

# **CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION**

Board of Directors Meeting

January 17, 2013

The meeting was called to order at 7:10 PM CST. Attending the meeting were Larry Totten, Happi Hansen, Kathy Skiera, and Stephen Mastro. Absent were Joanne Robertson and Jeff Kramer.

Minutes from December 12, 2012 – Larry moved and Kathy seconded. Minutes were approved unanimously.

Treasurer's Report – No report as Joanne was absent. Steve said that there is some December revenue and little or no expenses for December. However, he did not have any amounts.

Annual Report – Steve sent a draft to the board for review. Through 2012 the board did mostly organizational work and not a lot of fund raising. He is hoping that the board will move in the direction of doing more fund raising in 2013.

AACPM Update – Larry reported that the last documents for the ASPA AACPM Section have been filed. ASPA leadership will meet the last weekend in January to complete their paperwork for the Section. Membership packets will then be mailed out. Membership packets will go to AACPM members from 2010, 2011, and 2012. \$10,000 has been budgeted by ASPA for recruitment for the new section.

Old Business Reports –

- a. Website Project Update – No update from Jeff, as he was absent. The website needs updating for 2013. The board prefers to have e-mails routed directly to their preferred e-mail address instead of having to log into to the website to retrieve them. Steve is going to talk with Jeff to see if this can be arranged.
- b. Bylaws Updates – Steve is working on this.
- c. Wilkinson Scholarship in 2013 (AACPM or CPMEF) – Larry is going to bring this topic up for discussion at the February AACPM Board Meeting. Discussion was tabled until after the AACPM Board Discussion.

New Business –

- a. Annual Conflict of Interest Forms – Joanne will e-mailed these forms to all board members. Please sign and return them. For questions, contact Steve or Joanne.
- b. Draft of 2012 Annual Report – Steve received comments back from Jeff and Reva. He is waiting on comments from Joanne to complete the financial section.
- c. Alternate Member(s) – There are two non-voting positions that can be filled to assist the board. These positions are appointed by the board for up to three years. Jeff is currently in his second year of a three year term. There is also a vacant position. At this time we would like Jeff to continue his term. The vacant position we would like to

hold to see what additional skills the board may need. One thought is that we may fill the second vacancy with someone to help with the website.

d. Election of 2013 Officers – The board needs to determine what roles each of the members will hold. Traditionally, one of the two AACPM members fills the “At Large Member.” The board discussed the following possibility for officers:

President	Steve
Vice President	Larry
Treasurer	Joanne
Secretary	Happi
At Large Member	Kathy

The next step is to check with Joanne to see if she is interested in serving as Treasurer for 2013. This should occur prior to the next meeting. Elections are expected to occur at the February meeting.

e. 2013 Letterhead – Board members are requested to send Steve their contact information for the CPMEF letter head by Monday, January 21.

f. Goals, Objectives, and Priorities for 2013

Bylaws adjustments to fit ASPA affiliation – A discussion was held regarding Section 3. This pertains to a Travel Award. There have been no funds for this program today. Should we pursue funds to do this in 2013? Do we want to focus on support of the Boise AACPM conference, perhaps a dinner or sponsoring a speaker? Funding would need to be pursued for this option as well. We could search for grants (money received with an accompanying reporting requirement) or gifts (money received with no accompanying reporting requirement). The board is leaning towards a focus on supporting the Boise Conference this year. The board also discussed the possibility of sponsoring a meal at the 2014 conference. An initial focus will be to communicate with societies to help support annual conferences or events with in kind donations for speakers. We will start working with societies that we know have these events to see if we can help with this kind of support.

Other Business – Upcoming ASPA Conference. The AACPM Board will hold their annual meeting at the conference Sunday-Tuesday (March 17-19). The Academy will not have a booth at the conference. It was deemed too costly for this year. The Academy will check out this possibility for next year. The 2014 ASPA Conference is in Washington, D.C.

There being no further new business the meeting concluded at approximately 7:57 PM CST.

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

Submitted by Kathy Skiera