

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

February 1, 2012

The meeting was called to order at 7:00 PM CDT. Attending the meeting were Jeff Kramer, Sharon Kelley, Reva Tisdale, and Keith Heaton. Absent were Joanne Robertson and Stephen Mastro.

A motion was made by Keith Heaton and seconded by Sharon Kelley to approve minutes for January 3, 2012. The motion passed unanimously.

Action Item for all Board Members – A reminder for those who may not have sent their signed Annual Conflict of Interest Statements to Joanne Robertson to do so. Joanne will follow up.

Status Report –

AACPM – Keith reported that the ASPA negotiations were moving forward. Other than that there was no further news.

Treasurer's Report – The spreadsheets were updated (thanks Sharon for catching the duplication) and account balances were verified with the bank balances. There is \$345.70 in the pay pal account and \$590.85 in the general account.

Website – Sharon has updated the website and created an SOP that she will forward to the board in an email.

Plans/Projects – We discussed the travel grant proposal that Steve submitted. While we all agreed that this was an excellent start, we are concerned about the administrative difficulty of having it in place for Columbia, SC. We also want to get the societies involved with pre-screening and allowing them to submit the requests for the grants/scholarships. We also felt it was important to get the in-kind speaker fees process documented so that the societies had something immediate they could use. Reva agreed to draft an SOP for the donor acknowledgement letters and in-kind speaker donations.

We agreed to develop a power point presentation in time for the SC conference and to focus on items 1, 2 and 4 in the next few meetings.

1. Communication
 - a. Website
 - b. Develop a presentation for stakeholders
2. Funding
 - a. In-kind speaker donations or sponsors
 - b. Outreach – fundraising/soliciting funds

3. Grants/scholarships
 - a. Travel – Steve has a draft SOP proposing grants in this area with criteria, etc. that he will send to the board.
 - b. AACPM conference
 - c. Society events

4. Documentation of our ongoing processes

The next meeting will be held on Wednesday March 7, 2012, at 5:00 PT; 6:00 MT; 7:00 CT; 8:00 ET.

The meeting concluded at approximately 7:30 PM CDT.