

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

March 14, 2013

The meeting was called to order at 7:09 PM CST. Attending the meeting were Mitchell Stern, Joanne Robertson, Kathy Skiera, and Stephen Mastro. Absent were Happi Hansen, and Jeff Kramer.

Minutes from February 14, 2013 – Joanne moved to accept the minutes and Kathy seconded. Minutes were approved unanimously.

Treasurer's Report – Joanne will complete IRS 990 form for filing. Steve can then finish the Annual Report.

PayPal information has been received - \$545. A discussion was held around when to move the balance out of PayPal. The end of the year seemed to be a good time. That way we would have a definitive calendar year amount. Joanne is going to check to see if any of the \$545 is from 2013 so that we can have a definitive 2012 value for the Annual Report.

Donor Thank You Notes: Donors submitting checks receive a Thank You note from the foundation when their donation is received. PayPal donors are not currently receiving a Thank You note. Should they be? They are receiving a confirmation from PayPal. The Foundation will review the confirmation to determine if it is adequate or whether a Thank You note should also be sent.

Bank Signature Card: Currently Joanne is the only signature on the bank account. We need an additional signature on the card. It should either be Steve or Happi since they will continue to be on the board next year. Joanne is going to look into how to do this with Wells Fargo.

Annual Report – Steve will complete this once the 2012 Financial information is available.

AACPM Update – Membership packets are out. There are some questions surrounding the discount time period. At the present time, the discount date has been moved back to April 30, 2013. Additional discussions are underway with ASPA on this topic. There are also some other issues that are currently being worked out with ASPA. AACPM Section membership is slowly coming in. There are still less than 100. There is a concern that members are registering incorrectly. More information will be available after the March 18 AACPM Board Meeting.

Foundation continues to be faced with who to serve. Right now the bylaws say the AACPM. If the AACPM loses societies, the foundation may need to look at whether that needs to be expanded to serve other CPM alumni groups.

Wilkinson Scholarship: This is a discussion item for the March 17 AACPM Board meeting. Further discussion is expected at the April meeting.

Old Business Reports –

- a. Conflict of Interest Forms: Steve and Mitchell have submitted their forms. The remaining members need to complete and submit their forms. Steve will send a follow-up e-mail to the members who have not submitted their forms as a reminder to get them in.
- b. Website Project Update – Jeff sent the following update to Steve. Jeff needs to get the final information to Salina. That should be completed soon. Salina then needs 2-3 weeks to complete the website. Once finished, a link will be sent to the Foundation members for review. It is hoped that the website will be finished in a month or so. Once the site is finished, we'll have information on how to maintain the website. We can then figure out who will maintain it. A final decision has been made that there will not be a donation of services for 2012. All work will be for 2013.
- c. Bylaws Updates – Steve sent out an updated draft. It has changes that were suggested by Jeff. Everyone should review the new draft. Please send any comments to Steve. The final updates will be completed in a few months.

New Business –

- a. Contacts Societies to offer CPMEF services when planning 2013 training programs – Draft letter (Steve) –
The goal is to have 2-5 societies take advantage of the Foundation for training programs during the year. Steve will send out a letter to all Society Presidents outlining how their societies can take advantage of the Foundation. Kathy will get Steve a list of Society Presidents and their e-mail addresses for this communication. Foundation members will then be assigned societies to contact for follow-up discussions.
- b. Progress or action items to meet Goals, Objectives, & Priorities for 2013: (All)
 - 1) Bylaws Adjustments to fit ASPA affiliation
In Progress.
 - 2) Webpage Upgrade
In Progress.
 - 3) Communications
In Progress.
 - 4) Fund raising efforts for conferences and events
Steve will contact Happi to get this going. Steve contact Reva to see if there is anything that the Foundation can help with for the Idaho conference.

Other Business – None.

There being no further new business the meeting concluded at approximately 7:45 PM CST.

The next meeting will be held on Thursday, April 18, 2013. The times and call in number will be provided on the agenda. Hopefully the new website will be ready for review prior to the meeting. The website can then be discussed at the April meeting.

2013 CPMEF Goals & Objectives (DRAFT)

- I. Web Page
 - i. Update Officers and contact e-mails
 - ii. Post Last 12 Months of Meeting Minutes & All Annual Reports.
 - iii. Post SOP's & forms.
 - iv. Post Brochure in electronic form for download & printing.
 - v. Improve information for potential donors.

- II. Communications
 - a. Communications with Society presidents and conference planners.
 - b. Communications with potential donors of in-kind or cash donations.
 - c. Communications AACPM Section officers.
 - d. Communications with ASPA foundation.

- III. Funding/resource goals for 2013.
 - a. 2013 AACPM Conference in Boise
 - b. Assist with at least two Society educational events.
 - c. Increase cash donations.
 - d. Increase in-kind donations.
 - e. Seek grants or gifts to fund conference speakers, meals, or facilities

- IV. Bylaws
 - a. Updates due to the AACPM affiliation with ASPA CPM Section.
 - b. The number of elected board members, their titles, and length of term.
 - c. Role of Alternate Members.
 - d. Election process.

