened. To date, Hyland has not received any response from any of the DC Society Board Members copied on the E-mail.

Mastro is requesting that the HOD be contacted with the information that has been sent to the DC Society. Bourbeau asked would that be the standing HOD from the September 2007 conference or the new HOD Delegates for the September 2008 Meeting. Bryant agrees that we should contact the 2007 HOD with a letter indicating the information that has been sent to the DC Society. Hyland explained that the HOD couldn't revoke a Society Charter as the Board has the authority and issues the Charters to Member Societies. Therefore, only the Board can revoke the Charters.

Mastro is also suggesting that we provide copies of the letters to the 2008 HOD members in their packets to bring the HOD current with this information.

A motion was made by Bourbeau for Hyland to draft a letter for the Board to review prior to the letter being submitted in the 2008 HOD packet. Bryant seconded the motion. The motion carried unanimously.

- 2008 Conference Discussions

Buchholz provided the Board with an update on the Ohio Conference registrations. The registrations are low at this time, and he is concerned that turnout may be low for this conference. Buchholz believes we may have a spike in registrations right before the price increase on July 31st. To date, we have 50 people registered, and this doesn't include the Ohio Society members or participants.

There is an Attrition Clause in the hotel contract that we can reduce the sleeping room nights by 20%. The Attrition Clause must be implemented no later than August 17th. Mastro and Buchholz are receiving hotel reservation information weekly. After July 31st

they will review the numbers to see if we need to exercise the clause. If we do not release the rooms, the AACPM will be liable. If the hotel can sell them, we will not be charged for the released rooms they are able to resell. A question was raised as to whether we should release rooms at this time for the hotel to resell? Buchholz stated we could exercise this cut any time up to August 17th Attrition Clause date, but that the cuts will come out of the pre-determined 20% reduction specified in the Attrition Clause. The benefit gained by releasing the rooms now is the hotel may have a better opportunity to resell them. The hotel is confident they can resell most of the rooms, except for those reserved for Sunday night.

A motion was made by Hyland to exercise the 10% room cut at this time. Smith seconded the motion. The motion carried unanimously.

Buchholz will send an E-mail to the hotel informing them of this decision.

Mastro and Hyland do not believe that the Ohio Society has the sense of urgency that goes into planning a conference. It is disappointing to see that information is not being sent out. The conference brochure is 80% done at this time. There is a potential for a \$3,000 to \$5,000 loss or possibly more. The AACPM is responsible for 75% of a loss and the host society is responsible for 25% of the loss.

Hyland has requested that Smith contact Ohio and assist them in anyway possible regarding the marketing and other concerns the Board has. Smith agreed and will contact the Ohio Society Conference Team.

Hyland reviewed the conference budget and believes it is not as accurate as it needs to be. Mastro has also discussed the budget with the conference team. Hyland has asked Gordon to assist them with the budget process. Mastro would like to request from the Ohio Conference Team a budget based on the current registration numbers as we have them today.

Hyland asked Mastro if he had any updates on the Conference brochure. Buchholz informed Hyland that among other items, they are waiting for a President's Welcoming Letter from him. Hyland located the E-Mail from the Ohio folks during the teleconference and will provide the requested letter to the Ohio Conference Committee.

The Board has agreed the "Save the Date" reminder card has little use or value now due to the short time between now and the Conference. The energy should be put into completion of the conference brochure.

It was noted that mass E-mail communication is very valuable as a tool to promote attendance at the Conference. Hyland will send an E-mail to the Consortium asking them to share the conference information with their students and programs. Bryant will also send a notice to the American Society for Public Administration (ASPA) President in Arkansas and request it be forwarded to membership as well.

Hyland asked Mastro what the welcome package would consist of for conference attendees. Mastro is unsure what will be provided. Hyland has requested feedback from the Board on donation of items from Yuma or the City of Phoenix. Mastro will follow up with the Ohio Conference Team for information on the welcome package.

- Board Meetings in Columbus

Hyland asked the Board when they thought it would be a good time to hold the Board of Directors Meeting. Possible meeting times were discussed for Sunday evening at the Social Event or we could meet after the HOD. The Conference close out meeting will be held immediately after the HOD. No Board member has received an official invitation to the Ohio Graduation at this time. It was agreed that the best time for the Board to meet would be Wednesday afternoon immediately upon completion of the Conference Close-Out Meeting.

- Board Member Election Update

Buchholz informed the Board that we have eight highly qualified individuals and is very pleased with the response to the call for elections. The packets of election information are being sent out to the Board Members, the two Past Presidents as well as the 18 Society Presidents in the next few days. No election packets have been sent to the inactive societies or to Societies not in good standing. The “Meet the Candidates” forum is scheduled for Tuesday morning over a thirty-minute period. Buchholz will have each candidate speak for three minutes and then allow a short question and answer time for the remaining six minutes. Buchholz is suggesting that the candidates mingle with the HOD members throughout the conference. Hyland will introduce the candidates in his remarks at the Opening Ceremony and encourage the conference attendees speak with the candidates running for office during the Conference.

- House of Delegates Meeting

Buchholz asked Bryant how the certification of HOD members is coming along. Bryant has information from nine Societies as of today. Hyland believes that despite the low Conference registration numbers at this time, we will have the quorum we need as specified in the Academy’s SOP to hold a “formal” HOD meeting.

- Past & Future Conference Updates

Steve Mastro, Ron Buchholz and Bill Herman compiled information from the past Professional Development Conferences. This information will be helpful for future conference planners as they move forward with conference planning. This document needs to be posted on the Academy Web Page and updated as Conferences are held and bids for new Conferences are approved.

Smith informed the board that the Oklahoma Society will be looking at conference sites on the 18th of July for the 2010 conference. Smith will scan the proposals for the conference team to review and make their recommendations to the Board.

Mastro discussed SOP changes for the duties of President and President-Elect regarding future conferences. Who will be responsible for maintaining this database and keeping it current? Mastro suggested the information should be updated by the conference committee chair and provided to the Board Member at Large for CC.

Hyland asked that we table this topic for our next meeting due to our time constraints on this call.

- CPM Education Board Election

Buchholz informed the Board that the CPM Education Foundation would have a new At Large Board member this year to be elected by the 2008 Society Presidents. The board is seeking a candidate to fill the position currently held by Buchholz. A CPM Education Board ballot will be mailed out to Society Presidents for voting for the new At Large Foundation Board member. The ballots are to be brought to the Presidents meeting and the votes will be counted. The CPM Education Foundation Board is made up of five members, the current Academy President and Treasurer and three At Large Board members. The Society Presidents will elect the three At Large Board members over the next three years beginning this September to replace the interim At Large Members originally appointed when the Foundation Board was created.

Mastro asked who would count the ballots. Buchholz stated the Board has not met yet to confirm who will count the ballots this year. Hyland stated that AACPM Board Members could count the votes and announce the winner at the HOD. Buchholz explained that when the By-Laws are complete, they would address these issues. Mastro suggested that a Society President be present while the ballots are being counted. The Board agreed that this was a good suggestion.

Buchholz informed the Board that the By-Laws and Ethics Committee has no additional changes except for the ones submitted by the Academy Board at the Mid Year Board Meeting. The By-Laws Committee unanimously supports the Board's decision to revoke the Charters, if needed, for Societies that are not Member Societies in good standing..

- New Society Formation Status

Buchholz informed the Board that the Nebraska CPM Program would hold its first graduation ceremony in December 2008. Once that graduation is completed, members of the graduating class will move forward with forming a State Society. Iowa should be submitting information by late fall to early winter for review. Nevada is still reviewing the information on forming a Society.

Ron Buchholz noted that during the recent ByLaws and Ethics Committee teleconference, Committee Member Leonard Jones from Alaska indicated that he and other Alaskan CPM's are very interested in establishing a CPM Society for that State. Leonard also noted that he had already contacted Alaskan CPM Program Director Bruce Rowe, and that Bruce supports establishing the Society as well. Leonard will be attending the Conference in Columbus and Ron will be working with Leonard to establish the next new Member Society for the Academy. It is anticipated that the work with the Alaska CPM's will carry over into calendar year 2009 and Greg (as 2009 Mentoring Committee Chair) is aware of this task for the Mentoring Committee next year

- Update on Scanning Project

Smith has completed the initial project! She has two electronic copies. The 2006 and 2007 records will be picked up from Judy and she will get started on those records. The 2008 records will be collected from Bourbeau and scanned.

- Charity for Academy Support

This topic has been discussed at the BOD Meeting in San Diego and at subsequent Board teleconferences. The Board felt that it would be impossible to select a single charitable organization that would be acceptable to all Academy CPM's and Member Societies. It was decided to drop this item. Bryant said since this was suggested by one of the member Societies, it could become an item for discussion at the President's meeting in Columbus.

NEW BUSINESS:

- Future Conference Discussion

Hyland solicited thoughts from the Board regarding charging a fee for the On-Line Registration System? Due to time constraints for Board Members during this call, this topic is tabled until next month.

Buchholz discussed the cost for using Pay Pal and if we should pass the cost along to the participants who elect to use this payment option. That is a current practice with many vendors. Smith suggested we include the fee associated with using the on-line pay system into the registration cost.

Mastro asked for a point of order concerning this discussion. "Should these type of suggestions be coming to the Board from the Committees? The Board should not be jumping ahead on these topics as that is the purpose of having committees." Discussion was tabled at this time.

Hyland discussed holding a special training session prior to the start of the Annual Professional Development Conference. Discussion was tabled until next month.

Hyland asked if the AACPM Annual Professional Development Conferences are Academy Conferences hosted by a State Society or a State Society conference for the Academy? Buchholz stated that this question has been a historical point of tension for many years and should be addressed and clarified. Mastro believes it falls under SOP 11.70 to provide the local group with the information they need..

Mastro would like to ask the Board to have the Conference Committee address concerns they may have and bring them back to the Board. Bryant pointed out that there is a Host State Conference Committee and an Academy Conference Committee and that the responsibilities of each should probably be better defined. Discussion will continue during our next teleconference.

The teleconference adjourned at 3:30 P.M. Eastern Daylight Savings Time.

Next conference call is scheduled for Thursday, July 31, at 2:00 Eastern Time.

For Distribution:

Original Signature on File

Respectfully submitted by:

Debra A. Bourbeau, CPM, Secretary, AACPM

For Distribution:

Original Signature on File

Respectfully submitted by:

Gregory D. Hyland, CPM, President, AACPM