**American Academy of Certified Public Managers® (AACPM)**

**Board of Directors Teleconference Meeting**

**October 12, 2021**

1. Call to Order (10:06 a.m. MST)
2. Roll Call

Board Members Present:

Jana Huffaker, President Elect

Amber Ortiz, Secretary

Colleen Clark, Communications Chair

Debbie Smith, Treasurer

Trevor Sparrow, Education Chair

Becky Bryant, Membership Chair

Also Present:

Patty Morgan, AACPM Administrator

Board Members Absent:

Gregory Hyland, President

Dennis Martino, Past President

The President confirmed a quorum was present and convened the meeting at 10:06 AM (MST).

1. Continuing Business
2. Approve Minutes of Last Meetings: June – Sept. 2021 (Amber)

We’ll table for now and move to approve the June - Oct. 2021 minutes in November.

1. Old Business and Voting
   1. Review Treasurer’s Report (Debbie)

Skipped.

* 1. Education Chair Report

Tracy started some outreach. We have 44 people registered for the conference. We’re growing organically at the moment. Please share all ideas.

* 1. National Conference

Times have been confirmed with Colleen. No response from Greg. We’ll hand the invoice when we receive it.

Patty will provide a list of the Askew award winners.

Debbie has worked on a paragraph to share. Debbie provided history of time spent during awards ceremony. Typically, both the President and past Henning award winner speak to the importance of the award. Debbie has ordered the Henning recipient’s trophy. Debbie has the plaque format saved. These will both be sent straight to Arkansas to cut down on mailing expenses. Debbie will reach out to Bill and ask if he’ll present that award.

The invitation for the Nat’l Conference has been sent out. The flyer doesn’t have the registration code. Patty will send out a newsletter and flyer to the Consortium separately, so not to confuse the Consortium meeting.

* 1. Communication Update (Colleen)

The website templates are all set. Colleen is to send content to Patty. Patty will send it out. Patty reaches out to archive members that haven’t renewed to keep them in the loop enough to hopefully have them rejoin when they’re in the position to do that.

Next year’s goal: Increase outreach, membership and AACPM recognition by having a strategic calendar. This needs to be planned out with a quarterly calendar showing exactly when we need information to go out (i.e. emails, notifications, social media, etc.). Jana suggested waiting on creating timelines, measurables and our strategic plan at our annual business meeting.

Jana will work on onboarding materials to get everyone up to speed on Education and Communication.

Our election ends the 22nd. Jana will send out a Doodle Poll for the business meeting.

* 1. Conference Awards

Discussed above.

* 1. Creating job announcement board or connect to other state’s sites.

Skipped.

* 1. Amazon gift card - $25 for survey from June – three responded

Survey was sent out to ask what kind of events our members are interested in attending.

Debbie can secure the gift card or Jana can and seek reimbursement. Jana will verify what information she has on the winner and seek reimbursement from Debbie.

1. New Business
2. Move meeting days to second Tuesday monthly
3. NCPMC and AACPM agreement renewal and add terms to SOPs

Dennis and Stephanie may be working on this.

Jana – We should add this to our SOPs so we know how they’re woven together. Debbie suggested we add a new heading and decided on a good place to merge it in.

Patty is working with Stephanie to “trim” it. The board of AACMP wasn’t as robust as it is now. We can streamline this. We want to clarify the SOPs.

1. Voting updates – closing Oct. 22. Invite new members to 11/3 conference
2. Event planning for January – wait until after holidays?

Jana will send out a Doodle Poll for the annual business meeting and see what we can do after the holidays. The typical time commitment is two hours, not to include strategic planning. Debbie will send out some old agendas for the business meeting to Jana.

1. Separate website from NCPMC?

Tabled.

1. Group membership rates for any interested societies

Tabled.

1. Need everyone to review Chair descriptions and responsibilities

Tabled.

1. When is the 10-year §8 Declaration due? (SOP needs actual data)

Debbie reminded the board the last time it was done was 2015-16. She’ll send out an email to the board showing when it’s due again.

The SOPs should have a calendar of events that the board is required to do. Jana will send out the current SOPs to the group. These are also located on the AACPM website.

1. Outreach to committee positions or “at large” seats?

Jana suggested getting “at-large” seats so when we have elections, we would have people naturally step into these positions. Colleen suggested sending out an email now with notice we’ll start committees by Spring next year.

This will be a big help for our Education and Communication.

1. Misc.

Patty will update the BOD page after elections.

1. Verify Dates for 2021 Meetings – All

November 9

December 14

1. Adjournment

There being no further business to conduct, Jana adjourned the meeting at 11:05 a.m. MST.

Respectfully submitted:

Amber E. Ortiz, CPM

Secretary

**Action Items of the AACPM Board of Directors**

**Taken During the**

**October 12, 2021 Meeting**

|  |  |  |
| --- | --- | --- |
| **This action item** | **will be completed by** | **on or before** |
| Patty will provide a list of the Askew award winners. | Patty | Conference |
| Debbie will reach out to Bill and ask if he’ll present that award. | Debbie | Conference |
| Patty will send out a newsletter and flyer to the Consortium separately, | Patty | Conference |
| Jana will work on onboarding materials to get everyone up to speed on Education and Communication. | Jana | Next meeting |
| Our election ends the 22nd. Jana will send out a Doodle Poll for the business meeting. | Jana | Next meeting |
| NCPMC and AACPM agreement renewal and add terms to SOPs | Dennis & Patty | Next meeting |
| Debbie will send out some old agendas for the business meeting to Jana. | Debbie | Next meeting |
| Debbie will send out an email to the board showing when 10-year §8 Declaration is due | Debbie | Next meeting |
| Work on SOPs  The SOPs should have a calendar of events that the board is required to do. | Colleen | TBD |
| Jana will send out the current SOPs to the group | Jana | Next meeting |
| Send out an email now with notice we’ll start committees by Spring next year. | Colleen | TBD |