

American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
February 13, 2019

Board Members Present: Dennis Martino, President; Jeffrey Dinkins, President-elect; Bill Herman, Secretary; Debbie Smith, Treasurer; Becky Bryant, Director of Membership; Greg Hyland, Director of Communications; and Loretta Tillery, Immediate Past President

Board Members Absent: Dan Matthys, Director of Education

Also Present: Patty Morgan, Red Shoe Solutions

The President convened the meeting at 1:02 PM (EST).

January 9, 2019 Meeting Minutes:

Greg Hyland moved to accept the January 9, 2019 meeting minutes as presented. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried.

Treasurer's Report:

Treasurer Debbie Smith provided a written report and reviewed the expenditures and revenues with the Board through mid-February. She noted the final remittance funds received from ASPA for the first and second quarter of 2017 has been completed and issued to the current active societies in Arkansas, New Hampshire, New Jersey, Utah and Wisconsin. She noted the help of Becky Bryant to work through this process. The Treasurer is following up with insurance provider for the Treasurer's Bond which is due at this time and has not been received. Debbie has continued to research financial institutions that have a national presence to allow Academy signatories to easily be changed as officers change. The options appear limited, but the Treasurer intends to provide a recommendation at a March board meeting.

The Treasurer is close to finalizing a 2018 Conference expense report. One outstanding registration has yet to be paid, while there is a room charge to be determined before final income and expenses are finalized. The Board discussed whether Board travel is considered a part of the conference budget or is a regular operating expense of the Academy. The Treasurer indicated she will prepare the numbers using both approaches to enable the Board to make a final determination.

Greg Hyland moved to accept the Treasurer's Report as presented. Seconded by Becky Bryant.

Loretta Tillery indicated the report should not be accepted, but filed for audit. She indicated the difference was the Board members could be held personally responsible for any errors if they accept the report. Bill Herman took strong objection to that approach noting every Board

he serves on which deals with more funds than the Academy does formally accepts Treasurer Reports. He also noted the Academy does not have its records audited, so the suggestion they are filed for audit is not an accurate statement. He further noted the Academy provides liability insurance for the Board of Directors, which covers their legal actions while acting as Board members and would prevent any personal liability for such actions.

Dennis Martino noted many organizations he is aware of appoints an Audit Committee from within the membership to conduct a review of financial records of the organization on an annual basis. He suggested it may be an appropriate step for the Academy to consider. Debbie Smith also noted she forwards the volume of financial records to all the Board members she does because she wants everyone to be informed of the financial actions and status of the Academy.

Greg Hyland amended his motion to place the Treasurer's Report on file for audit. Seconded by Jeffrey Dinkins. A vote was taken with six in favor and one opposed, the motion carried.

President's Report:

Dennis Martino reported he had a teleconference scheduled for February 26th with CPM Consortium President Ellen Freeman-Wakefield and Patty Morgan to discuss the 2019 conference to be held in Omaha, Nebraska in October. He felt they would get into some of the logistics and schedule for the event, and he would report back at the Board's March meeting.

The President indicated he had been reviewing the by-laws and SOPs of the Academy and noted the various categories of membership that include individuals who are not necessarily CPMs. He began wondering if this could be an avenue or path of increased membership in the organization and, if so, how might the AACPM market to a potentially broader base of members. He indicated this was something he was offering for consideration as the Academy moves forward.

Dennis also noted he would be attending the Massachusetts CPM graduation in the fall, and would promote the Academy as part of that event.

Dennis Martino to have teleconference with Nebraska CPM Program Director and CPM Consortium officials on February 26th to coordinate 2019 Conference planning.

Membership Update:

Patty Morgan reported there were seven new members within the last 30 days with the AACPM membership standing at 86 members, with five pending. She indicated following the Board's direction, non-renewals are now marked as cancelled in the system, and are moved to "Contacts". She noted if any of them reached out via the web site, they would see a renewal invoice and can be restored to membership status.

Communications and Newsletters:

Dennis Martino asked the question of whether the Academy had a list serve which it could use to communicate with its membership. Greg Hyland indicated there could be a number of communication opportunities from the Academy to its members such as award announcements, seeking news of local CPMs to be shared, conference planning information available on the website, etc. Becky Bryant felt it would be a worthy goal for the Academy to make contact with its members at least a couple of times per month.

Patty Morgan indicated there was not a list serve per say, but the Academy has the ability to communicate to the membership as was being discussed through the web site. She indicated the database can be sorted to reach out however we want to, i.e. – members, Board of Directors, all contacts, etc.

Dennis Martino suggested an initial first message be a query to the membership for news of note of local CPM events or individuals. He noted he has set-up a Google report on news of public managers that he receives several times a week. He wondered, in similar fashion to the “News Briefs” ASPA provides to its members, if the AACPM could offer such a service to its members. Or perhaps the AACPM could get permission from ASPA to re-circulate its “News Brief” material to Academy members. Greg Hyland offered caution about potential copyright considerations in circulating someone else’s information, and Bill Herman noted the ASPA “News Briefs” is not actually theirs as he receives the same publication from ICMA and noted it is actually produced by a third party firm called “News Briefs” located in Washington.

Becky Bryant also noted the AACPM still maintains its Constant Contact account and that it has about 1,000 names in its database.

Greg Hyland will work with Patty Morgan to develop a system of sending out membership messages and information through the AACPM web site, beginning with the request for news of note from the members.

Becky Bryant will provide Greg Hyland with login and access information for the AACPM Constant Contact account for its use as well.

Strategic Planning Discussion:

Dennis Martino noted in 2015-2016, the Academy developed a transitional strategic plan in an effort to right the ship. He indicated it was considered an interim plan that was intended to stabilize the organization, which he felt has been accomplished and that it was time to look at updating the plan in order to move the organization forward. He felt it was possible to manage this type of effort “virtually” and involve the entire Board, but his sense was a smaller working group meeting face-to-face would accomplish a lot more in a shorter period of time, in the same vein as when Loretta, Dennis and Bill met in New Hampshire for a day to handle the planning efforts for the 2018 Conference in Atlanta.

He felt the strategic planning effort should identify three to four goals for the Academy to build on the stabilization effort and to further chart the future course of the organization. Dennis stressed his belief the Academy has to grow in order to survive as an organization. The overall sense of the Board was the idea of a smaller working committee was a sound approach. Becky Bryant felt the effort done previously for strategic planning was far more productive due to the face-to-face nature of the time and the structured time for the process.

The consensus was the work product of the committee would be shared with the Board as a whole which may lead to an online Board discussion, or, at a minimum, an e-mail discussion.

Dennis Martino asked the Board members to consider ideas for the goals of the strategic planning effort and for the potential participants and location for a face-to-face meeting. He will list this as an item for the March Board meeting.

Unfinished Business:

Proclamation Requests: There have been no requests since the Board's last meeting.

Awards and Recognitions:

Wilkinson Scholarship: Dennis Martino indicated since the Board's January meeting, it had been determined the Academy had received a timely application for the 2018 Wilkinson Scholarship. He noted unfortunately, the application fell through the cracks, but it has been confirmed the application was submitted and received timely, and the individual was a member of the AACPM which qualified him as an applicant. The applicant was Captain Mark Bodanza of the Hanover, NH Police Department, who is a recent graduate of the NH Certified Public Manager Program and is now pursuing a master's degree. Dennis noted if the Board approved the scholarship award, he had asked Bill Herman to make arrangements for its presentation at a meeting of the Hanover Board of Selectmen, which would locally promote Captain Bodanza, in addition to providing some notoriety for the AACPM.

Becky Bryant moved to award the 2018 Wilkinson Scholarship in the amount of \$750 to Mark Bodanza of New Hampshire. Seconded by Debbie Smith. A vote was taken, all were in favor, the motion carried unanimously.

Henning Award 2019: Dennis Martino noted the Board had previously indicated it wanted to take steps to present a Henning Award at the 2019 conference and annual meeting in Omaha. It was agreed that the presentation of a Henning Award should be announced in the near future with a deadline of applications being in July. There was general sentiment this would allow enough time to make a selection of a recipient and to make all necessary arrangements for presentation in October.

Several Board members noted in the past the Academy had a committee of past Henning Award recipients serve as the awards committee. Bill Herman indicated more recently there had been discussion about appointing an Awards Committee from within the Board and

general membership. He noted prior Henning Award recipients were not eligible for receiving the award a second time, so it was easier to appoint a committee from that pool. If the Board was moving in a different direction, he recommended the committee not be appointed until after the nomination deadline to ensure no one who is nominated for the award or has nominated someone for the award is also serving as a member of the committee.

Dennis Martino requested Board members review the Henning Award criteria and be ready to approve a notice and timeline for application and award at the March Board meeting.

Posting of Presentations from 2018 Conferences: Dennis Martino noted we have established a page on the Academy website for the various presentations from the 2018 Professional Development Conference in Atlanta, but there was not too much material yet up on the page. He asked Loretta Tillery if she had made contact with Bill Shields for a copy of his remarks, and Becky Bryant and Loretta Tillery about various capstones project presentations they had made contact to schedule. He noted Patty Morgan was tracking down the presentation Doug Wilson made at the joint AACPM and NCPMC meeting.

Bill Herman suggested filling out this page could be another item for promotion and notice to the Academy membership to enable those not able to attend the conference to be able to take in the information from the presentations.

New Business:

Dennis Martino inquired if anyone would be attending the ASPA Conference in March. Loretta Tillery indicated as an ASPA Board member, she would be attending. Dennis noted he would be contacting Bill Shields about the potential of putting a handout or flier about the AACPM in the ASPA Conference materials.

Adjournment:

Bill Herman moved to adjourn the meeting at 2:11 PM (EST). Seconded by Greg Hyland. A vote was taken, all were in favor, the motion passed unanimously.

The President thanked the participants and adjourned the meeting at 2:11 PM (EST).

Respectfully submitted:

William G. Herman, CPM
Secretary