

**American Academy of Certified Public Managers®
Board of Directors Teleconference Meeting
August 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 Hope Obika Waobikeze, Director of Education

Board Members Absent: Loretta Tillery, Immediate Past President

The President convened the meeting at 1:05 PM (EST).

Treasurer's Report:

The Treasurer provided a written report in advance of the meeting which reviewed the expenditures and revenues with the Board through July 31st. At the present time, all expenses have been paid and there are no checks outstanding.

Debbie Smith asked what travel expenses for Carl Weber will the Board be approving and also whether the AACPM would want to order pens for the conference. Dennis Martino noted a small notebook with a pad and sticky notes have already been secured for the conference, and suggested we could forgo pens this year. There was concurrence by the Board on this item.

For travel costs for the keynote presenter, it was agreed the conference budget covered the cost of airfare, two night's hotel lodging, meals at GSA rates and transportation to and from the Omaha airport. There was concurrence by the Board on this item.

Becky Bryant moved to place the Treasurer's Report on file for audit. Seconded by Greg Hyland. A vote was taken, all were in favor, the motion carried.

July 10, 2019 Meeting Minutes:

Greg Hyland moved to approve the July 10, 2019 meeting minutes as presented. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried.

Call for Nominations

The President reported the deadline for nomination of candidates for the 2019 election had passed on August 10th. As of that date there was one candidate for Director of Education – Hope Waobikeze of Texas, and one candidate for Secretary – Bill Herman of New Hampshire. There were no candidates for the position of President-elect. He indicated

unlike any other position, the AACPM by-laws are clear that the President-elect must be elected, where other Board vacancies can be filled by appointment. As a result, the President indicated the Board may want to consider extending the filing period to solicit candidates for the position of President-elect. For discussion purposes, he suggested the filing period deadline be extended from August 10th to September 1st, and that a notice be sent out to the membership. Greg Hyland indicated he had hoped someone would have stepped forward to run for President-elect, but if the deadline is extended he indicated he would file for the position should no one else step forward. There was general agreement with electronic balloting, the September 10th deadline for preparing and distributing the ballot and September 20th to cast ballots could remain in place.

Bill Herman moved to extend the filing period for the position of President-elect from August 10th to September 1st. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion carried.

Dennis Martino agreed to work with Patty Morgan to get another notice out to the membership concerning the extended nomination period for President-elect.

AACPM Membership Report:

Becky Bryant reported as of today, the AACPM membership stood at 128, an increase of two since July. She also noted the current membership represents 29 states, the Virgin Islands and two international countries. Becky indicated in many situations there is only one or two individuals from a given state, and that she would work to reach out to these individuals who were CPMs to encourage them to get other colleagues in their area to consider joining the AACPM and help expand the membership base. She also suggested we should make a pitch in Nebraska while we are there in October as there currently are no Academy members from Nebraska. She contrasted that to there being 34 members from Georgia after we held our last conference in Atlanta. Becky indicated she did not fully understand all of the data in the membership database report, and would work further with Patty Morgan to better understand it.

Becky Bryant reported she has been invited by the Arkansas CPM Program Director to participate in two upcoming workshops for the CPM and AGM programs, and to talk about CPM and the AACPM. Dennis Martino noted he is now teaching a lot of the CPM classes in New Hampshire and he makes a pitch for the AACPM at every CPM class he teaches.

Communications Report:

Greg Hyland provided the Board with a schedule for the September 2019 and December 2019 "The Public Manager" newsletter complete with assignments for articles and deadlines for the submission of materials by the respective board members. He noted the first

newsletter production worked well, and he has learned from it to develop the schedule and deadlines presented today.

Dennis Martino noted that, with the help of Patty Morgan, the monthly President's Message he has been sending to the AACPM membership has been refined and also sent directly to all of the CPM Program Directors to keep an AACPM presence with that audience.

Consideration of Revised Standing Operating Procedures:

The President noted from the July meeting, nine proposed updates to current AACPM Standard Operating Procedures (SOPs) concerning the Secretary and the Treasurer had been submitted to the Board for consideration. Six of the SOPs focused on the Secretary's position and function prepared by Bill Herman; one focused on the duties of the Treasurer prepared by Debbie Smith; and one would formally implement the one-signature check process the Board had adopted in May 2019. The items included:

- Introduction
- SOP 6.40 – Secretary
- SOP 5.00 – Constitution and Bylaws
- SOP 11.00 – Committees
- SOP 11.45 – Stationary
- SOP 11.71 – Academy Meetings
- SOP 11.72 – Annual Board Planning Meeting
- SOP 6.50 – Treasurer
- SOP 7.00 – Financial Policies and Procedures

Greg Hyland moved to adopt the proposed amendments as presented. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion passed unanimously.

The President and Secretary also indicated there were four generic suggestions for housekeeping updates to the AACPM SOPs including:

- Changing any mention of the position of "Chair", "Chair-Elect" and "Past Chair" to "President", "President-elect" and "Past President",
- Changing any mention of the position "Member-at-Large – Programs" to "Director of Education",
- Changing any reference to the positions of "Member-at-Large – Membership" and "Member-at-Large – Communications" to "Director of Membership" and "Director of Communications", and,
- Including all specific SOP reference to duties assigned to specific Board positions within each job responsibilities listed for each position in SOPs 6.10 through 6.80.

Greg Hyland moved to authorize the Secretary to make the changes noted above to the appropriate AACPM SOPs. Seconded by Becky Bryant. A vote was taken, all were in favor, the motion passed unanimously.

Hope Obika Waobikeze joined the meeting at 1:50 PM

Ongoing and Unfinished Business:

Awards / Recognition: The President indicated he had no report or additional information to offer, and would reach out to Loretta Tillery on this. The President indicated Treasurer Debbie Smith and he had been able to respond to all inquiries and requests for either Askew Awards or proclamations, indicating the last requests for proclamations had come from the District of Columbia CPM Program and the New Jersey program. He also noted the NH Askew Award recipients who are employees of the Department of Health & Human Services, had been presented their recognition during an early June CPM graduation, but it was going to be re-presented during a recognition at the auditorium of the Health & Human Services Department with the Department Commissioner participating in September.

Bryant Scholarship: Becky Bryant reported as of today, there were no applicants for the Bryant Conference Scholarship. The deadline for submitting applications was August 15th, and she felt she would ask Patty Morgan to send another notice out to the membership. Hope Waobikeze suggested before that is done, perhaps it could be better defined who is eligible to apply for the scholarship as she felt it wasn't clear and she wanted to circulate it to colleagues of hers. Board members agreed the requirement is that an individual be a graduate of a recognized CPM Program, and be a first time attendee at an AACPM National Conference.

Dennis Martino agreed to ask Patty Morgan to re-circulate a notice for the Bryant Conference Scholarship, and to also post information & an application under "Awards and Recognition" on the AACPM web site.

Jeffrey Dinkins left the meeting at 2:04 PM

Henning Award: Debbie Smith provided a report indicating four nominations for the Henning Award had been received and are being reviewed for compliance with the submission process. There are three former Henning recipients who are active AACPM members, and all have agreed to assist with the scoring of the applicants. In addition five additional invitation have gone out to randomly selected active AACPM members who are not from the nominees states. The final make-up of the review and scoring team will be completed by the end of the week, with the materials for review and scoring then being sent to them to perform their scoring. The members of the team will not know each other and all scoring will be conducted as anonymously as possible to reach the final composite score to determine the 2019 Henning Award recipient. The award will be presented during the AACPM Professional Development Conference to be held in Omaha in October.

Agenda Items for Annual Business Meeting:

Dennis Martino noted we have an Annual Business Meeting on the schedule for the Omaha Conference, and he would welcome input from the Board moving forward for items to be discussed and handled at that meeting. Bill Herman noted this is where the report of the elections and the swearing in of new officers should take place.

Greg Hyland noted although he will not be physically able to attend the annual meeting, he would be able to attend telephonically. Dennis Martino agreed we would make arrangements for that to occur. Dennis asked the Board to share other ideas for annual meeting business in the weeks ahead.

Adjournment:

Becky Bryant moved to adjourn the meeting at 2:21 PM (EST). Seconded by Hope Waobikeze. A vote was taken, all were in favor, the motion passed unanimously.

The President thanked the participants and adjourned the meeting at 2:21 PM (EST).

Respectfully submitted:
William G. Herman, CPM
Secretary