

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

February 14, 2013

The meeting was called to order at 7:04 PM CST. Attending the meeting were Mitchell Stern, Joanne Robertson, Kathy Skiera, and Stephen Mastro. Absent were Happi Hansen, and Jeff Kramer.

Minutes from January 17, 2013 – Steve moved to accept the minutes and Kathy seconded. Minutes were approved unanimously.

Treasurer's Report – Website donation information is still needed. Joanne will send us the final website information. Then she will complete IRS 990 form for filing. There is a question on how much to credit to 2012. We need this information from Jeff. Salina is going to submit something through the end of December. No information has been received at this point. This is the only item left for 2012. PayPal information has been received. Joanne is going to forward this spreadsheet to everyone again. Steve can then update the Annual Report. Any other in-kind donations for 2012? No.

Next step is the IRS 990 filing. It was filed last year in March. Joanne is going to look for the filing date. She believes that it is an April filing date. Perhaps Reva would be a good person to review the 990 once it has been completed.

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

AACPM Update – ASPA has had some technical difficulties getting a website setup to accept payments. AACPM Board has asked ASPA to send an update out regarding the delay. Another issue is that all other ASPA members run on a 12 month cycle from when you join. ASPA is looking to do a calendar year for AACPM. There is an issue regarding how this should work. A question is how does this work for existing ASPA members who will be joining the AACPM Section January 1, 2013.

Foundation is 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.

Mitchell shared the following paragraph of an e-mail sent by Matt Rankin to Jeff Kramer, that had been forwarded to the AACPM Board, "The whole process of getting the web site adjusted for the merger has admittedly taken longer than I expected, but it will be working shortly and it will ensure that AACPM members can join, and renew, quickly and smoothly. Also, per your recommendation we are creating a printed application for the joint membership mailing. The Section info has been added as well." Mitchell also shared that ASPA intends to get the membership packets out by the end of the month.

Old Business Reports –

a. Website Project Update – No update from Jeff, as he was absent. It was discussed that the website is built in Dream Weaver. Salina is moving the package to a standard CMS (Content Management System).

b. Bylaws Updates – Steve has sent the updates out to the board members. The following discussion was held on specific Bylaw topics.

- Looking at Officer titles: they look fine.
- Change in a 3 year term to 2 year term, you can serve up to 6 consecutive terms. Board would re-organize each year due to annual turn-over. At this time looking to elect people to the board vs. officer positions on the board. Discussion which way to go. The Board currently likes the flexibility of electing members to the Board and then determining officer positions based on skillset and interest.
- Each foundation member should take a good look at the changes and feel free to word smith back to Steve.
- Would like to finalize the bylaws by June/July. Then hold the fall election under the new bylaws.

c. Wilkinson Scholarship in 2013 (AACPM or CPMEF) – Mitchell asked to have this topic tabled until after March AACPM Board Meeting. Steve is open to this. He wrote the SOP for the Wilkinson Scholarship for the AACPM and would be comfortable making the transition to CPMEF, if that is the final outcome.

d. Contacts with Societies planning 2013 training. (All) - Goal is to have one society use this process to help fund a training event. Wisconsin is going to be looking at this closer at their February 22 meeting. Also want to be available for Reva use this funding alternative to help with the Boise conference. Reva is trying to do some in-kind donations for the conference.

New Business –

a. Annual Conflict of Interest Forms – Page 12 of the bylaws (Appendix A). Please read Appendix A, print out the bylaw form, sign it, and send the original back to Joanne. Joanne will send the contact address out to everyone regarding where to send the form to.

b. Alternate Member(s) – Jeff is our alternate right now. Is there someone else that we are interested in appointing to this position? Perhaps someone to help with the website or the Wilkinson Scholarship.

c. Election of 2013 Officers – This item was discussed during the last meeting. The election was delayed until this meeting due to some absences. Happi is out for this meeting. Steve will send out an e-mail to finalize the election of officers. The board discussed the following possibility for officers:

President	Steve
Vice President	Mitchell (If there is a need for Mitchell to ascend to the presidency, we would look at a new election of officers to

prevent a conflict of interest by having Mitchell holding President positions in AACPM and CMPEF.)
Treasurer Joanne (She is rolling off the board this year and suggested transitioning someone into the Treasurer position. We will look at doing this towards the end of the year.)

Secretary Happi

At Large Member Kathy

d. Goals, Objectives, and Priorities for 2013

- Bylaws adjustments to fit ASPA affiliation.
- Web page upgrade.
- Communications.
- Fund raising efforts for conferences and events.

Other Business – None.

There being no further new business the meeting concluded at approximately 8:05 PM CST.

The next meeting will be held on Thursday, March 14, 2013. The times and call in number will be provided on the agenda.

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.

