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

**Board of Directors Teleconference Meeting**

**April 12, 2021**

1. Call to Order (9 a.m. MST)
2. Roll Call

Board Members Present:

Gregory Hyland, President

Jana Huffaker, President Elect

Dennis Martino, Past President

Amber Ortiz, Secretary

Tracy Watterson, Education Chair

Debbie Smith, Treasurer

Becky Bryant, Membership Chair

Also Present:

Patty Morgan, AACPM Administrator

Board Members Absent:

Staci Mason, Communications Chair

The President confirmed a quorum was present and convened the meeting at 9:01 AM (MST).

1. Continuing Business
   1. Review of Minutes of Last Meetings (Amber)
      1. March 8, 2021 Board Meeting

Greg moved to approve the March 2021 minutes. Seconded by Jana. A vote was taken, all were in favor, the motion carried.

* 1. Review Treasurer’s Report (Debbie)
     1. Debbie provided the balance and advised the Board of likely expenses remaining through April 2021.
     2. Signature cards

Debbie is scheduled to get signature card next week.

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

* 1. Membership Report (Becky and Patty)
     1. Member invoices & communications (Jana)

Becky reported 113 paid members. Becky and Dennis will reach out to overdue members.

Greg – requested that Dennis look into inquiries and reach out to Bill.

Becky moved to approve the membership report. Seconded by Greg. A vote was taken, all were in favor, the motion carried.

* 1. Communications Chair Update (Staci)
     1. Website updates

Greg – requested that Patty send Staci’s emergency contact information.

Greg tabled consideration of the communications ideas until the next meeting in Staci’s absence.

* 1. Education Chair Report (Tracy)
     1. Review results of membership survey

Tracy will save the education plan in the shared folder for members.

Tracy reviewed education plan and survey results. Will reach out to Philip regarding Public Finance webinar. Will reach out to Vermont contact regarding Racial Equity webinar.

Jana suggested an option for Racial Equity professional opportunity thru Wassmuth Center. Jana will send a link to Tracy.

Dennis will send additional training information from conference to Tracy. Tracy will ask Philip about sharing this information with members.

Tracy recommended a branded PowerPoint and feedback template to use moving forward. Jana suggested using Google Docs and contact info for future ideas, etc. Tracy will work with Patty.

Greg moved to move forward with Tracy’s plan. Seconded by Becky. A vote was taken, all were in favor, the motion carried.

* 1. Report on SOP Updates (Dennis)
     1. Action on updated SOPs

Dennis hasn’t received feedback at this time. Dennis will send out for the board’s approval. We will take a vote in the next meeting.

Jana – The goals are very broad and general. Suggested to add specific goals.

Greg – He should be making action plans and hasn’t done so at this time. This should be done instead of changing the SOPs every year.

Becky – Will send out plan to include strategic plan for this year to the board.

Jana – We need a protocol in the SOPs when a board member can’t perform their duties either temporarily or permanently.

Tracy - Absence due to illness or leave isn’t the same as negligence.

1. Old Business (9:30 a.m. MST)
   1. Report on Wilkinson & Henning Awards (Debbie)

Debbie has sent out email regarding Wilkinson Award.

No updates on the Henning Award.

1. New Business (9:35 a.m. MST)
2. Update on Educational Foundation (Steve Mastro)

Debbie didn’t send Steve the meeting link. Will send for next meeting.

Debbie reviewed upcoming considerations and scholarships.

1. NCPMC Agreement (Jana)

Jana hasn’t received feedback from the board. Suggests moving forward with a 1-year MOU.

Jana moved to approve the 1-year MOU. Seconded by Becky. A vote was taken, all were in favor, the motion carried.

1. National Conference

Dennis – Conference to be held November 3-5.

1. Possible cancellation of November 8, 2021 AACPM Meeting

We may cancel this meeting if the National Meeting is cancelled.

1. Volunteer to Take Minutes (May, June, July)

Debbie volunteered to record meeting minutes.

1. Other New Business - None
2. Verify Dates for 2021 Meetings – All

Greg – Requested the 5/10 meeting go for 1.5 hours. Jana volunteered to Host next meeting via Zoom for the board.

5/10, 6/14, 7/12, 8/9, 9/13, 10/11, 11/8, 12/13

1. Adjournment

There being no further business to conduct, Greg Hyland adjourned the meeting at 10 a.m. MST.

Respectfully submitted:

Amber E. Ortiz, CPM

Secretary

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

**Taken During the**

**April 12, 2021 Meeting**

|  |  |  |
| --- | --- | --- |
| **This action item** | **will be completed by** | **on or before** |
| New signature card to Jana | Debbie | Next board meeting |
| Reach out to overdue members.  Reach out to Bill. | Becky and Dennis | Next board meeting |
| Send Staci’s emergency contact information to Greg | Patty | Next board meeting |
| Save the education plan in the shared folder for members. | Tracy | Next board meeting |
| Reach out to Philip regarding Public Finance webinar. Will reach out to Vermont contact regarding Racial Equity webinar. | Tracy | Next board meeting |
| Send Racial Equity professional opportunity thru Wassmuth Center to Tracy. | Jana | Next board meeting |
| Ask Philip whether we can share conference material with members.   * *Dennis will send additional training information from conference to Tracy.* | Tracy and Dennis | Next board meeting |
| Work with Patty on branded PowerPoint and feedback template to use moving forward. | Tracy and Patty | Next board meeting |
| Send out SOPs for the board’s approval.   * *Greg - We will take a vote in the next meeting.* | Dennis and Greg | Next board meeting |
| Send out document with strategic plan for this year to the board. | Becky | Next board meeting |
| Write protocol in the SOPs for when a board member can’t perform their duties (temporarily and permanently). | Dennis and Jana | Next board meeting |
| Send Steve the May 2021 meeting link to discuss Educational Foundation | Debbie | Next board meeting |
| Record May, June and July meeting minutes in Amber’s absence | Debbie | N/A |
| Plan for 5/10 meeting to go for 1.5 hours. | All | Next board meeting |
| Host next AACPM Board Meeting via Zoom | Jana | Next board meeting |
| Ask ourselves how ASPA can help at the end of discussion for each agenda topic | All | All board meetings |