

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

March 21, 2012

The meeting was called to order at 7:05 PM CDT. Attending the meeting were Sharon Kelley, Reva Tisdale, Joanne Robertson, Stephen Mastro and Keith Heaton. Absent was Jeff Kramer.

A motion was made by Joanne and seconded by Keith to approve minutes for February 1, 2012. The motion passed unanimously.

Status Report –

AACPM – Keith reported that the ASPA negotiations ran into a couple of snags, one being there is new leadership at ASPA and approval of the proposed affiliation has not yet occurred and second is clarification of the role ASPA's current CPM Section has with AACPM.

Treasurer's Report – There has been no change to the balance in the bank accounts. We have received the New Hampshire filings. Joanne and Reva will get together and get those completed. Keith moved and Sharon seconded that the tax return is to be filed with the IRS as it was presented to the board. The motion passed unanimously.

Website – Sharon has updated the website with information on how to donate services, fees, goods, etc. and has also added the 2010 financial statements. Steve asked where the emails for donation of services went and Sharon verified that info@CPMEF.org was forwarded to her email.

Annual Conflict of Interest Statement – Joanne verified that she has received all of these.

2012 Plans/Projects –

1. Communication – We identified three means of communicating for the immediate future. In addition to the website, we will:
 - a. Send communication to all Society Presidents
 - b. Submit an article for the CPM Connection's summer edition
 - c. Develop a presentation for stakeholders to be ready for conference – Some ideas for this presentation were to explain the difference between a 501(c)3 and a 501(c)6, the in-kind grant and donation SOPs-including the process and timeline, illustrate the website, and 2-4 examples of what's in it for them to donate. (Reva to draft)

The goal is to align all of our messages with the same branding and information.

2. Funding – The board brainstormed ways to reach out to potential donors. In addition to a news email in December, we came up with the following:
 - a. Solicit donations from Marriott (the conference is being held at one of their hotels) for a 2-3 night voucher, possible an airline voucher, to raffle or auction at the AACPM conference. (Joanne to follow up)
 - b. For every \$10 or more donation, the donor's name will go into a drawing for a free registration fee to the 2013 AACPM conference in Boise Idaho.
 - c. Host a reception during the conference (possibly Monday evening in the president's suite) for Q&A and feedback to the foundation board for about an hour – an open house social type gathering.
3. Documentation of our ongoing processes – We agree to add the “In-Kind” SOPs and the CPMEF Grant Application to the website. These documents were approved by the majority vote of the board via email.
4. Travel – Steve's SOP proposing travel grants for the AACPM conference and State Society events – placed temporarily on hold due to funding and timing concerns.

The next meeting will be held on Wednesday April 25th, 2012, at 4:00 PT; 5:00 MT; 6:00 CT; 7:00 ET.

The meeting concluded at approximately 7:55 PM CDT.